

**UNIVERSITY OF WISCONSIN-STOUT  
Permanent/Project Employee Time Report**

Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Permanent                      Project

Week Ending: \_\_\_\_\_

	Hrs Actually Worked	Other Hours	Nite Dif 6pm-12pm	Nite Dif 12pm-6am
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				

Pay Overtime  
Save Overtime as Comp Time

Week Ending: \_\_\_\_\_

	Hrs Actually Worked	Other Hours	Nite Dif 6pm-12pm	Nite Dif 12pm-6am
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				

Pay Overtime  
Save Overtime as Comp Time

**Usage Codes**

- VN    Vacation Used
- SL    Sick Leave Used
- PH    Personal Holiday Used
- CT    Comp Time Used
- LH    Legal Holiday Used
- SU    Term/Sab Used
- WC    Worker's Comp (indicate after pd lv choice)
- LWOP Leave Without Pay
- SDO   Scheduled Day Off

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

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