



Peace Corps *Memorandum*

Washington DC, 20526

To: Staff Payroll Supervisor
From: Service Center Director
Subject: Payroll Control Totals

Please be advised the following figures represent the control totals for the pay period ending _____.

Regular Hours	<u>325</u>
Overtime Hours	<u>5</u>
Holiday Hours	<u>--</u>
Compensatory Hours	<u>3</u>
Night Differential	<u>--</u>
Annual Leave Used	<u>30</u>
Sick Leave Used	<u>10</u>
Compensatory Leave Used	<u>--</u>
L.W.O.P. Used	<u>7</u>
Other Leave Used	<u>31</u>
Days Worked	<u>6</u>

I certify that the above information is correct.

Service Center Director

NOTE: The above information must be "telecopied" to reach Staff Payroll not later than 2 p.m. est. the Tuesday following the close of the pay period.