

FOCUS, INC.
P.O. Box 671750
18606 Old Glenn Highway, Chugiak, AK 99567
Phone (907) 688-0282

TIME & ATTENDANCE SHEET

Employee Name: _____

Title _____

Pay Period Ending _____

Type of Employee (circle one) Exempt Non-exempt

Circle Dates Scheduled to Work	1 16	2 17	3 18	4 19	5 20	6 21	7 22	8 23	9 24	10 25	11 26	12 27	13 28	14 29	15 30	31	Total Hours Worked
Days/Hours Worked																	
Overtime*																	
Annual Leave																	
Sick Leave																	
Personal Leave																	
Holiday/Birthday Leave Without Pay																	

GRAND TOTAL _____

Annual Leave	Sick Leave		Contract Days	Holidays
_____	_____		_____	_____
		Balance Forward	_____	_____
		Earned this period	_____	_____
		Used this period	_____	_____
		Ending Balance	_____	_____

Employee's Signature _____

Supervisor's Signature _____

Date _____

Special Comments/Instructions: