





**Professional Staff Recordkeeping**  
 Timesheet For PA Overtime Eligible Employees (PAO)  
 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 \_\_\_\_\_

	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 Regular									
Comp Hours Used									
PTO Used									
Sick Hours Used									
Holiday Hours Used									
Other**									
Hrs Above Std (P/T)									
Absence w/o Pay									
Code (Other**) : <input type="text"/>								Total (Hours in Pay Status)	
Comments :								Total Absence w/o Pay	
								Overtime (Hours over 40)	
								Overtime Hours to be Paid	
								Comp Hours Earned*	

<b>Hour Balances</b>	PTO	Sick Hrs	Comp Hrs	Hon Vac	Hol Hrs
Balances from prior month					
Hours used this month ( - )					
Hours earned this month ( + )					
<b>Ending Balances</b>					
<b>PTO Used YTD***</b>					

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.

\*Comp Hours - See Instruction Sheet

\*\*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).