

Reader/Grader Time Sheet

Office Use Only
Employee ID# _____

Name: _____
(Last) (First) (M)

Department: _____ Course#: _____

Pay Period: _____ Through: _____

	Actual Hours Worked					Hours Worked
	Date	Begin Time	Lunch Begin	Lunch End	End Time	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
					Weekly Totals	

Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
					Weekly Totals	
Grand Total						

If I have other University of Wisconsin employment concurrent with this pay period, the name of the department is: _____

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, unless noted above.

Employee Signature: _____ Date: _____

Supervisor Section: I confirm that I have first-hand knowledge or other suitable means of verifying the work performed by the employee.

Supervisor Signature: _____ Date: _____

Do NOT exceed the number of hours for which you are authorized. For those grading more than one course, use a separate time sheet for each course.

Note to International Students: If you on a F-1 or J-1 visa, you are not allowed to work more than 20 hours a week (see Payroll for exceptions). It is your responsibility to inform payroll of any other appointments you have on campus.

Enter hours in quarter hour increments. Example: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75; Round at 7 min