



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Dec 28 to Jan 31, 2009

Time Sheet Start Date 12/28/08 Name _____ Employee ID# _____
 Pay Period Begin Date 01/01/09 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	12/28/08	12/29/08	12/30/08	12/31/08	1/1/09	1/2/09	1/3/09		01/04/09	01/05/09	01/06/09	01/07/09	01/08/09	01/09/09	01/10/09	
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	01/11/09	01/12/09	01/13/09	01/14/09	01/15/09	01/16/09	01/17/09		01/18/09	01/19/09	01/20/09	01/21/09	01/22/09	01/23/09	01/24/09	
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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 Position Title _____

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Date	01/25/09	01/26/09	01/27/09	01/28/09	01/29/09	01/30/09	01/31/09	
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>
Starting 2009 Balances									
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).