

TIME AND ATTENDANCE REPORT	NAME												PP	UNIT	TK	GS	WG	OTHER	FT	PT	INT	STATUS CHANGE		Last 4 numbers of SSN				
	EST. WORK WK. AND HRS.												YR	FS	ADV LV CD		OATH OFFICE		FINAL	NEW CONTACT PT		CONT	ACCT DATA CODE		DAYS IN PAY STAT.		CORR'D	ALTERNATE WORK SCH.
TIME IN PAY STATUS														TRANSACTION			WEEK1		WEEK2		ACCOUNTING DATA				Please don't write in this space			
FROM							TO							(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	PREFIX	CODE	SHIFT SUFFIX	HOURS	FRAC- TION	HOURS	FRAC- TION	MANAGEMENT/ PROGRAM CODE							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT															
TOTALS														TOTAL TRANSACTION			TTL TIME WITHPAY		LEAVE CATEGORY =									
																				REMARKS								
OTHER TIME														OTHER TIME			1ST WK		2ND WK									
														PRF	T/C	HR	FR	HR	FR									
														PRF	T/C	HR	FR	HR	FR									
														PRF	T/C	HR	FR	HR	FR									
														PRF	T/C	HR	FR	HR	FR									
TOTAL OTHER TIME														TOTAL OTHER					Family S/L		Used		YTD					
														T.TRANS	TOTAL TIME													
CLOCK HOURS ABSENT OR PREMIUM PAY (USE MILITARY TIME)														BROUGHT FWD		ACCRUED		AVAILABLE		USED		BAL/DATE						
														ANN 61														
														SICK 62														
CERTIFICATION BLOCK													COMP 64															
CERTIFICATION THAT LEAVE CHARGED THIS PERIOD (AND/OR) HOURS LEAVE CHARGED IN PRIOR PAY PERIODS IS CORRECT AND THAT LEAVE CHARGED WAS IN ACCORDANCE WITH STATUTES AND REGULATIONS AUTHORIZING LEAVE.													TRAV COMP															
TIMEKEEPERS INITIALS							EMPLOYEES INITIALS							TIME OFF AWARD 61/66														
CERTIFIED CORRECT: ALL REGULAR TIME,LEAVE,OVERTIM,NIGHT DIFFERENTIAL, AND HOLIDAY TIME WAS WORKED AND APPROVED ACCORDING TO LAW & REGULATIONS													LWOP 71															
SUPERVISOR'S SIGNATURE													AWOL 72															
													SUSP 73															
													ML REG 65															
FSIS FORM 3530-4 (01/08), PREVIOUS EDITIONS ARE OBSOLETE UDSA-FSIS													ML EMER 68															
													HOLIDAY/OTHER 66															
Processing Office Copy																												