



**Professional Staff Recordkeeping**  
 Timesheet For PA Overtime Eligible Employees (PAO)  
 Dec 01 to Dec 31, 2008

Time Sheet Start Date 11/30/08 Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Pay Period Begin Date 12/01/08 Position Title \_\_\_\_\_ Department \_\_\_\_\_  
 Date Five Years Completed \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	11/30/08	12/1/08	12/2/08	12/3/08	12/4/08	12/5/08	12/6/08		12/07/08	12/08/08	12/09/08	12/10/08	12/11/08	12/12/08	12/13/08	
Hours Worked																
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"/>								Code (Other**): <input type="text"/>								
Comments :								Comments :								
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)								
Overtime Hours to be Paid								Overtime Hours to be Paid								
Comp Hours Earned*								Comp Hours Earned*								

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	12/14/08	12/15/08	12/16/08	12/17/08	12/18/08	12/19/08	12/20/08		12/21/08	12/22/08	12/23/08	12/24/08	12/25/08	12/26/08	12/27/08	
Hours Worked																
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"/>								Code (Other**): <input type="text"/>								
Comments :								Comments :								
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)								
Overtime Hours to be Paid								Overtime Hours to be Paid								
Comp Hours Earned*								Comp Hours Earned*								



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 Pay Period Begin Date 12/01/08 Position Title \_\_\_\_\_ Department \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	12/28/08	12/29/08	12/30/08	12/31/08	01/01/09	01/02/09	01/03/09	
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 ( + )					
<i>Ending 2008 Calendar Year Balances</i>					
<i>PTO Used YTD***</i>					
Transfer to Sick Hrs					
<i>Starting 2009 Calendar Year Balances</i>					

For the monthly record:

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_  
 Date \_\_\_\_\_ 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).