								INI	DIVIDUA (Fol		TIME		RD F	ORM	AT 1			COF	D										
EMPLOY	TAG NO.			ACTIVITY ORG				or use of this form, see DeCAD 70-9; OPR is RM.) EMPLOYEE NAME							I	PERIOD START			PERIOD ENDING				SEQ NO.						
STD JON	N							WE	EK 1	1				HRS	OF W	/ORK							WE	EK 2				I	
			s	UN	м	ON	т	UE	WED	1	THU	F	RI	S	АТ	SI	JN	м	ON	Т	UE	w	ED	TI	IU	F	RI	S	AT
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TOUR																													
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(GRADED	ND																											
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Routine: Purpose:	The infor Establish	97 and 44 U mation is us a reliable r to provide	ed dai nethoo	ly or w I to ac	count	for dai	ly time	e worke	ed by emp	loyees.		-		nd com	promi	ises th	e inte	grity of	the a	ccurac	y of th	ie post	ed tin	ne and	attend	dance	in the	pay	
TIMEKE	EPER SIG	NATURE											EI	MPLO	/EE S	IGNA	FURE												
CA - Relig CB- Trave CD - Credi CE - Comp CF - Trave CN - Credi CR - Relig CT - Comp HF - Holid	HS - Holidaý worked (Žnd shift) HT - Holiday worked (3rd shift) KA - Leave Without Pay (LWOP) KC - AWOL KD - OWCP LH - Holiday L LM - Military L LN - Administr							ve LR - Restored Leave (1st shift) ON - OT I Leave LS - Sick Leave OS - Ov eave LX - Non/Work Paid OU - Ov eave (Death / Sabbatical) OX - Un ative LY - Time Off Leave Award RF - Re						OT Sch Overtim Overtim Insche legular	ertime Scheduled S ertime Unscheduled S scheduled Exception S gular Hours (1st shift) worked T gular Hours (graded) worked T					RS - Regular Hours (2nd shift) worked RT - Regular Hours (3rd shift) worked SF - Sunday worked (1st shift) SG - Sunday worked (graded) SS - Sunday worked (2nd shift) ST - Sunday worked (3rd shift) TW - Telework Regular TS - Telework Regular TM - Telework Medical									

Supersedes DeCA Form 70-4, Jan 2008. Previous edition is obsolete.

	IN	OUT	IN	OUT	IN	OUT
SUN						
MON						
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CERTIFICATIO regulations for r	ON: Attendances and absention on-exempt FLSA. I did n	nces certified correct. Over ot suffer or permit any over	rtime approved in accordan rtime work other than as rej	ce with existing laws and ported for this pay period.	AUTHORIZED SIGNATURE	