UNITED STATES DEPARTMENT OF AGRICULTURE
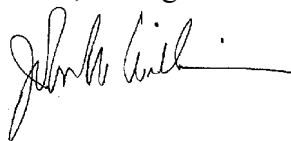Farm Service Agency
Washington, DC 20250

For: FSA and RMA National Office Nonbargaining Unit Employees

Work Schedule Alternatives for FSA and RMA National Office Nonbargaining Unit Employees

Approved by: Acting Deputy Administrator, Management

1 Overview

**A
Background**

Notice PM-2046 provided work schedule options for FSA and RMA National Office nonbargaining unit employees. This notice is obsolete.

Effective pay period 20, 1998, there are revised work schedule choices for FSA and RMA **nonbargaining unit** employees in the National Office. These revised work schedule choices:

- were approved by bargaining unit employees in August

- have also been approved for nonbargaining unit employees by the FSA and RMA Administrators.

Bargaining unit employees are covered by the Union Agreement.

**B
Purpose**

This notice:

- informs employees about the revised work schedule choices

- requires that FSA and RMA National Office **nonbargaining unit** employees request 1 of the revised work schedule alternatives

- informs timekeepers about a change in holiday entitlements. See subparagraph 7 C.

Disposal Date	Distribution
September 1, 1999	All FSA and RMA National Office nonbargaining unit employees

2 Change in Work Schedule Alternatives

A
New Work
Schedule Choices

Effective pay period 20, 1998, work schedule choices will be:

- standard, which is a fixed schedule
- variable day, which is a flexible schedule
- maxiflex, which is a flexible schedule.

B
Action by
Affected
Employees

FSA and RMA National Office **nonbargaining unit** employees must request 1 of the revised work schedule alternatives in subparagraph A.

C
Work Schedules
Eliminated

The following work schedule choices have been eliminated:

- fixed flexitour
- fixed compressed work schedule (CWS) 5/4/9
- fixed CWS 4/10
- flexitime.

Note: Schedules approximating the former 5/4/9 or 4/10 work schedules may be worked under maxiflex, but holidays are limited to **8 hours**. See paragraph 7 for more details about holiday regulations.

3 Basic Workday Information

A
Workday Hours,
Core Hours, and
Flexible Time
Bands

The revised National Office workday hours will be from 6:30 a.m. until 6:30 p.m., Monday through Friday. Workdays are made up of core time and flexible time bands. All employees must be at work or on leave during core hours, which have been revised to 9:00 a.m. to 3:30 p.m.

Morning Flexible Time Band	Core Time	Afternoon Flexible Time Band
6:30 to 9:00 a.m.	9:00 a.m. to 3:30 p.m.	3:30 to 6:30 p.m.

3   Basic Workday Information(Continued)

**B
Official
Workhours**   Official workhours for National Office employees are from 8:15 a.m. to 4:45 p.m., Monday through Friday.

**C
Lunch Breaks**   Lunch breaks for National Office employees shall be taken between 11 a.m. and 2 p.m. Supervisors may not require an employee to work more than 6 hours without a lunch break. All daily work schedules, in excess of 6 hours, **must include** a 30-minute unpaid lunch break in addition to the daily workhours.

4   Revised Work Schedule Alternatives

**A
Effective Date of
Revised Work
Schedules**   Revised work schedules will be implemented effective pay period 20, September 27, 1998.

**B
Work Schedules**   This table describes the revised work schedule alternatives.

Work Schedule	Explanation
standard	An employee works an 8-hour workday, 5 days a week. Workhours will be 8:15 a.m. to 4:45 p.m. **Credit hours** may **not** be earned.

variable day	Full-time (FT) employees **must work 10 workdays per pay period** , Monday through Friday, with a workweek minimum of 40 hours.
	
	Employees may glide their **arrival time** each day during the flexible a.m. time band of 6:30 a.m. to 9:00 a.m. each workday, but shall provide their supervisor with an **approximate daily arrival time** on FSA-956A, Headquarters Work Schedule Request. FT employees may work no less than 6 hours or more than 10 hours on a given workday and **must be at work or take leave during core hours** , except for their lunch period.
	
