

# SAMPLE TIMECARD

Timecards - Microsoft Internet Explorer

Address: https://bone.hrs.psc.gov/scripts/saisapi.dll/ktasweb460.class/Timecards/TimecardsController?FUNCTION=Timecards

02/01/09-02/14/09 2009/4

SSN: 898-08-2222 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2009/4

Annual Leave 256.0 Credit Hours 22.0 Credit Hours Lost 0.0 Sick Leave 1370.0 FFL Used 0.0  
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0  
 Projected AL 192.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 208.0 VLTP Leave 0.0

Type	Su 02/01	M 02/02	Tu 02/03	W 02/04	Th 02/05	F 02/06	Sa 02/07	Su 02/08	M 02/09	Tu 02/10	W 02/11	Th 02/12	F 02/13	Sa 02/14	Supps	Total
Tour Hours	8.0	8.0	8.0	8.0	8.0	8.0		8.0	8.0	8.0	8.0	8.0	8.0		0.0	80.0
Regular		8.0	8.0	8.0	8.0	8.0		8.0	8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
- Other																
Holiday Leave															0.0	0.0
Excused Absence															0.0	0.0
Furl. Lapsed Appr															0.0	0.0
Furlough-Sequestr															0.0	0.0
Furlough-Other															0.0	0.0
Leave Without Pay															0.0	0.0
Suspension															0.0	0.0
AWOL															0.0	0.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0

OT-Irregular Earned  
 Holiday Pay  
 Comp Time-Earned  
 Credit Hours-Earned

- Other

Night Diff  
 Sun/Sat Diff  
 OT-Earned-ARSOT  
 OT-Substitute Hours  
 OT-Suffic&Permit  
 OT-Travel Earned  
 OT-Training Earned  
 Rel Comp-Earned  
 Comp Time for Travel (CTT)-Earned  
 Call Back Earned

OK Reset

**Instructions**

Click the "+" button to show more Leave or Hours Types, "-" to show less.  
 Click the unmarked button to the left of specific Leave or Hours lines to show the Timecard Hours screen.

## Legend

- A : System generated hours
- M : The employee Signed-In or Signed-Out and changed the clock time
- T : Hours generated by a change made by the Timekeeper
- \* : Supplement exists for the day
- \*\* : Multiple other leave types used for the day
- [] : A blank indicates a Sign-In and Sign-Out where the hours were still system generated because there was no time change made

<b>Field Name</b>	<b>Description</b>
Tour Hours	Displays the total number of hours you are required to work for the pay period.
Pay Period	Displays the pay period number for the timecard you are viewing.
Pay Year	Display the pay period year for the timecard you are viewing.
SAC	Displays your standard accounting code. Also know as organization or administrative code.
Annual Leave Category	Displays the annual leave accrual category for the employee.
Transmit Date	Displays the date the timecard you are viewing was transmitted to the payroll systems.
Balances	Displays your various leave balances. If you are viewing a timecard for a previous pay period, the balances are as of the end of that pay period. These balances reflect all leave used during the pay period and all supplements entered by your timekeeper or ITAS coordinator during the pay period.
Date	Displays the day and date in the pay period. Next to the date is one of the above indicators. See Legend above.
Reg	Displays the number of regular hours that you worked for the day.
AL	Displays the number of annual leave hours that you used for the day. An "R" preceding the number indicates restored annual leave is used. An "B" indicates that both annual leave and restored annual leave are used. An "F" indicates hours under the Family Medical Leave Act. An "M" indicates multiple uses of annual leave.
SL	Displays the number of sick leave hours that you used for the day. An "F" preceding the number of hours indicates hours under the Family Medical Leave Act.
CTU	Displays the number of compensatory time hours that you used for the day. An "R" preceding the number indicates religious compensatory time used. An "B" indicates that both compensatory time and religious compensatory time are used.
CHU	Displays the number of credit hours that you used for the day.
Other Hrs	Displays the number of other leave hours that you used for the day. Other types of leave comprise one or more of: military leave, holiday, administrative leave, court leave (e.g., jury duty), continuation of pay, and time off incentive award.
NP	Displays the number of non paid leave hours that you used for the day. An "A" preceding the number indicates absent without leave (AWOL) is used. An "L" indicates leave without pay (LWOP) is used. An "S" indicates suspension (SUSP) is used. An "F" indicates hours were used under the Family Medical Leave Act. An "M" indicates multiple.

Tot Base	Displays the number of based hours applied to your tour of for the day.
N/S	Displays the number of night differential or Sunday differential hours that you worked for the day.
ENV	Displays the number of environmental differential or hazard differential hours that you recorded for the day.
OT	Displays the number of overtime hours that you worked for the day.
HP	Displays the number of holiday pay hours that you earned for the day.
CTE	Displays the number of compensatory time hours that you earned for the day. An “R” preceding the number indicates religious compensatory hours earned. An “B” indicates that both compensatory time and religious compensatory time are earned.
CHE	Displays the number of credit hours that you earned for the day.
Supplements	Displays the total number of supplement hours for each leave category applied for the pay period.
Totals	Displays the total number of hours for each of the columns that apply toward your tour of duty.
Paid Base	displays the number of hours you will be paid for the pay period.