

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	1Other Paid Time
		IN	OUT	IN	OUT			

VN	SL	PH	LH	CT	FRL	OPL		

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 _____

¹Other 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