	• Supervisors may require an employee to work a particular schedule on a later day when inadequate office coverage or critical work requirements are at issue.
	
	• Minute-to-minute time accounting shall be documented on either of the following:
	
	    • FSA-958, dated (09-15-98) or after
	    • other agency-approved work schedule form.
	
	Credit hours may be earned in quarter-hour increments.

4   Revised Work Schedule Alternatives (Continued)

B
Work Schedules
(Continued)

Work Schedule	Explanation

maxiflex	FT employees must work an 80-hour pay period of 10 or fewer workdays per pay period, Monday through Friday. They may work no less than 6 hours and no more than 10 hours on a given workday. Employees must establish a daily arrival and departure time using FSA-956A. Workhours must include core hours on scheduled workdays, with the exception of the day on which employees complete their 80-hour pay period requirement. When the 80-hour requirement is met, the employee may leave work before the end of core hours without taking leave.
	
	• Actual **arrival time** may glide up to 30 minutes earlier or later than the employee's requested start time each workday as long as they arrive no later than 9 a.m. and adjust their departure time on that same day.
	
	• Departure time must occur between 3:30 and 6:30 p.m.
	
	• Minute-to-minute time accounting shall be documented on either of the following:
	
	    • FSA-958, dated (09-15-98) or after
	    • other agency-approved work schedule form.
	
	Credit hours may be earned in quarter-hour increments before the employee's established arrival time or after the employee's established departure time.

C
Eliminated Work
Schedule Choices

Employees who have not submitted FSA-956A in a timely manner, according to subparagraph 5 A, will automatically be converted to the same workhours under maxiflex effective pay period 20, 1998. This applies to employees working flexitour, flexitime, CWS 5/4/9, or CWS 4/10.

4   Revised Work Schedule Alternatives (Continued)

D
Grandfather
Clause

Effective pay period 20, core hours will be 9:00 a.m. to 3:30 p.m., **except** for employees whose existing work schedule was in effect on June 1, 1998, and this schedule allowed them to arrive at work as late as 9:30 a.m. These employees shall be permitted to continue with their existing work schedule by using either of the following options:

- **use** ½ hour of credit time between 9:00 and 9:30 a.m. and **earn** ½ hour of credit time later on the same day

  Notes: Employees do **not** need to prepare SF-71 each day.

  Employees shall document their need to use and earn credit hours on the same workday and attach it to new FSA-956A before approval.

- use earned leave between 9:00 and 9:30 a.m.

  Note: Employees must prepare SF-71.

Employees are still required to complete weekly or biweekly workhours each pay period.

5   Action to Establish or Change Work Schedules

A
Requesting to
Establish or
Change Work
Schedules

All employees currently working a flexitour, flexitime, CWS 5/4/9, or CWS 4/10 shall complete FSA-956A by September 22, 1998. FT employees must account for an 80-hour pay period.

Note: FSA-956A is a new form and is available on the u:\wpforms directory.

After employees have established a permanent work schedule, they may request a temporary or permanent change by completing and submitting FSA-956A to their immediate supervisor by 12 noon on the Tuesday before the beginning of the requested effective pay period.

FSA-956A requests **must be approved** before employees may change their work schedule.

5   Action to Establish or Change Work Schedules (Continued)

A
Requesting to Establish or Change Work Schedules (Continued)

Supervisors or their designee shall approve or deny the employee's request by COB on the Wednesday before the beginning of the requested pay period. If the request is denied, the supervisor shall record the reason for denial on FSA-956A, item 14.

Note: In the absence of an approved FSA-956A, **new** employees will be put on a standard work schedule.

B
Requesting Maxiflex

Employees who choose to work **maxiflex** may revise their established arrival and departure times each pay period by submitting FSA-956A according to subparagraph A. FT employees must account for an 80-hour pay period.

Supervisors shall ensure that no more than 25 percent of their work unit have the same permanent nonworkday under the maxiflex option.

