



WPEC-REPRESENTED EXEMPT EMPLOYEE BI-WEEKLY 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>Other hours (See Code below)</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>Other hours (See Code below)</i>
<i>Sun</i>			
<i>Mon</i>			
<i>Tue</i>			
<i>Wed</i>			
<i>Thu</i>			
<i>Fri</i>			
<i>Sat</i>			
Week Total			

Supplemental Pay	Supvs'r Approval	Hours to be paid
Night Differential		
Weekend Differential		
Comp time at straight time		
Hrs > 40 to be pd at straight time		
Standby units		

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

Employee Signature _____

Supervisor Signature _____