

**Arkansas Forestry Commission**  
 28 Day Schedule: Activity/Time Reporting  
 7K-Law Enforcement Non-Exempt Employees

Name \_\_\_\_\_ Signature of Employee \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Pay Period Dates \_\_\_\_\_ -- \_\_\_\_\_ AASIS # \_\_\_\_\_

Week One							
Date	Start Time	Out	In	Out	Work Code/Hours	Work Code/Hours	Leave Code/Hours
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
				Total			
						Combined Hours	

Week Two							
Date	Start Time	Out	In	Out	Work Code/Hours	Work Code/Hours	Leave Code/Hours
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
				Total			
						Combined Hours	

Total **work** hours for weeks 1 and 2 \_\_\_\_\_  
 (post total forward to page 2 of this form)

Activity Codes  
 01 Investigator

30 Annual	36 Job Injury
31 Sick	37 Compensatory
32 Military	38 Birthday
33 Holiday	39 Catastrophic
34 Jury/Witness	40 Administrative
35 Without Pay	

AFC 7K Law Enforcement 28-day Time/Activity Reporting

Name \_\_\_\_\_

Week Three							
Date	Start Time	Out	In	Out	Work Code/Hours	Work Code/Hours	Leave Code/Hours
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
				Total			
						Combined Hours	

Week Four							
Date	Start Time	Out	In	Out	Work Code/Hours	Work Code/Hours	Leave Code/Hours
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
					/	/	/
				Total			
						Combined Hours	

Hours brought forward from page 1 \_\_\_\_\_

Total work hours week 3 & 4 \_\_\_\_\_

Total work hours week 1 through 4 \_\_\_\_\_

Work hours in excess of 171 x 1.5 \_\_\_\_\_

Compensatory time brought forward \_\_\_\_\_

Total compensatory time \_\_\_\_\_