



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

Time Sheet Start Date 04/27/08 Name _____ Employee ID# _____
 Pay Period Begin Date 05/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	4/27/08	4/28/08	4/29/08	4/30/08	5/1/08	5/2/08	5/3/08		05/04/08	05/05/08	05/06/08	05/07/08	05/08/08	05/09/08	05/10/08		
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	05/11/08	05/12/08	05/13/08	05/14/08	05/15/08	05/16/08	05/17/08		05/18/08	05/19/08	05/20/08	05/21/08	05/22/08	05/23/08	05/24/08		
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
Date	05/25/08	05/26/08	05/27/08	05/28/08	05/29/08	05/30/08	05/31/08	
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 :

<i>Hour Balances</i>	<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).