



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

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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	3/1/09	3/2/09	3/3/09	3/4/09	3/5/09	3/6/09	3/7/09		03/08/09	03/09/09	03/10/09	03/11/09	03/12/09	03/13/09	03/14/09		
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	03/15/09	03/16/09	03/17/09	03/18/09	03/19/09	03/20/09	03/21/09		03/22/09	03/23/09	03/24/09	03/25/09	03/26/09	03/27/09	03/28/09		
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 03/01/09 Name _____ Employee ID# _____
 Pay Period Begin Date 03/01/09 Position Title _____ Department _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	03/29/09	03/30/09	03/31/09	04/01/09	04/02/09	04/03/09	04/04/09	
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).