

## UNIVERSITY OF WISCONSIN-SUPERIOR

### Exempt Employee Time Sheet

NAME \_\_\_\_\_ Payroll Person ID # \_\_\_\_\_ DEPT \_\_\_\_\_

INSTRUCTIONS: DO NOT RECORD HOURS WORKED. Report leave time as follows:

- Part-time employees report actual hours missed.
- Full-time employees report leave in half- and full-days as follows:

During an 8-hour work day, if you miss:	<b>&lt; 2 hrs</b>	<b>2-6 hrs</b>	<b>&gt; 6 hrs</b>
Report leave of:	0 hrs	4 hrs	8 hrs

WEEK ENDING \_\_\_\_\_

	LEAVE TIME TAKEN
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

WEEK ENDING \_\_\_\_\_

	LEAVE TIME TAKEN
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY*	
FRIDAY	
SATURDAY	

PAYROLL OFFICE USE			
PMAS	HR _____	OS _____	OK _____
PLAM	SL _____	VN _____	PH _____

**[ ] NO LEAVE TIME TAKEN DURING PAY PERIOD**

LEAVE TIME CODES: SL=Sick Leave; VN=Vacation; PH=Personal Holiday; CT=Comp; H=Holiday; T=Time w/o Pay

\*Time sheets are due in the Payroll Office no later than noon on the 2nd Thursday of the pay period. Late reports may delay paycheck.

***I hereby certify the above information provided is accurate and complete.***

Employee's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_