

EMPLOYEE SERVICE RECORD

2021
YEAR

EMPLOYEE NUMBER

NAME AS ON SOCIAL SECURITY CARD (Mr., Mrs., Miss)	SOC.SEC.NO.	CLASSIFICATION	
ADDRESS	OFFICE, BOARD OR DEPT.	BEGIN DATE EMPL.	ACCRUAL DATE

PAY PERIOD	FIRST WEEK							SECOND WEEK							PAY DATE	VACATION LEAVE			SICK LEAVE			NOTES			
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		TAKEN	EARNED	BALANCE	TAKEN	EARNED	BALANCE				
12/20/20-1/2/21															01/15/21										
1/3-1/16															01/29/21										
1/17-1/30															02/12/21										
1/31-2/13															02/26/21										
2/14-2/27															03/12/21										
2/28-3/13															03/26/21										
3/14-3/27															04/09/21										
3/28-4/10															04/23/21										
4/11-4/24															05/07/21										
4/25-5/8															05/21/21										
5/9-5/22															06/04/21										
5/23-6/5															06/18/21										
6/6-6/19															07/02/21										
6/20-7/3															07/16/21										
7/4-7/17															07/30/21										
7/18-7/31															08/13/21										
8/1-8/14															08/27/21										
8/15-8/28															09/10/21										
8/29-9/11															09/24/21										
9/12-9/25															10/08/21										
9/26-10/9															10/22/21										
10/10-10/23															11/05/21										
10/24-11/6															11/19/21										
11/7-11/20															12/03/21										
11/21-12/4															12/17/21										
12/5-12/18															12/31/21										

S-SICK L - LOST TIME OL-OTHER AUTHORIZED LEAVE

* = Salary Accrual

HOURLY SHOW VACATION/SICK DAYS IN 1/2 HOUR INCREMENTS

EXEMPT SHOW VACATION/SICK IN 1/4 DAY INCREMENTS