



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

Time Sheet Start Date 08/31/08 Name _____ Employee ID# _____
 Pay Period Begin Date 09/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	8/31/08	9/1/08	9/2/08	9/3/08	9/4/08	9/5/08	9/6/08		09/07/08	09/08/08	09/09/08	09/10/08	09/11/08	09/12/08	09/13/08		
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"/>								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	09/14/08	09/15/08	09/16/08	09/17/08	09/18/08	09/19/08	09/20/08		09/21/08	09/22/08	09/23/08	09/24/08	09/25/08	09/26/08	09/27/08		
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"/>								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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Time Sheet Start Date 08/31/08 Name _____ Employee ID# _____
 Pay Period Begin Date 09/01/08 Position Title _____ Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	09/28/08	09/29/08	09/30/08	10/01/08	10/02/08	10/03/08	10/04/08		
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).