C
Supervisory Considerations

Supervisory personnel may deny, revoke, or temporarily suspend an employee's alternative work schedule when the mission of the Agency is in jeopardy or for a work-related reason, such as:

• critical time sensitive work requirement

• inadequate office coverage during official workhours (8:15 a.m. to 4:45 p.m.)

• work unit's or Agency's mission would be unduly delayed, interrupted, or could not be accomplished

• the employee is abusing his or her approved work schedule

• no more than 25 percent of a work unit may have the same permanent nonworkday under the maxiflex option.

D
Work Schedule Conflicts

When scheduling conflicts arise, employees shall be allowed to resolve the conflict among themselves. If no agreement can be made between the parties involved by 12 noon on the Thursday before the beginning of the requested pay period, seniority shall prevail based on service computation date for leave.

6   Credit Hours, Overtime, Compensatory Time, and LWOP

**A
Earning and
Using Credit
Hours**

Credit hours may be earned by employees who work a variable day or maxiflex work schedule and these hours may **only** be earned between the hours of 6:30 a.m. and 6:30 p.m. The condition for working credit hours is based on the availability of appropriate work.

Credit hours:

* are to be worked at the discretion of the employee, not ordered or directed

* are hours of work performed in excess of an employee's basic work requirement or established workday

* are limited to earning no more than 1 hour per workday and no more than 10 hours per pay period

* cannot be earned on Saturday or Sunday

* are earned and used in quarter-hour increments

* must be earned before used

   Exception: Employees may use credit hours that are earned later on the same day to comply with the Grandfather clause in subparagraph 4 D.

* must be approved in advance of being used

   Note: To use credit hours, on SF-71, check "Other Paid Absence", and write "credit hours used" in the "Remarks" section.

* are limited to a carryover total at the end of the pay period of 24 hours

   Note: Any credit hours in excess of the 24-hour limit, at the end of the pay period, will be forfeited.

* balances are paid at an hourly rate, if an employee resigns, retires, or transfers to another agency or to a **fixed** work schedule

* may **not** be earned by Senior Executive Service employees.

6   Credit Hours, Overtime, Compensatory Time, and LWOP (Continued)

**B
Overtime,
Compensatory
Time, and
LWOP**

When an employee is ordered to work between 6:30 p.m. and 6:30 a.m., or if an employee requests and is approved to work between these hours, overtime or compensatory time may be requested and approved by the employee's supervisor. By law, LWOP hours cannot be counted as workhours to meet a weekly or biweekly work requirement.

Note: See Notice PM-2033 for guidance on overtime and compensatory time entitlements.

7   Change in Holiday Entitlements

**A
Holiday
Entitlements**

5 U.S.C. 6124 states that any employee working a flexible schedule is only entitled to pay for 8 hours on a Federal holiday, in-lieu-of holiday, or day excused by Executive Order.

- This 8-hour rule applies to everyone.

- For employees working a variable day or maxiflex work schedule, it does not matter whether the employee planned to work **more than or less than** an 8-hour day on a day designated as a holiday, employees are still entitled to 8 hours.

**B
Holiday Options
for Flexible
Schedules**

Employees working a variable day or maxiflex work schedule may choose either of the following holiday options:

- work the extra hours necessary to meet their weekly or biweekly work requirement on another workday within the pay period

- use annual leave, compensatory time, credit hours, time-off award, or LWOP for 1 or 2 hours up to a maximum of 10 hours on the holiday to meet their daily or weekly work schedule.

**C
Important Note
for Timekeepers**

Time and attendance reports can no longer be coded with a 9-hour or 10-hour holiday. **Eight hours is the maximum holiday entitlement** starting with pay period 20, 1998.

8   Other Work Schedule Information

A
Revised FSA-958

Effective pay period 20, 1998:

- employees shall calculate and enter **their work and leave hours** in the top portion of FSA-958

- timekeepers shall verify the employee's calculations at the end of the pay period by adding the employee's hours to the "Total" in the Total Hours for Week One and Week Two columns on the right side of FSA-958.

It is still the employee's responsibility to **record actual times**, for the following, at the bottom of FSA-958:

- arrival time
- departure time
- credit hour time
- overtime
- compensatory time.

