



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Feb 01 to Feb 28, 2009

Time Sheet Start Date 02/01/09
 Pay Period Begin Date 02/01/09

Name _____
 Position Title _____

Employee ID# _____
 Department _____

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									

= Manual input field for the Hour Balances worksheet

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).