

## TIME AND ATTENDANCE REPORT

SSN			NAME			ACTIVITY		ORG		PERIOD ENDING		DUTY HOURS	PLT RT	AWS
WEEK 1	DAY	SCHED HOURS	TYPE HOUR CODE	NUMBER OF HOURS	TIME START/STO	EH UNIO	AF428 OR OPM FORM 71	NIGHT DIFF (GS)	TEMP SHIF (WG)	INJ #	TDY	REMARKS	EMPLOYEE	
1	1-SUN													
1	2-MON													
1	3-TUE													
1	4-WED													
1	5-THU													
1	6-FRI													
1	7-SAT													

WEEK 2	DAY	SCHED HOURS	TYPE HOUR CODE	NUMBER OF HOURS	TIME START/STO	EH UNIO	AF428 OR OPM FORM 71	NIGHT DIFF (GS)	TEMP SHIF (WG)	INJ #	TDY	REMARKS	EMPLOYEE
2	1-SUN												
2	2-MON												
2	3-TUE												
2	4-WED												
2	5-THU												
2	6-FRI												
2	7-SAT												

EMPLOYEE SIGNATURE	AUTHORIZED SIGNATURE
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<p>* Post actual leave hours if less than a full workday.</p> <p>* The statement "OPM Form 71 on File" must be on a timecard if not initialed by employee.</p> <p>* Overtime/compensatory time/holiday pay requires an AF Form 428.</p> <p>* Compensatory earned requires initials.</p>	<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013, and EO 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Used by management and payroll to approve and record hours worked and leave taken.</p> <p><b>ROUTINE USE(S):</b> To verify and substantiate claims regarding hours worked and leave taken.</p> <p><b>DISCLOSURE:</b> Voluntary. Failure to provide this information may result in delay in receiving pay and benefits.</p>
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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).