B
Nonworkdays

Employees shall start using the term "nonworkday" to describe their day off.

C
Training,
Witness Service,
or Jury Duty

When training, witness service, or jury duty is not scheduled, or an employee is excused from attendance before the end of the employee's established workday and a substantial portion of the workday remains, the employee is expected to return to work or request leave for the balance of their workday.

Definition: Substantial portion of the workday means 2 or more hours, except when the training is given at the employee's official worksite.

D
Exhibits

Exhibits 1 through 3 contain information for completing, and examples of, FSA-956A and FSA-958.

9   Obsolete Material

A
Obsolete Notice

Notice PM-2046 is obsolete.

FSA-958 for Maxiflex Work Schedule

A
Completing
FSA-958

This subparagraph provides information about FSA-958 in subparagraph B, which was submitted by Jane Doe while she was on the maxiflex work schedule.

The "In" and "Out" entries under "Regular Time" correspond to the example of FSA-956A in Exhibit 2, subparagraph B.

A Monday holiday fell on Jane's scheduled 8-hour workday. Had this been Jane's 9- or 10-hour maxiflex workday, her holiday entitlement is only 8 hours and she needs to do either of the following to account for the additional workhour or workhours:

• make up the hours on another workday within the pay period

• take earned annual leave, credit hours, compensatory time, or LWOP for the additional workhours.

On the first Tuesday, Jane arrived at work 1 hour early and departed at the regularly scheduled departure time; therefore, 1 credit hour was earned for work performed that morning. On 2 other days (½ hour on the first Friday and ½ hour on the second Tuesday) during the pay period, Jane worked and earned credit hours for working beyond her established workday hours.

On the second Friday, Jane had fulfilled her 80-hours for the pay period by 12 noon, but was requested to work additional time by her supervisor. The 4 additional hours are overtime, because Jane's supervisor ordered her to work the additional hours.

FSA-958 for Maxiflex Work Schedule (Continued)

B
Example of   Following is an example of a completed FSA-958.
FSA-958

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

FSA-958 (09-15-98) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency **WORK SCHEDULE LOG**	PRIVACY ACT STATEMENT	NAME OF EMPLOYEE		SOCIAL SECURITY NO.
	Collection of your social security number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.	Jane Doe		001-12-2334
		PAY PERIOD 21	YEAR 1998	WORK SCHEDULE TYPE Maxiflex

FIRST WEEK HOURS / SECOND WEEK HOURS

REGULAR TIME/ PAY STATUS LEAVE	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	TC	TOTAL HOURS WEEK ONE	TOTAL HOURS WEEK TWO
(01) REGULAR TIME			9	OFF	10	10			10	10	10	10	3		01	29	43
(61) ANNUAL LEAVE															61		
(62) SICK LEAVE															62		
(50) CREDIT HOURS USED															50		
(66) Holiday		8													66	8	
(21) Approved O.T. Earned														4	21 TOTAL	0 / 37	4 / 47
NONPAY STATUS																	
(29) CREDIT HRS. EARNED			1			0.2				0.2					29	1.2	0.2
(32) COMP. TIME EARNED															32		
(71) LWOP															71		
( )															TOTAL	1.2	0.2

	FIRST WEEK						SECOND WEEK					
	REGULAR TIME		CREDIT HOURS		OVERTIME/COMP.TIME		REGULAR TIME		CREDIT HOURS		OVERTIME/COMP.TIME	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUN												
MON	Holiday						8:00	6:30				
TUES	8:00	5:30	7:00 AM	8:00 AM			7:30	6:00	6:00 PM	6:30 PM		
WED							8:00	6:30				
THUR	8:00	6:30					6:30	5:00				
FRI	7:00	5:30	5:30	6:00			9:00	12:00			12:30	4:30
SAT												

SIGNATURE OF EMPLOYEE *Jane Doe*	DATE 10/23/98	SUPERVISOR'S INITIALS *JH*	DATE 10/23/98	TIMEKEEPER'S INITIALS *LSD*	DATE 10/23/98

FSA-956A, Headquarters Work Schedule Request

A
Completing
FSA-956A

This subparagraph provides guidance about completing FSA-956A.

