University of Wisconsin

FURLOUGH TIME REPORT

Name	Title	Time Report For
EMPLOYEE, WISCONSIN	VISITING ASST PROF	OCTOBER 2009
Department		Type
A400100 MSN/ENV ST/ADMINISTRATION/ADMIN		AS

Person ID	Appt ID	Payroll %	Pay Basis
XXXXXXXX	XXXXXXXX	50.0	9 MONTH

Instructions for Reporting Furlough

Complete your Furlough Time Report only when you have taken furlough hours.
When furlough time is used, submit your report to your supervisor within three business days after the last day shown on the report.

Furlough time must be used in minimum 4 hour increments (prorated for part-time employees).
No more than 8 hours (prorated for part-time employees) of furlough time can be used in any one week (Sunday-Saturday).

DATE	FURLOUGH				DUE	11/04/09
*HOLIDAY						
SUN OCT 04, 2009						
MON OCT 05, 2009						
TUE OCT 06, 2009						
WED OCT 07, 2009						
THU OCT 08, 2009						
FRI OCT 09, 2009						
SAT OCT 10, 2009						
SUN OCT 11, 2009						
MON OCT 12, 2009						
TUE OCT 13, 2009						
WED OCT 14, 2009						
THU OCT 15, 2009						
FRI OCT 16, 2009						
SAT OCT 17, 2009						
SUN OCT 18, 2009						
MON OCT 19, 2009						
TUE OCT 20, 2009						
WED OCT 21, 2009						
THU OCT 22, 2009						
FRI OCT 23, 2009						
SAT OCT 24, 2009						
SUN OCT 25, 2009						
MON OCT 26, 2009						
TUE OCT 27, 2009						
WED OCT 28, 2009						
THU OCT 29, 2009						
FRI OCT 30, 2009						
SAT OCT 31, 2009						
TOTAL HOURS						

Employee Signature: I certify that my time report is accurate. I understand that misrepresentation can lead to disciplinary action.	**Date**
Supervisor /Approving Authority Signature: I confirm the accuracy of the time report.	**Date**