

**2009 UW-PARKSIDE
LIMITED TERM EMPLOYMENT TIMESHEET**
COPY ON PINK PAPER-BOTH SIDES
USE BLUE OR BLACK INK ONLY

PAYROLL

Person ID#: _____
(Found on Earning Statement-Required)

Pay Period Begins: _____ Pay Period Ends: _____

Legal Name of Employee: _____
PRINT LAST FIRST

Div/Dept Number Fund Act (Prog) Acct (Proj/Grant) Hourly Rate Title and Code

Date		Record actual times worked only. Unpaid meal period must be a minimum of 30 minutes and noted.	Daily Total in TENTHS	Differential	
				Night in TENTHS	Weekend in TENTHS
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
		Total 1st Week:			

	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
		Total 2nd Week:			

Bi-Weekly Total Hours:		ND	WD
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** I certify that the above hours are accurate and the hours worked were in performance of duties for the division/department shown above.*

* _____
Employee Hand Signature & Date

* _____
Supervisor or Dept Representative Hand Signature & Date

LTE employees will be payrolled in accordance to the schedule on the reverse side provided all instructions have been followed and this timesheet is correct, and on time. New employees must have a W-4 & Direct Deposit Form on file two weeks prior to submitting the first timesheet. **Timesheet will NOT be processed without a supervisor's signature. DO NOT send timesheet without supervisor signature.**

PAYROLL USE ONLY:

_____ HR REG HOURS

_____ OT OVERTIME

_____ OK HOLIDAY

2009 CLASSIFIED LTE PAYROLL SCHEDULE

PAY PERIOD	PAY PERIOD DATES		DATE DUE IN PAYROLL OFFICE	CHECK PAYABLE
Jan 'A'	12/21/08	01/03/09	01/05/09	01/15/09
Jan 'B'	01/04/09	01/17/09	01/16/09*	01/29/09
Jan 'C'	01/18/09	- 01/31/09	02/02/09	02/12/09
Feb 'A'	02/01/09	- 02/14/09	02/16/09	02/26/09
Feb 'B'	02/15/09	02/28/09	03/02/09	03/12/09
Mar 'A'	03/01/09	- 03/14/09	03/16/09	03/26/09
Mar 'B'	03/15/09	- 03/28/09	03/30/09	04/09/09
Apr 'A'	03/29/09	- 04/11/09	04/13/09	04/23/09
Apr 'B'	04/12/09	- 04/25/09	04/27/09	05/07/09
May 'A'	04/26/09	- 05/09/09	05/11/09	05/21/09
May 'B'	05/10/09	05/23/09	05/22/09*	06/04/09
Jun 'A'	05/24/09	- 06/06/09	06/08/09	06/18/09
Jun 'B'	06/07/09	- 06/20/09	06/22/09	07/02/09
Jul 'A'	06/21/09	- 07/04/09	07/06/09	07/16/09
Jul 'B'	07/05/09	- 07/18/09	07/20/09	07/30/09
Aug 'A'	07/19/09	- 08/01/09	08/03/09	08/13/09
Aug 'B'	08/02/09	- 08/15/09	08/17/09	08/27/09
Aug 'C'	08/16/09	- 08/29/09	08/31/09	09/10/09
Sept 'A'	08/30/09	- 09/12/09	09/14/09	09/24/09
Sept 'B'	09/13/09	- 09/26/09	09/28/09	10/08/09
Oct 'A'	09/27/09	- 10/10/09	10/12/09	10/22/09
Oct 'B'	10/11/09	- 10/24/09	10/26/09	11/05/09
Nov 'A'	10/25/09	- 11/07/09	11/09/09	11/19/09
Nov 'B'	11/08/09	- 11/21/09	11/20/09*	12/03/09
Dec 'A'	11/22/09	- 12/05/09	12/07/09	12/17/09
Dec 'B'	12/06/09	- 12/19/09	12/18/09*	12/30/09

*Change in deadline due to holidays

2009 Holidays—Dates Observed

JANUARY 1, 2009.....	THURSDAY	NEW YEARS DAY
JANUARY 19, 2009.....	MONDAY	M. LUTHER KING JR
MAY 25, 2009.....	MONDAY	MEMORIAL DAY
JULY 4, 2009.....	SATURDAY	INDEPENDENCE DAY
SEPTEMBER 7, 2009.....	MONDAY	LABOR DAY
NOVEMBER 26, 2009.....	THURSDAY	THANKSGIVING DAY
DECEMBER 24, 2009.....	THURSDAY	CHRISTMAS EVE
DECEMBER 25, 2009.....	FRIDAY	CHRISTMAS DAY
DECEMBER 31, 2009.....	THURSDAY	NEW YEAR'S EVE

CONVERSION CHART - WORK HOURS TO TENTHS OF HOURS

01 - 06 MINUTES.....	1 TENTH	07 - 12 MINUTES	2 TENTHS
13 - 18 MINUTES.....	3 TENTHS	19 - 24 MINUTES	4 TENTHS
25 - 30 MINUTES.....	5 TENTHS	31 - 36 MINUTES	6 TENTHS
37 - 42 MINUTES.....	7 TENTHS	43 - 48 MINUTES	8 TENTHS
49 - 54 MINUTES.....	9 TENTHS	55 - 60 MINUTES	1 HOUR

**LTE
TIMESHEET
INSTRUCTIONS:**

NIGHT DIFFERENTIAL: A shift differential will be paid for all hours worked between the hours of 6:00 p.m. and 6:00 a.m..

WEEKEND DIFFERENTIAL: Employees shall be paid a differential for work between 12:01 a.m. Saturday and 12:00 midnight Sunday.

WORKSHIFT: When a work shift begins on one calendar day and continues into a subsequent day, all hours should be reflected on the day the shift began. For example, an employee working an 11:00 p.m. Sunday to a 7:00 a.m. Monday shift would report 8 hours of work on Sunday and relatedly report the appropriate night differential and weekend differential associated with the 8 hours worked on Sunday.

HOLIDAY PAY: Employees will be paid at the rate of time and one-half for all time worked on a holiday.

NOTE: ALL WORK PERFORMED ON OBSERVED HOLIDAYS MUST BE INITIALED BY THE SUPERVISOR NEXT TO THE DATE POSTED ON THE TIMESHEET.

CLASSIFIED "A" PAYROLL:
That payroll which includes the 1st of the month.

CLASSIFIED "B" PAYROLL:
That payroll which follows the "A" payroll.

CLASSIFIED "C" PAYROLL:
That payroll which ends before the 1st of the month.