FSA-956A, in subparagraph B, was submitted by Jane Doe on the Monday before the beginning of pay period 22.

Reminder: Employees must submit FSA-956A to their immediate supervisor by 12 noon on the Tuesday before the effective pay period of the requested change.

On Tuesday, the supervisor reviewed the employee's request, along with others received for the upcoming pay period. After determining that Jane's requested schedule did not cause more than 25 percent of the work group to be out of the office on the same day, the supervisor approved FSA-956A and gave it to the timekeeper on Wednesday.

The timekeeper:

- initialed and dated FSA-956A to indicate receipt
- kept the original for the files
- provided a copy to the employee for her records.

Jane's FSA-956A in subparagraph B requested a change from a maxiflex schedule to a variable day schedule. The employee's maxiflex schedule allowed for varying:

- arrival times
- departure times
- hours per day
- hours per week.

The employee scheduled at least 80 hours within the pay period, following the prescribed maxiflex parameters.

On FSA-956A, Part C, the employee is requesting to convert to the variable day schedule. The table on the bottom half of FSA-956A should be used as a reference in determining daily workhours.

- The employee indicated her arrival times only, since this is a "variable" schedule, and she is not required to provide a departure time.

- On this schedule, the employee is required to work during core hours every day of the pay period, and work a total of 40 hours **each** week.

FSA-956A, Headquarters Work Schedule Request (Continued)

B
Example of   Following is an example of a completed FSA-956A.
FSA-956A

Reproduce Locally. Include form number and date on all reproductions.

FSA-956A (09-15-98)	**U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency **HEADQUARTERS WORK SCHEDULE REQUEST**	**PRIVACY ACT STATEMENT** Collection of your Social Security Number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.

PART A - GENERAL INFORMATION

1. Employee's Name Jane Doe	2. Social Security Number 001-12-2334	3. Division, Branch, and Section MSD-IMB-FGRMS

4. Type of request? Permanent (more than 2 PP's) ➡ [X] Temporary ➡ [ ]	5. If temporary, enter PP to return to current work schedule.

6. Effective Pay Period of Requested Change   ➡   22

PART B - CURRENT WORK SCHEDULE

| 7. WORK SCHEDULE TYPE | 8. WORK SCHEDULE DAYS *(Enter "OFF" for Maxiflex nonworkday(s))* |

7. WORK SCHEDULE TYPE		WEEK ONE					WEEK TWO					TOTAL PP HOURS
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
[X] **Maxiflex** - 80 hour pay period of 10 or fewer workdays	Arrival Time ➡	9:00	8:00		8:00	7:00	8:00	7:30	8:00	6:30	9:00	
[ ] **Variable Day** - 40 hours per week and 10 workdays per pay period.	Depart. Time ➡	5:30	5:30		6:30	5:30	6:30	6:00	6:30	5:00	12:00	
[ ] **Standard Schedule** - 8:15 to 4:45 daily, 10 workdays per pay period.	Hours ➡	8	9	OFF	10	10	10	10	10	10	3	80

PART C - REQUESTED WORK SCHEDULE

| 9. WORK SCHEDULE TYPE | 10. WORK SCHEDULE DAYS *(Enter "OFF" for Maxiflex nonworkday(s))* |

9. WORK SCHEDULE TYPE		WEEK ONE					WEEK TWO					TOTAL PP HOURS
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
[ ] **Maxiflex** - 80 hour pay period of 10 or fewer workdays.	Arrival Time ➡	9:00	8:30	8:30	8:30	6:30	9:00	8:30	8:30	8:30	6:30	
[X] **Variable Day** - 40 hours per week and 10 workdays per pay period.	Depart. Time ➡	-	-	-	-	-	-	-	-	-	-	
[ ] **Standard Schedule** - 8:15 to 4:45 daily, 10 workdays per pay period.	Hours ➡	-	-	-	-	-	-	-	-	-	-	80

