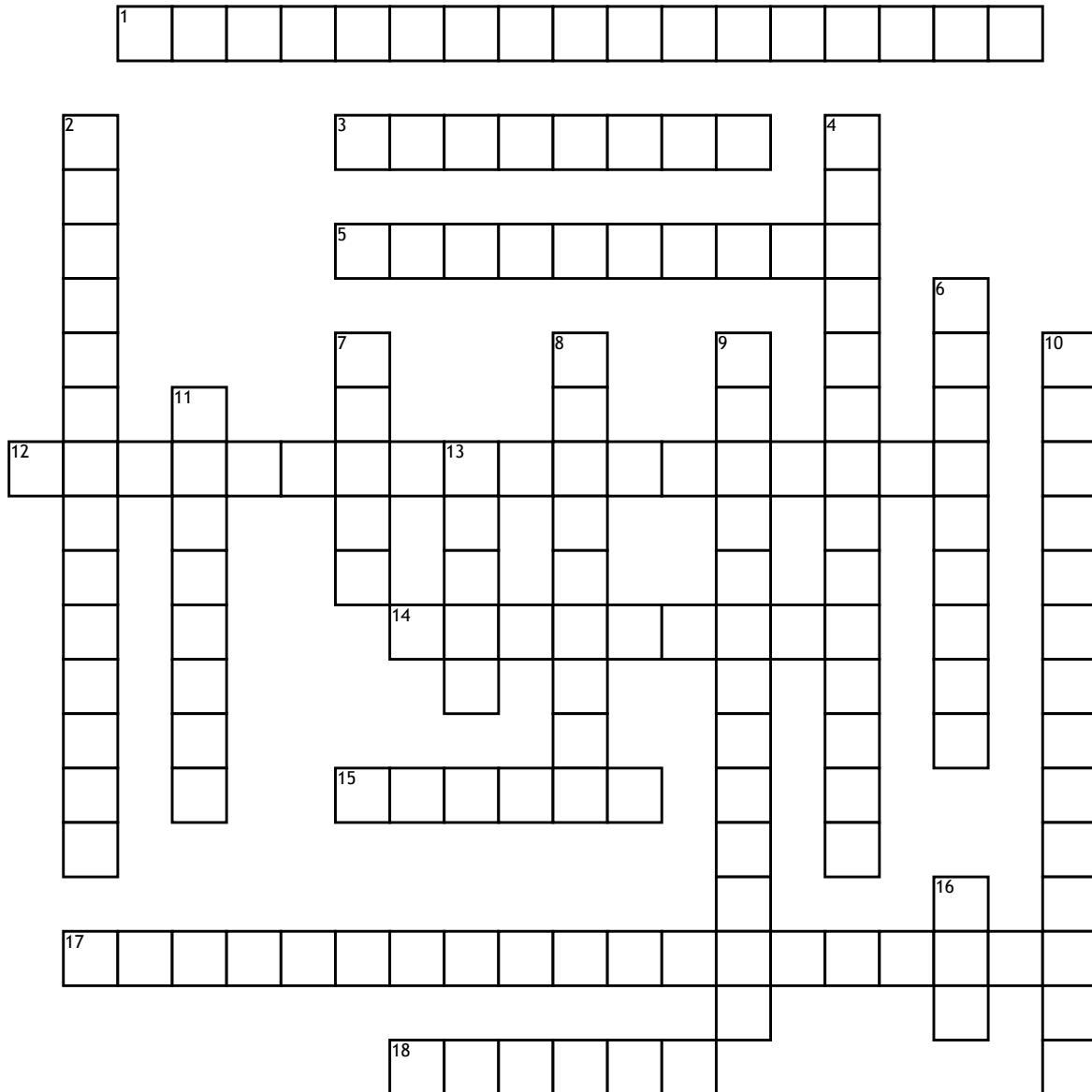


Name: _____

Date: _____

Timekeeping



Across

- 1. Time off award is posted as _____
- 3. Each _____ has their own timecard.
- 5. An employee takes time off for a sick family member, what leave type is this?
- 12. An employee has a serious health condition, the should apply for _____?
- 14. This person will post time for you in your absence _____ timekeeper
- 15. TV is used when an employee is out for _____

17. Prior pay period adjustments are for _____

18. What does NP mean?

Down

- 2. An exception that ocured two pay periods ago is considered a _____ exception.
- 4. The mismatch tour of duty report should be run at the beggining of?
- 6. Courtney did not enter her sick leave request, this would bwe considered an _____.
- 7. When an employee is going to be out and cannot enter an electronic leave request, they would fill out an _____.

8. Family care comes out of what leave bank?

9. When an employee works on a holiday the card is posted as _____

10. When an employee is scheduled on a holiday but does not work, you would post them as _____

11. Four hours and hours of duty unequal means _____ tour

13. Time should be posted _____.

16. When an employee is injured at work, what should be posted for time off for workman's comp injury?