

UNIVERSITY OF WISCONSIN-SUPERIOR
LTE Time Sheet

NAME _____ Payroll Person ID # _____ DEPT _____

WEEK ENDING _____

	Arrival and Departure Time	# of Hrs Actually Worked	Night Differential	
			6PM-Mid	Mid-6AM
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
TOTAL				
Hours in excess of 40 will be paid at overtime premium rate.				

WEEK ENDING _____

	Arrival and Departure Time	# of Hrs Actually Worked	Night Differential	
			6PM-Mid	Mid-6AM
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY*				
FRIDAY				
SATURDAY				
TOTAL				
Hours in excess of 40 will be paid at overtime premium rate.				

PAYROLL OFFICE USE				
HR _____	ND _____	WD _____	OT _____	OK _____

*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 _____