

2009 Excess/Minus Hours Worksheet

Employee Name: Rita Booke

(SAMPLE)

Timebase: 1/2

Schedule: M - Th (5.0 hrs)

21 JANUARY 168							21 FEBRUARY 168							22 MARCH 176						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				H 5	2	3						30	31	1	2 5	3 5	4 5	5 5	6	7
4	5 5	6 5	7 5	8 5	9	10	1	2 5	3 5	4 5	5 5	6	7	8	9 5	10 5	11 5	12 5	13	14
11	12 5	13 5	14 5	15 5	16	17	8	9 5	10 5	11 5	12 5	13	14	15	16 5	17 5	18 5	19 5	20	21
18	H 5	20 5	21 5	22 5	23	24	15	16 5	17 5	18 5	19 5	H	21	22	23 5	24 5	25 5	26 5	27	28
25	26 5	27 5	28 5	29 5			22	23 5	24 5	25 5	26 5	27	28	29	30 5	H 5				
84 (hrs possible) - 85 (hrs worked) = +1 PAID OUT							Carry Forward Balance = 0 84 (hrs possible) - 80 (hrs worked) = -4							Carry Forward Balance = -4 88 (hrs possible) - 90 (hrs worked) = -2						
22 APRIL 176							21 MAY 168							22 JUNE 176						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 5	2 5	3	4						1	2		1 5	2 5	3 5	4 5	5	6
5	6 5	7 5	8 5	9 5	10	11	3	4 5	5 5	6 5	7 5	8	9	7	8 5	9 5	10 5	11 5	12	13
12	13 5	14 5	15 5	16 5	17	18	10	11 5	12 5	13 5	14 5	15	16	14	15 5	16 5	17 5	18 5	19	20
19	20 5	21 5	22 5	23 5	24	25	17	18 5	19 5	20 5	21 5	22	23	21	22 5	23 5	24 5	25 5	26	27
26	27 5	28 5	29 5	30 5			24	H 5	26 5	27 5	28 5	29	30	28	29 5	30 5				
							31													
Carry Forward Balance = -2 88 (hrs possible) - 90 (hrs worked) = +2							Carry Forward Balance = 0 84 (hrs possible) - 80 (hrs worked) = -4							Carry Forward Balance = -4 88 (hrs possible) - 90 (hrs worked) = +2						
22 JULY 176							20 AUGUST 160							20 SEPTEMBER 160						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 5	2 5	H	4						31	1			1 4	2 4	3 4	F	5
5	6 5	7 5	8 5	9 5	10	11	2	3 4	4 4	5 4	6 4	F	8	6	H	8 5	9 5	10 5	11	12
12	13 5	14 5	15 5	16 5	17	18	9	10 5	11 5	12 5	13 5	14	15	13	14 4	15 4	16 4	17 4	F	19
19	20 5	21 5	22 5	23 5	24	25	16	17 4	18 4	19 4	20 4	F	22	20	21 5	22 5	23 5	24 5	25	26
26	27 5	28 5	29 5	30 5			23	24 5	25 5	26 5	27 5	28	29	27	28 4	29 4	30 4			
							30	31 4												
Carry Forward Balance = -2 88 (hrs possible) - 90 (hrs worked) = +2							Carry Forward Balance = 0 80 (hrs possible) - 76 (hrs worked) = -4							Carry Forward Balance = -4 80 (hrs possible) - 80 (hrs worked) = 0						
20 OCTOBER 160							20 NOVEMBER 160							18 (20) DECEMBER 144 (160)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1 4	F	3	1	2 4	3 4	4 4	5 4	F	7				2 4	3 4	F	5
4	5 5	6 5	7 5	8 5	9	10	8	9 5	10 5	H 5	12 5	13	14	6	7 5	8 5	9 5	10 5	11	12
11	12 5	13 5	14 5	15 5	16	17	15	16 4	17 4	18 4	19 4	F	21	13	14 4	15 4	16 4	17 4	F	19
18	19 4	20 4	21 4	22 4	F	24	22	23 5	24 5	25 5	H 5	H	28	20	21 5	22 5	23 5	24 5	H	26
25	26 5	27 5	28 5	29 5	30	31	29	30 4	12/14			+5 ADDO		27	H 4	H 4	F(L)	F(L)		
Carry Forward Balance = -4 80 (hrs possible) - 80 (hrs worked) = 0							Carry Forward Balance = -4 80 (hrs possible) - 80 (hrs worked) = 0							Carry Forward Balance = -4 72 (hrs possible) - 72 (hrs worked) = 0						

Excess/Minus Hours are reconciled in December of each year, therefore employees with a negative balance are required to charge leave credits or be docked in the December pay period.

CHARGE 4 HOURS AGAINST LEAVE CREDITS.