



Professional Staff Recordkeeping
 Timesheet For PA Overtime Eligible Employees (PAO)
 Jun 01 to Jun 30, 2008

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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	06/29/08	06/30/08	07/01/08	07/02/08	07/03/08	07/04/08	07/05/08		
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).