



LTE 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>Date</i>	<i>Time Schedule</i>	<i>Hours</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>Date</i>	<i>Time Schedule</i>	<i>hours</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			

Appt Title	_____
Appt Date	_____
UDDS	_____

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_