



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

Time Sheet Start Date 10/26/08 Name _____ Employee ID# _____
 Pay Period Begin Date 11/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	10/26/08	10/27/08	10/28/08	10/29/08	10/30/08	10/31/08	11/1/08		11/02/08	11/03/08	11/04/08	11/05/08	11/06/08	11/07/08	11/08/08		
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	11/09/08	11/10/08	11/11/08	11/12/08	11/13/08	11/14/08	11/15/08		11/16/08	11/17/08	11/18/08	11/19/08	11/20/08	11/21/08	11/22/08		
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)
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	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	11/23/08	11/24/08	11/25/08	11/26/08	11/27/08	11/28/08	11/29/08		11/30/08	12/01/08	12/02/08	12/03/08	12/04/08	12/05/08	12/06/08	
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"/>								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*								

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 _____ 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).