



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Apr 01 to Apr 30, 2009

Time Sheet Start Date 03/29/09 Name _____ Employee ID# _____
 Pay Period Begin Date 04/01/09 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	3/29/09	3/30/09	3/31/09	4/1/09	4/2/09	4/3/09	4/4/09		04/05/09	04/06/09	04/07/09	04/08/09	04/09/09	04/10/09	04/11/09	
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	04/12/09	04/13/09	04/14/09	04/15/09	04/16/09	04/17/09	04/18/09		04/19/09	04/20/09	04/21/09	04/22/09	04/23/09	04/24/09	04/25/09	
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 03/29/09 Name _____ Employee ID# _____
 Pay Period Begin Date 04/01/09 Position Title _____ Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	04/26/09	04/27/09	04/28/09	04/29/09	04/30/09	05/01/09	05/02/09	
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 earned this month (+)									
Subtotal									
Hours used this month (-)									
Ending Balance	88.00								

= 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.

**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).