

|                |                     |         |                                      |                          |
|----------------|---------------------|---------|--------------------------------------|--------------------------|
| EMPLOYEE'S SSN | ATC UIC<br>LWOIFCMJ | OFF SYM | EMPLOYEE NAME (Last Name, First, MI) | PERIOD ENDING (YYYYMMDD) |
|----------------|---------------------|---------|--------------------------------------|--------------------------|

|         |               |
|---------|---------------|
| STD JON | HOURS OF WORK |
|---------|---------------|

**EMPLOYEE'S WORK SCHEDULE**

|            | AWS | SUN<br>1/1 | MON<br>1/2 | TUE<br>1/3 | WED<br>1/4 | THUR<br>1/5 | FRI<br>1/6 | SAT<br>1/7 | SUN<br>2/1 | MON<br>2/2 | TUE<br>2/3 | WED<br>2/4 | THUR<br>2/5 | FRI<br>2/6 | SAT<br>2/7 | PHONE EXTENSION<br>OF CERTIFYING<br>OFFICER |  |
|------------|-----|------------|------------|------------|------------|-------------|------------|------------|------------|------------|------------|------------|-------------|------------|------------|---|--|
| TOUR       |     |            |            |            |            |             |            |            |            |            |            |            |             |            |            |   |  |
| TYPE/SHIFT |     |            |            |            |            |             |            |            |            |            |            |            |             |            |            |   |  |

**LEAVE DEDUCTIONS**

| WEEK | DAY | TYPE<br>HOUR | HOURS | EXPLANATION | ENV<br>HAZ | NIGHT<br>DIFF | START<br>TIME | END<br>TIME | INITIAL | SIGNATURE OF CERTIFYING OFFICIAL |  |
|------|-----|--------------|-------|-------------|------------|---------------|---------------|-------------|---------|----------------------------------|--|
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |
|      |     |              |       |             |            |               |               |             |         |                                  |  |

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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).