



## PAYROLL VOUCHER

EMPLOYEE NAME		EMPLOYEE NUMBER	PAY PERIOD				DEPT									
			NO.	BEGINNING	ENDING	YEAR										
(ENTER DAYS OF WEEK IN THIS ROW)																
FUND	PAY LEAVE AND HOURS														NUMBER OF HOURS	FINANCE USE ONLY
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		SUB-TOTAL
REGULAR HOURS WORKED																
REGULAR HOURS WORKED																
REGULAR HOURS WORKED																
REGULAR HOURS WORKED																
ANNUAL LEAVE																
ANNUAL LEAVE																
ANNUAL LEAVE																
ANNUAL LEAVE																
SICK LEAVE																
SICK LEAVE																
SICK LEAVE																
SICK LEAVE																
HOLIDAY WORKED																
NIGHT DIFFERENTIAL																
SUNDAY PAY																
OVERTIME PAY																
FIRE TIME & HAZARD																
HOLIDAY LEAVE																
ADMINISTRATIVE LEAVE																
EMERGENCY LEAVE																
LWOP																
DONATED LEAVE																
WORKMAN COMPENSATION																
COVID-19 Work from Home																
COVID-19 Emergency Leave																
Daily Sub-Total																
<b>TOTAL</b>																
		LEAVE			TIMEKEEPER'S BALANCE											
		ANNUAL LV.	SICK LV.	LWOP	AWOL	ADMIN LV.										
FORWARD BAL.												EMPLOYEE				
EARNED																
USED												SUPERVISOR				
NEW BALANCE																

**TIME AND ATTENDANCE REPORT**