



Professional Staff Recordkeeping
 Timesheet For PA Overtime Eligible Employees (PAO)
 Feb 01 to Feb 28, 2009

Time Sheet Start Date 02/01/09 Name _____ Employee ID# _____
 Pay Period Begin Date 02/01/09 Position Title _____ Department _____

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

= Manual input field for the Hour Balances worksheet

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).