



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

Time Sheet Start Date 05/31/09 Name _____ Employee ID# _____
 Pay Period Begin Date 06/01/09 Position Title _____ Department _____
 Date Five Years Completed _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	5/31/09	6/1/09	6/2/09	6/3/09	6/4/09	6/5/09	6/6/09		06/07/09	06/08/09	06/09/09	06/10/09	06/11/09	06/12/09	06/13/09	
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"/>							
Comments :								Total Absence w/o Pay	Comments :							
								Overtime (Hours over 40)								

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	06/14/09	06/15/09	06/16/09	06/17/09	06/18/09	06/19/09	06/20/09		06/21/09	06/22/09	06/23/09	06/24/09	06/25/09	06/26/09	06/27/09	
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"/>							
Comments :								Total Absence w/o Pay	Comments :							
								Overtime (Hours over 40)								



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Time Sheet Start Date 05/31/09 Name _____ Employee ID# _____
 Pay Period Begin Date 06/01/09 Position Title _____ Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	06/28/09	06/29/09	06/30/09	07/01/09	07/02/09	07/03/09	07/04/09	
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).