



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Aug 01 to Aug 31, 2008

Time Sheet Start Date 07/27/08 Name _____ Employee ID# _____
 Pay Period Begin Date 08/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	7/27/08	7/28/08	7/29/08	7/30/08	7/31/08	8/1/08	8/2/08		08/03/08	08/04/08	08/05/08	08/06/08	08/07/08	08/08/08	08/09/08		
Hours Worked																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
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)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	08/10/08	08/11/08	08/12/08	08/13/08	08/14/08	08/15/08	08/16/08		08/17/08	08/18/08	08/19/08	08/20/08	08/21/08	08/22/08	08/23/08		
Hours Worked																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
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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Name _____
 Position Title _____

Employee ID# _____
 Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	08/24/08	08/25/08	08/26/08	08/27/08	08/28/08	08/29/08	08/30/08		08/31/08	09/01/08	09/02/08	09/03/08	09/04/08	09/05/08	09/06/08	
Hours Worked																
PTO Used																
Sick Hours Used																
Holiday Hours Used																
Other**																
Absence w/o Pay																
	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)							

Code (Other**) :
 Comments :

Code (Other**) :
 Comments :

Hour Balances	Hours Needed for 50%	Total Hours in Pay Status	Difference	PTO	Exchange Hours	Sick Hours	Honorary Vacation	Holiday Hours	Hours Balance
Balances from prior month									
Hours earned this month (+)									
Subtotal									
Hours used this month (-)									
Ending Balance									

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.
 **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).