Non-Exempt Biweekly Attendance Record
Record 1-20-13 thru 5-11-13

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Week</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Work Schedule</th>
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<table>
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<tr>
<th>January</th>
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<td>27 28 29 30 31 1 2</td>
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<tr>
<td>B1</td>
<td>Employee's Signature</td>
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<tr>
<td></td>
<td>Supervisor's Signature</td>
</tr>
<tr>
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</tr>
<tr>
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<td>10 11 12 13 14 15 16</td>
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<tr>
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<tr>
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<tr>
<td></td>
<td>Supervisor's Signature</td>
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<tr>
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<td>3 4 5 6 7 8 9</td>
<td>10 11 12 13 14 15 16</td>
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<thead>
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<th>March</th>
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<tbody>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>24 25 26 27 28 29 30</td>
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<tr>
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<tr>
<td>April</td>
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<tr>
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<td>7 8 9 10 11 12 13</td>
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<table>
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<th>April</th>
<th>May</th>
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</thead>
<tbody>
<tr>
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<td>21 22 23 24 25 26 27</td>
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<td>B1</td>
<td>Employee's Signature</td>
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<td></td>
<td>Supervisor's Signature</td>
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<tr>
<td>April</td>
<td>May</td>
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<tr>
<td>28 29 30 1 2 3 4</td>
<td>5 6 7 8 9 10 11</td>
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<td>B2</td>
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</tbody>
</table>

| B1     |   |
|        |   |

| B2     |   |
|        |   |
Non-Exempt Biweekly Attendance Summary  
1-20-13 thru 5-11-13

<table>
<thead>
<tr>
<th>Name __________________________</th>
<th>Department ______________________</th>
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<tbody>
<tr>
<td>Title __________________________</td>
<td>Reg Quad-Wk Hrs ___________________</td>
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<td></td>
<td>Factor x Reg Quadri-Weekly Hours</td>
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<table>
<thead>
<tr>
<th>Vacation - Sick Leave - Overtime &amp; Compensatory Time Record</th>
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<tbody>
<tr>
<td>Bal Fwd: Vacation</td>
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<tr>
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<tr>
<td><strong>Quadrant Weekly Cycle</strong></td>
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<tr>
<td>Jan 20 - Feb 16</td>
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<tr>
<td>Feb 17 - Mar 16</td>
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<tr>
<td>Mar 17 - Apr 13</td>
</tr>
<tr>
<td>Apr 14 - May 11</td>
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</table>

<table>
<thead>
<tr>
<th>Weekly Summary (for overtime calculation)</th>
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<tbody>
<tr>
<td><strong>Week Ending</strong></td>
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<tr>
<td>----------------</td>
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<tr>
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<tr>
<td>Jan-26</td>
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<tr>
<td>Feb-02</td>
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<tr>
<td>May-04</td>
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<tr>
<td>May-11</td>
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</tbody>
</table>

**Vacation Factors**
A: 0.057692  
B: 0.069231  
C: 0.080769  
D: 0.092308

**Sick Leave Factor**
0.046154

**Coding (for reverse side):**
A  Absent without Pay  
B  Call Back  
C  Comp Time Earned  
CT  Comp Time Taken  
ES  Extended Sick Lv  
H  Holiday  
J  Jury Leave  
ML  Military Leave  
S  Sick Leave  
V  Vacation  
VT  Voting Time  
X  Regular Day Off  
Z  Other (define)

*Please record time taken to the nearest 1/4 hour*