HOOPA VALLEY TRIBE
Payroll Summary Sheet

Department:

Approved By:

Payroll Dates
Beginning Date:
Ending Date:
Date Paid:

Account Numbers

Hours this Period: 80

ID #	Employee Name	Vacation	Sick	*** Leave	Holiday	CT					Hours Worked	Total	OT	CE	Retro

CT =Comp Taken
CE = Comp Earned
OT = Over Time
Retro = Retroactive

*** PUT (B) If Breavement Leave and Hours Used
*** PUT (A) If Administrative Leave and Hours Used
*** PUT (F) If Floating Holiday and Hours Used
*** PUT (ED) If Education Leave and Hours Used
*** PUT (JU) If Jury Duty Leave and Hours Used