



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

Time Sheet Start Date 06/29/08 Name _____ Employee ID# _____
 Pay Period Begin Date 07/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
|---------------------------------------|---------|---------|--------|--------|--------|--------|--------|-----------------------------|---------------------------------------|----------|----------|----------|----------|----------|----------|-------|-----------------------------|
| Date | 6/29/08 | 6/30/08 | 7/1/08 | 7/2/08 | 7/3/08 | 7/4/08 | 7/5/08 | | 07/06/08 | 07/07/08 | 07/08/08 | 07/09/08 | 07/10/08 | 07/11/08 | 07/12/08 | | |
| 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"/> | | | | | | | | 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) |
| | | | | | | | | 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 | 07/13/08 | 07/14/08 | 07/15/08 | 07/16/08 | 07/17/08 | 07/18/08 | 07/19/08 | | 07/20/08 | 07/21/08 | 07/22/08 | 07/23/08 | 07/24/08 | 07/25/08 | 07/26/08 | | |
| 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"/> | | | | | | | | 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) |
| | | | | | | | | Overtime Hours to be Paid | | | | | | | | | Overtime Hours to be Paid |
| | | | | | | | | Comp Hours Earned* | | | | | | | | | Comp Hours Earned* |



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Time Sheet Start Date 06/29/08 Name _____ Employee ID# _____
 Pay Period Begin Date 07/01/08 Position Title _____ Department _____

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------------------------|--|
| Date | 07/27/08 | 07/28/08 | 07/29/08 | 07/30/08 | 07/31/08 | 08/01/08 | 08/02/08 | | |
| 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* | |

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

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).