



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

Time Sheet Start Date 04/27/08 Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Pay Period Begin Date 05/01/08 Position Title \_\_\_\_\_ Department \_\_\_\_\_  
 Date Five Years Completed \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	4/27/08	4/28/08	4/29/08	4/30/08	5/1/08	5/2/08	5/3/08		05/04/08	05/05/08	05/06/08	05/07/08	05/08/08	05/09/08	05/10/08		
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	05/11/08	05/12/08	05/13/08	05/14/08	05/15/08	05/16/08	05/17/08		05/18/08	05/19/08	05/20/08	05/21/08	05/22/08	05/23/08	05/24/08		
Hours Worked																	
Comp Hours Used																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
Hrs Above Std (P/T)																	
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	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	05/25/08	05/26/08	05/27/08	05/28/08	05/29/08	05/30/08	05/31/08		
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).