AFGE Union Representation Bi-weekly Time Report

U.S. Department of Housing and Urban Development

Employee's Name :			Pay Period :	Year :
Position \ Title :	**Series :**	**Grade :**	**Union Designation :**	

Date	How to contact representative: e.g. phone number, location	Actual Time		Minutes/ Hours	Code *	Supervisor's Initials**
		Begin	End			
		Total Minutes/Hours →				

Supervisor's Signature :

Employee's Signature :

*** Codes:** **35** = Formal discussions or meetings with mangement; Investigatory interviews; Representative or witness at impasse proceedings; **36** = Midterm negotiations. **37** = Labor / Management committe meetings. **38** = Meetings to resolve grievances and appeals; Meetings with FLRA pursuant to ULP or complaint; Representative or witness at ULP / arbitration hearings / meetings.

** Daily certification not required for representatives with 100% official time, which requires the supervisor's bi-weekly certification in the designated space.

Forms Supply: Individuals may copy this form on office copiers as needed.