



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Mar 01 to Mar 31, 2008

Time Sheet Start Date 02/24/08 Name _____ Employee ID# _____
 Pay Period Begin Date 03/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	2/24/08	2/25/08	2/26/08	2/27/08	2/28/08	2/29/08	3/1/08		03/02/08	03/03/08	03/04/08	03/05/08	03/06/08	03/07/08	03/08/08		
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	Comments :								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	03/09/08	03/10/08	03/11/08	03/12/08	03/13/08	03/14/08	03/15/08		03/16/08	03/17/08	03/18/08	03/19/08	03/20/08	03/21/08	03/22/08		
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	Comments :								Total Absence w/o Pay
								Overtime (Hours over 40)									Overtime (Hours over 40)



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Name _____
 Position Title _____

Employee ID# _____
 Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	03/23/08	03/24/08	03/25/08	03/26/08	03/27/08	03/28/08	03/29/08		03/30/08	03/31/08	04/01/08	04/02/08	04/03/08	04/04/08	04/05/08	
Hours Worked																
PTO Used																
Sick Hours Used																
Holiday Hours Used																
Other**																
Absence w/o Pay																
	Total (Hours in Pay Status)								Total (Hours in Pay Status)							
	Total Absence w/o Pay								Total Absence w/o Pay							
	Overtime (Hours over 40)								Overtime (Hours over 40)							

Code (Other**) :
 Comments :

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).