



Professional Staff Recordkeeping
 Timesheet For PA Overtime Eligible Employees (PAO)
 Jan 01 to Jan 31, 2009

Time Sheet Start Date 12/28/08 Name _____ Employee ID# _____
 Pay Period Begin Date 01/01/09 Position Title _____ Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	01/25/09	01/26/09	01/27/09	01/28/09	01/29/09	01/30/09	01/31/09	
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
Ending 2008 Calendar Year Balances					
Transfer to Sick Hrs					
Starting 2009 Calendar Year Balances					
Hours used this month (-)					
Hours earned this month (+)					
<i>Ending Balances</i>					
PTO Used YTD***					

= 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).