

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

Classification: _____

Name: _____

Department: _____

Permanent Project

Week Ending: _____

Week Ending: _____

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

	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

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
- FTO Furlough Time Used

Employee's Signature

Supervisor's Signature