



Professional Staff Recordkeeping

Timesheet For PA Salaried Overtime Eligible Employees (PAU)
Dec 01 to Dec 31, 2008

Time Sheet Start Date 11/30/08
Pay Period Begin Date 12/01/08

Name _____
Position Title _____

Employee ID# _____
Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	12/28/08	12/29/08	12/30/08	12/31/08	01/01/09	01/02/09	01/03/09	
Hours Worked								
PTO Used								
Sick Hours Used								
Holiday Hours Used								
Other**								
Absence w/o Pay								
Total (Hours in Pay Status)								
Total Absence w/o Pay								
Overtime (Hours over 40)								

Code (Other**) :

Comments :

Hour Balances	<i>Hours Needed for 50%</i>	<i>Total Hours in Pay Status</i>	<i>Difference</i>	<i>PTO</i>	<i>Exchange Hours</i>	<i>Sick Hours</i>	<i>Honorary Vacation</i>	<i>Holiday Hours</i>	<i>Hours Balance</i>
Balances from prior month									
Hours used this month (-)									
Hours earned this month (+)									
<i>Ending 2008 Calendar Yr Balances</i>									
PTO used Year-to-Date***									
Transfer to Sick Hours									
<i>Starting 2009 Calendar Yr Balances</i>									

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).