

# Time Keeping

Cavalier County, North Dakota  
 901 3rd Street  
 Langdon, ND 58249

Name: \_\_\_\_\_

Year: \_\_\_\_\_

Flex - Balance from prior year

Comp - Balance from prior year

DAY OF MONTH		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Flex/ Comp Lost	Balance	
Example	Hours Worked	7	7	7	7	8			7	7	6	7	7			10	10	10	10	10					6	7	2								
	Flex (+/-)					1					-1									5			-5												0
	Comp (+/-)																				15			-2	-7	-1									5
DAY OF MONTH		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Flex/ Comp Lost	Balance	
JAN	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
FEB	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
MAR	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
APR	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
MAY	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
JUN	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
JUL	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
AUG	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
SEP	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
OCT	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
NOV	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		
DEC	Hours Worked																																		
	Flex (+/-)																																		
	Comp (+/-)																																		

Signature

Date

Department Approval