

**Professional Staff Recordkeeping**  
 Timesheet For PA Overtime Eligible Employees (PAO)  
 April 1 to April 30, 2005

**Name** \_\_\_\_\_  
**Position Title** \_\_\_\_\_

**Employee ID#** \_\_\_\_\_  
**Department** \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	03/27/05	03/28/05	03/29/05	03/30/05	03/31/05	04/01/05	04/02/05		04/03/05	04/04/05	04/05/05	04/06/05	04/07/05	04/08/05	04/09/05		
Hours Worked																	
Comp Hours Used																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
Hrs Above Std (P/T)																	
Absence w/o Pay																	
					Total (Hours in Pay Status)									Total (Hours in Pay Status)			
					Total Absence w/o Pay									Total Absence w/o Pay			
					Overtime (Hours over 40)									Overtime (Hours over 40)			
					Overtime Hours to be Paid									Overtime Hours to be Paid			
					Comp Hours Earned*									Comp Hours Earned*			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Date	04/10/05	04/11/05	04/12/05	04/13/05	04/14/05	04/15/05	04/16/05		04/17/05	04/18/05	04/19/05	04/20/05	04/21/05	04/22/05	04/23/05		
Hours Worked																	
Comp Hours Used																	
PTO Used																	
Sick Hours Used																	
Holiday Hours Used																	
Other**																	
Hrs Above Std (P/T)																	
Absence w/o Pay																	
					Total (Hours in Pay Status)									Total (Hours in Pay Status)			
					Total Absence w/o Pay									Total Absence w/o Pay			
					Overtime (Hours over 40)									Overtime (Hours over 40)			
					Overtime Hours to be Paid									Overtime Hours to be Paid			
					Comp Hours Earned*									Comp Hours Earned*			

**Professional Staff Recordkeeping**  
 Timesheet For PA Overtime Eligible Employees (PAO)  
 April 1 to April 30, 2005

**Name** \_\_\_\_\_  
**Position Title** \_\_\_\_\_

**Employee ID#** \_\_\_\_\_  
**Department** \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	04/24/05	04/25/05	04/26/05	04/27/05	04/28/05	04/29/05	04/30/05	
Hours Worked Regular								
Comp Hours Used								
PTO Used								
Sick Hours Used								
Holiday Hours Used								
Other**								
Hrs Above Std (P/T)								
Absence w/o Pay								
					Total (Hours in Pay Status)			
					Total Absence w/o Pay			
					Overtime (Hours over 40)			
					Overtime Hours to be Paid			
					Comp Hours Earned*			

<b>Hour Balances</b>	PTO	Sick Hrs	Comp Hrs	Hon Vac	Hol Hrs
Balance from prior month					
Hours used this month -					
Hours earned this month +					
Ending Balances					
PTO Used YTD***					

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.

\*Comp Hours earned each week are calculated as follows:

Overtime Hours (Hours over 40)   
 Minus Overtime Hours to be Paid  
 Overtime Hours to be Comp Time  x 1.5 = \_\_\_\_\_ Comp Hours Earned

\*\*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).