

Sample Time Accrual Record

NAME:								
Working hours and time accrued for the 4 weeks ending 27/06/2003								
				Ordinary hours worked	Accrued (ordinary) time	Flexi time taken	Balance of accrued time	
Date	Start	Break	Finish	Accrued time carried forward			6.00	Comment
2/06/2003	9.00	0.50	5.50	8.00	1.00		7.00	
3/06/2003	8.75	0.50	5.75	8.50	1.50		8.50	
4/06/2003	8.75	0.50	4.25	7.00	0.00		8.50	
5/06/2003							8.50	away sick
6/06/2003	8.50	1.00	6.00	8.50	1.50		10.00	
9/06/2003							10.00	Public holiday
10/06/2003	8.75	0.75	6.00	8.50	1.50		11.50	
11/06/2003	9.00	0.50	5.00	7.50	0.50		12.00	
12/06/2003	9.00	0.50	5.50	8.00	1.00		13.00	
13/06/2003	8.50	0.50	4.00	7.00	0.00		13.00	
16/06/2003						7.00	6.00	Flexi
17/06/2003							6.00	
18/06/2003							6.00	
19/06/2003							6.00	
20/06/2003							6.00	
23/06/2003							6.00	
24/06/2003							6.00	
25/06/2003							6.00	
26/06/2003							6.00	
27/06/2003							6.00	
Total time accumulated							6.00	Decimal
							6.00	Actual Hours/Mins
Accrued time carried forward							6.00	Decimal
Signed by staff member					Date		30/06/2003	
Manager					Date	/...../ 2003	