



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Apr 01 to Apr 30, 2008

Time Sheet Start Date 03/30/08 Name _____ Employee ID# _____
 Pay Period Begin Date 04/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	3/30/08	3/31/08	4/1/08	4/2/08	4/3/08	4/4/08	4/5/08		04/06/08	04/07/08	04/08/08	04/09/08	04/10/08	04/11/08	04/12/08		
Hours Worked																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
Absence w/o Pay																	
Code (Other**): <input type="text"/>								Total (Hours in Pay Status)	Code (Other**): <input type="text"/>								Total (Hours in Pay Status)
Comments :								Total Absence w/o Pay									Total Absence w/o Pay
								Overtime (Hours over 40)									Overtime (Hours over 40)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	04/13/08	04/14/08	04/15/08	04/16/08	04/17/08	04/18/08	04/19/08		04/20/08	04/21/08	04/22/08	04/23/08	04/24/08	04/25/08	04/26/08		
Hours Worked																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
Absence w/o Pay																	
Code (Other**): <input type="text"/>								Total (Hours in Pay Status)	Code (Other**): <input type="text"/>								Total (Hours in Pay Status)
Comments :								Total Absence w/o Pay									Total Absence w/o Pay
								Overtime (Hours over 40)									Overtime (Hours over 40)



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Time Sheet Start Date 03/30/08
 Pay Period Begin Date 04/01/08

Name _____
 Position Title _____

Employee ID# _____
 Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	04/27/08	04/28/08	04/29/08	04/30/08	05/01/08	05/02/08	05/03/08	
Hours Worked								
PTO Used								
Sick Hours Used								
Holiday Hours Used								
Other**								
Absence w/o Pay								
	Total (Hours in Pay Status)							
	Total Absence w/o Pay							
	Overtime (Hours over 40)							

Code (Other**) :

Comments :

Hour Balances	<i>Hours Needed for 50%</i>	<i>Total Hours in Pay Status</i>	<i>Difference</i>	<i>PTO</i>	<i>Exchange Hours</i>	<i>Sick Hours</i>	<i>Honorary Vacation</i>	<i>Holiday Hours</i>	<i>Hours Balance</i>
Balances from prior month									
Hours earned this month (+)									
Subtotal									
Hours used this month (-)									
Ending Balance									

For the monthly record:

Employee Signature _____

Date

Supervisor Signature _____

Date

Overtime Hours are any hours in pay status above a total of 40 hours per week and should be based on a weekly (not monthly) total.

**Other (see instruction sheet for a list of "other" earn types)

*** Total PTO used year to date (YTD) can not exceed the amount earned in the year (240 or 288 hours prorated by FTE).