



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

Time Sheet Start Date 09/28/08 Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Pay Period Begin Date 10/01/08 Position Title \_\_\_\_\_ Department \_\_\_\_\_  
 Date Five Years Completed \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	9/28/08	9/29/08	9/30/08	10/1/08	10/2/08	10/3/08	10/4/08		10/05/08	10/06/08	10/07/08	10/08/08	10/09/08	10/10/08	10/11/08		
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	10/12/08	10/13/08	10/14/08	10/15/08	10/16/08	10/17/08	10/18/08		10/19/08	10/20/08	10/21/08	10/22/08	10/23/08	10/24/08	10/25/08		
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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 Pay Period Begin Date 10/01/08

Name \_\_\_\_\_  
 Position Title \_\_\_\_\_

Employee ID# \_\_\_\_\_  
 Department \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	10/26/08	10/27/08	10/28/08	10/29/08	10/30/08	10/31/08	11/01/08	
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).