



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

Time Sheet Start Date 12/30/07 Name _____ Employee ID# _____
 Pay Period Begin Date 01/01/08 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	12/30/07	12/31/07	1/1/08	1/2/08	1/3/08	1/4/08	1/5/08		01/06/08	01/07/08	01/08/08	01/09/08	01/10/08	01/11/08	01/12/08	
Hours Worked																
PTO Used																
Sick Hours Used																
Holiday Hours Used																
Other**																
Absence w/o Pay																
Code (Other**) : <input type="text"/>								Code (Other**) : <input type="text"/>								
Comments :								Comments :								
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)								

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	01/13/08	01/14/08	01/15/08	01/16/08	01/17/08	01/18/08	01/19/08		01/20/08	01/21/08	01/22/08	01/23/08	01/24/08	01/25/08	01/26/08	
Hours Worked																
PTO Used																
Sick Hours Used																
Holiday Hours Used																
Other**																
Absence w/o Pay																
Code (Other**) : <input type="text"/>								Code (Other**) : <input type="text"/>								
Comments :								Comments :								
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)								



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Time Sheet Start Date 12/30/07
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Name _____
 Position Title _____

Employee ID# _____
 Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	01/27/08	01/28/08	01/29/08	01/30/08	01/31/08	02/01/08	02/02/08	
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>
Starting 2008 Balances									
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).