

UNIVERSITY OF WISCONSIN - GREEN BAY

BI-WEEKLY ATTENDANCE – CLERICAL & RELATED

No more than 8 hours of furlough time (FTO) may be taken per week

NAME Doe John
 (LAST) (FIRST)

PAY PERIOD 07/19/09 TO 08/01/09

DAYS	SUN	MON	TUES	WEDS	THUR	FRI	SAT	WEEKLY TOTAL
FILL IN DATES	7/19	7/20	7/21	7/22	7/23	7/24	7/25	
FILL IN HOURS IN PAY STATUS INDICATING PROPER PAY CODES		8 P	6 P 2 FTO	8 P	6 SL 2 FTO	4 VN 4 FTO		22 P 4 VN 6 SL ____ PH/LH ____ CT 8 FTO
DAILY TOTALS		8	8	8	8	8		40 ST/PD
Overtime/CE								____ OT/CE
Night Differential								____ ND
Sat/Sun Pay								____ WD
DAYS	SUN	MON	TUES	WEDS	THURS	FRI	SAT	WEEKLY TOTAL
FILL IN DATES	7/26	7/27	7/28	7/29	7/30	7/31	8/1	
FILL IN HOURS IN PAY STATUS INDICATING PROPER PAY CODES		8 P	8 P	4 P 4 VN	6 VN 2 FTO	8 P		28 P 10 VN ____ SL ____ PH/LH ____ CT 2 FTO
DAILY TOTALS		8	8	8	8	8		40 ST/PD
Overtime/CE								____ OT/CE
Night Differential								____ ND
Sat/Sun Pay								____ WD

CODE	CODE DEFINITION
P	Hours Worked
SL	Sick Leave
VN	Vacation
LH	Legal Holiday
FTO	Furlough Time Off

CODE	CODE DEFINITION
PH	Personal Holiday
CE	Comp Time Earned
CT	Comp Time Used
OT	Overtime Paid
PD	Straight Time

PAID TWO WEEK TOTAL 80

LEAVE WITHOUT PAY HOURS

Necessary adjustments will be made on the following payroll

Total Overtime Hours (Hours after 40 Hrs)	OT	Hrs
Total Hours Present	P	42 Hrs
Night Differential All Hrs (6:00pm to 6:00am)	ND	Hrs
Weekend Differential Sat/Sun Pay	WD	Hrs

Vacation Hours Used	VN	14 Hrs
Sick Leave Used	SL	6 Hrs
Legal Holiday Used	LH	Hrs
Furlough Hours Used	FTO	10 Hrs

Personal Holiday Used	PH	Hrs
Legal Holiday Earned	LE	Hrs
Comp Time Used	CT	Hrs
Comp Time Earned (Hrs after 40 Hrs)	CE	Hrs

Explanation of Overtime, Comp. Time and Holidays Worked:

Dates, Times and Signatures **MUST** be completed before processing

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____