



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

Time Sheet Start Date 06/29/08 Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Pay Period Begin Date 07/01/08 Position Title \_\_\_\_\_ Department \_\_\_\_\_  
 Date Five Years Completed \_\_\_\_\_

|                                       | Sun     | Mon     | Tue    | Wed    | Thu    | Fri    | Sat    | Total                       | Sun                                   | Mon      | Tue      | Wed      | Thu      | Fri      | Sat      | Total |                             |
|---------------------------------------|---------|---------|--------|--------|--------|--------|--------|-----------------------------|---------------------------------------|----------|----------|----------|----------|----------|----------|-------|-----------------------------|
| Date                                  | 6/29/08 | 6/30/08 | 7/1/08 | 7/2/08 | 7/3/08 | 7/4/08 | 7/5/08 |                             | 07/06/08                              | 07/07/08 | 07/08/08 | 07/09/08 | 07/10/08 | 07/11/08 | 07/12/08 |       |                             |
| 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                                  | 07/13/08 | 07/14/08 | 07/15/08 | 07/16/08 | 07/17/08 | 07/18/08 | 07/19/08 |                             | 07/20/08                              | 07/21/08 | 07/22/08 | 07/23/08 | 07/24/08 | 07/25/08 | 07/26/08 |       |                             |
| 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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Time Sheet Start Date 06/29/08  
 Pay Period Begin Date 07/01/08

Name \_\_\_\_\_  
 Position Title \_\_\_\_\_

Employee ID# \_\_\_\_\_  
 Department \_\_\_\_\_

|                             | Sun      | Mon      | Tue      | Wed      | Thu      | Fri      | Sat      | Total |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Date                        | 07/27/08 | 07/28/08 | 07/29/08 | 07/30/08 | 07/31/08 | 08/01/08 | 08/02/08 |       |
| 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 :

| <i>Hour Balances</i>          | <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 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).