INDIANA UNIVERSITY

Professional Staff Recordkeeping

Timesheet For PA Overtime Eligible Employees (PAO)

Mar 01 to Mar 31, 2009

Time Sheet Start Date 03/01/09 **Name** _____ **Employee ID#** _____

Pay Period Begin Date 03/01/09 **Position Title** _____ **Department** _____

Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	3/1/09	3/2/09	3/3/09	3/4/09	3/5/09	3/6/09	3/7/09		03/08/09	03/09/09	03/10/09	03/11/09	03/12/09	03/13/09	03/14/09	
Hours Worked																
Comp Hours Used																
PTO Used																
Sick Hours Used																
Holiday Hours Used																
Other**																
Hrs Above Std (P/T)																
Absence w/o Pay																

Total (Hours in Pay Status)			Total (Hours in Pay Status)	
Total Absence w/o Pay		Code (Other**) :	Total Absence w/o Pay	
Overtime (Hours over 40)		Comments :	Overtime (Hours over 40)	
Overtime Hours to be Paid			Overtime Hours to be Paid	
Comp Hours Earned*			Comp Hours Earned*	

Code (Other**) :

Comments :

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	03/15/09	03/16/09	03/17/09	03/18/09	03/19/09	03/20/09	03/21/09		03/22/09	03/23/09	03/24/09	03/25/09	03/26/09	03/27/09	03/28/09	
Hours Worked																
Comp Hours Used																
PTO Used																
Sick Hours Used																
Holiday Hours Used																
Other**																
Hrs Above Std (P/T)																
Absence w/o Pay																

Total (Hours in Pay Status)			Total (Hours in Pay Status)	
Total Absence w/o Pay		Code (Other**) :	Total Absence w/o Pay	
Overtime (Hours over 40)		Comments :	Overtime (Hours over 40)	
Overtime Hours to be Paid			Overtime Hours to be Paid	
Comp Hours Earned*			Comp Hours Earned*	

Code (Other**) :

Comments :

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Mar 01 to Mar 31, 2009

Time Sheet Start Date 03/01/09 **Name** _____ **Employee ID#** _____

Pay Period Begin Date 03/01/09 **Position Title** _____ **Department** _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	03/29/09	03/30/09	03/31/09	04/01/09	04/02/09	04/03/09	04/04/09	
Hours Worked Regular								
Comp Hours Used								
PTO Used								
Sick Hours Used								
Holiday Hours Used								
Other**								
Hrs Above Std (P/T)								
Absence w/o Pay								

Total (Hours in Pay Status)	
Total Absence w/o Pay	
Overtime (Hours over 40)	
Overtime Hours to be Paid	
Comp Hours Earned*	

Code (Other**) :

Comments :

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****					

= Manual input field for the Hour Balances worksheet

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).