Length of Workday

Arrival Time (AM)	6	6 ¼	6 ½	6 ¾	7	7 ¼	7 ½	7 ¾	8	8 ¼	8 ½	8 ¾	9	9 ¼	9 ½	9 ¾	10
								Departure Time (PM)									
6:30											3:30	3:45	4:00	4:15	4:30	4:45	5:00
6:45										3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15
7:00									3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30
7:15								3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45
7:30							3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00
7:45						3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15
8:00					3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30
8:15				3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	
8:30			3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30		
8:45		3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30			
9:00	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30				

11. Employee's Signature *Jane Doe*	Date 10/19/98	12. Received by Timekeeper *(Initials)* *LSD*	Date 10/21/98

PART D - APPROVALS/DISAPPROVALS

13. This request is: APPROVED AS REQUESTED [X] DISAPPROVED [ ] APPROVED AS REVISED [ ]	14. Reason(s) for Revising or Disapproving Request

Supervisor's Signature *John Hardwork*	Date 10/20/98

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[ ] ORIGINAL - Timekeeper   [ ] COPY - Employee

FSA-958 for Variable Day Work Schedule

A
Completing
FSA-958

This subparagraph provides information about FSA-958 in subparagraph B, which was submitted by Jane Doe after her FSA-956A was approved for changing her work schedule from maxiflex to **variable day**.

Jane's FSA-958 in subparagraph B shows the first pay period she worked a variable day schedule.

> **Note:** The arrival times on FSA-956A are strictly approximate, and Jane may have glided her arrival time between 6:30 a.m. and 9:00 a.m.

Jane Doe had decided to work 9 hours on the first Monday of the pay period with an arrival time of 9 a.m. She varied her schedule from day to day, and by the end of the week she had worked 40 hours as is required. Any credit hours worked should be worked after regular hours.

Core hours, from 9:00 a.m. to 3:30 p.m., must be worked or leave must be taken.

FSA-958 for Variable Day Work Schedule (Continued)

B
Example of FSA-958

Following is an example of a completed FSA-958.

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

FSA-958 (09-15-98)	U.S. DEPARTMENT OF AGRICULTURE — Farm Service Agency — **WORK SCHEDULE LOG**	PRIVACY ACT STATEMENT — Collection of your social security number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.	NAME OF EMPLOYEE: Jane Doe	SOCIAL SECURITY NO. 001-12-2334

PAY PERIOD: 22   YEAR: 1998   WORK SCHEDULE TYPE: Variable Day

REGULAR TIME / PAY STATUS LEAVE	FIRST WEEK HOURS SUN	MON	TUES	WED	THUR	FRI	SAT	SECOND WEEK HOURS SUN	MON	TUES	WED	THUR	FRI	SAT	TC	TOTAL HOURS WEEK ONE	TOTAL HOURS WEEK TWO
(01) REGULAR TIME		9	8.1	8.1	8.2	6			9	9	9.2	6.2	6		01	40	40
(61) ANNUAL LEAVE															61		
(62) SICK LEAVE															62		
(50) CREDIT HOURS USED															50		
(66)															66		
(21)															TOTAL	40	40

NONPAY STATUS																	
(29) CREDIT HRS. EARNED				1							0.2	1			29	1	1.2
(32) COMP. TIME EARNED															32		
(71) LWOP															71		
( )															TOTAL	1	1.2

	FIRST WEEK						SECOND WEEK					
	REGULAR TIME IN	OUT	CREDIT HOURS IN	OUT	OVERTIME/COMP.TIME IN	OUT	REGULAR TIME IN	OUT	CREDIT HOURS IN	OUT	OVERTIME/COMP.TIME IN	OUT
SUN												
MON	9:00	6:30					9:00	6:34				
TUES	8:40	5:30					8:30	5:56				
WED	8:18	5:00	5:00	6:01			8:00	6:00	6:00	6:30		
THUR	6:30	3:35					9:30	4:00	4:00	5:00		
FRI	9:00	3:30					9:00	3:30				
SAT												

SIGNATURE OF EMPLOYEE	DATE	SUPERVISOR'S INITIALS	DATE	TIMEKEEPER'S INITIALS	DATE
Jane Doe	11/6/98	JH	11/6/98	LSD	11/6/98