

UNIVERSITY OF WISCONSIN-SUPERIOR
Classified Employee Time Sheet (Permanent Only)

NAME _____ Payroll Person ID # _____ DEPT _____

WEEK ENDING _____

	Arrival and Departure Time	# of Hrs Actually Worked	Leave Time Used (See Code)	Night Differential	
				6PM-Mid	Mid-6AM
SUN					
MON					
TUES					
WED					
THURS					
FRI					
SAT					
TOTAL					
Hours in excess of 40 are to be: [] Comp Time [] Paid					

WEEK ENDING _____

	Arrival and Departure Time	# of Hrs Actually Worked	Leave Time Used (See Code)	Night Differential	
				6PM-Mid	Mid-6AM
SUN					
MON					
TUES					
WED					
THURS*					
FRI					
SAT					
TOTAL					
Hours in excess of 40 are to be: [] Comp Time [] Paid					

PAYROLL OFFICE USE	HR _____	ND _____	WD _____	OT _____
PMAS	OS _____	OK _____	CA _____	_____
	SL _____	VN _____	PH _____	CH _____
PLAM	CT _____	LD _____	LH _____	_____

LEAVE TIME CODES: SL=Sick Leave; VN=Vacation; PH=Personal Holiday; CT=Comp Time Used; 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 understand this report will be used in calculating my check and I certify that it is an accurate account of hours actually worked during the pay period.

Employee's Signature _____ Supervisor's Signature _____