



Ketchikan Gateway Borough

Exempt Employee Time Report

Employee Name

Department

Pay Period Start Date

Pay Period End Date

Please indicate any time off used during the pay period with the appropriate code below, You will receive you regular semi-monthly salary with the following leave time charges.

CHECK HERE IF NO LEAVE WAS USED DURING THIS PAY PERIOD

Code	Hours Used	Begin Date	End Date
		<input type="text"/>	<input type="text"/>
Code	Hours Used	Begin Date	End Date
		<input type="text"/>	<input type="text"/>
Code	Hours Used	Begin Date	End Date
		<input type="text"/>	<input type="text"/>
Code	Hours Used	Begin Date	End Date
		<input type="text"/>	<input type="text"/>

PTO - Paid Time Off

FL - Floating Holiday

LWOP - Leave without Pay

Employee Signature

Supervisor Signature
