



CLASSIFIED TIME REPORT
University of Wisconsin-Eau Claire

2009

Time reports are due in the payroll office by NOON on the second **Thursday** of the pay period. If any changes are to be made after the time sheet is submitted call to 36-5389 on Friday, or Monday A.M.

Print Name _____

Department _____

Pay Period End Date _____

Week ending _____

	<i>Time Schedule</i>	<i>Hours worked</i>	<i>Other hours (See Code below)</i>	<i>differential 6 pm-6 am</i>
<i>Sun</i>				
<i>Mon</i>				
<i>Tue</i>				
<i>Wed</i>				
<i>Thu</i>				
<i>Fri</i>				
<i>Sat</i>				
Week Total				

Week ending _____

	<i>Time Schedule</i>	<i>Hours worked</i>	<i>Other hours (See Code below)</i>	<i>differential 6 pm-6 am</i>
<i>Sun</i>				
<i>Mon</i>				
<i>Tue</i>				
<i>Wed</i>				
<i>Thu</i>				
<i>Fri</i>				
<i>Sat</i>				
Week Total				

Code: Other Hours			
H	Legal Holiday	S	Sick Leave
PH	Personal Holiday	C	Compensatory Time
SH	Saturday/Sunday Holiday	T	Time off Without Pay
V	Vacation	U	Time off Without Pay-Union Activity
SU	Sabbatical	FTO	Furlough Time Off

(Circle
Comp or
paid time)

Paid
Comp

Overtime hours will be paid unless comp time is indicated.

Employee Signature _____

Supervisor Signature _____