



Professional Staff Recordkeeping
 Timesheet For PA Salaried Overtime Eligible Employees (PAU)
 Jul 01 to Jul 31, 2009

Time Sheet Start Date 06/28/09 Name _____ Employee ID# _____
 Pay Period Begin Date 07/01/09 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	6/28/09	6/29/09	6/30/09	7/1/09	7/2/09	7/3/09	7/4/09		07/05/09	07/06/09	07/07/09	07/08/09	07/09/09	07/10/09	07/11/09		
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									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	07/12/09	07/13/09	07/14/09	07/15/09	07/16/09	07/17/09	07/18/09		07/19/09	07/20/09	07/21/09	07/22/09	07/23/09	07/24/09	07/25/09		
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									Total Absence w/o Pay
								Overtime (Hours over 40)									Overtime (Hours over 40)



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Time Sheet Start Date 06/28/09 Name _____ Employee ID# _____
 Pay Period Begin Date 07/01/09 Position Title _____ Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	07/26/09	07/27/09	07/28/09	07/29/09	07/30/09	07/31/09	08/01/09	
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	92.00								

= 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).