Employee Name _____   Empl ID _____   Empl Rcd# _____

Pay Period From: _____ To: _____   ☐ This is a change from my standard work schedule   Department: _____

Date	Elapsed Schedule Work Hours	Punch Schedule				Auto Lunch Deduct Amount	Hours Worked	[1]Other Paid Time	VN	SL	PH	LH	CT	FRL	OPL		
		IN	OUT	IN	OUT												

HH:MM   Total Scheduled Time for this time period: _____

◯ Overtime Paid   ◯ Comp Time Paid   Revised Total Hours: _____

Rounding of Hours	Minutes	0.0 - 7.5	7.5 - 22.5	22.5 - 37.5	37.5 - 52.5	52.5 - 60
	Hundredths	0.0	.25	0.5	0.75	1.0

VN = Vacation   CT = Compensatory Time Used   Family & Medical Leave Act:
SL = Sick Leave   FRL = Furlough   FMLA - Paid
PH = Personal Holiday   OPL = Other Paid Leave   FMLA - Unpaid
LH = Legal Holiday   SABB = Sabbatical   LWOP = Leave without Pay

Other Paid Leave: Use this column for paid situations such as jury duty, military leave, etc. FMLA - Unpaid and Leave without Pay (LWOP) reduce paid hours.

Reason for Other Leave: _____

I certify that I have worked or reported the proper leave for the hours shown. I also certify that this is my only employment with the University of Wisconsin.   mm/dd/yyyy

Employee Name _____   Signature _____   Date _____

Supervisor Section: I confirm that I have first-hand knowledge or other suitable means of verifying the work performed by the employee.   mm/dd/yyyy

Supervisor Name _____   Signature _____   Date _____

[1]Other Paid Time: Use this column for paid situations such as stand by, call back, on call, etc.

NOTE: Exempt (salaried) employees typically only report leave taken (not hours worked). However when Furlough time is taken (minimum and maximum of 8 hours in a week), you must indicate how many hours worked each day for the week. Total hours including the Furlough hours must not add up to more than 40 that week or you will not get credit for the Furlough. These hours are prorated for the part-time staff. For more information contact your payroll / HR representative.   T100.20110418