ATTENDANCE RECORD

State of New York - OGS BSC

GA-600 (10-99)

PP NO. AND DATES	BUREAU	ITEM NO.	WORK SCHEDULE	HRM AUDITOR'S INITIALS
SSN	LOCATION	PT/VRWS%	PER. LEAVE DATE / ANN. LEAVE DATE	IPP GRANT DATES
NAME (LAST, FIRST, M.I.)	TITLE	NU / SG	OVERTIME PROJECT NO.(S)	

DAILY ATTENDANCE RECORD

DATE	IN	LUNCH		OUT	OTHER ABSENCES		OVERTIME		VRWS EARNED	PT PD EXTRA TIME
		OUT	IN		OUT	IN	EARNED	PD		
TH										
FRI										
SAT										
SUN										
MON										
TUES										
WED										
TH										
FRI										
SAT										
SUN										
MON										
TUES										
WED										
TOTALS										

CREDITS USED

TARDY	ANN. LEAVE	SICK LEAVE		PERS. LEAVE	OVER-TIME USED	HOLIDAY		VRWS USED	MISCELLANEOUS	
		REG.	FAMILY			REG.	FLOAT		CODE	USED

ACCRUAL SUMMARY	ANN. LEAVE	SICK LEAVE	PER. LEAVE	OVERTIME		HOLIDAY		VRWS
				PREVIOUS FY	CURRENT FY	REGULAR	FLOATING	
BALANCE FORWARD								
CHARGES THIS PERIOD								
SUBTOTAL								
CREDITS EARNED								
ENDING BALANCE								

I CERTIFY THIS IS A TRUE AND ACCURATE RECORD OF MY ATTENDANCE.

Employee's Signature Date

I CERTIFY THIS IS A TRUE RECORD AND HAS MY APPROVAL.

Supervisor's Signature Date

COMMENTS (ATTACH ADDITIONAL SHEET IF NECESSARY)