

Georgia Southwestern State University Biweekly Timesheet

Name:		Employee ID:	Tax Treaty Country:
Department:		Pay Group:	Record #:
Pay End Date:	Department ID:	Mail Drop:	
Position Number:		Position Pool:	

Week 1 Begin Date: _____ (Enter hours worked per day rounded to the nearest tenth.)

Earning Code	Account Code (If Different)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Totals
REG									
TOTAL									

Week 2 Begin Date: _____ (Enter hours worked per day rounded to the nearest tenth.)

Earning Code	Account Code (If Different)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Totals
REG									
TOTAL									
EXP									

Extra Pay	Account Number	Amount
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Total Hours For Pay Period:

Valid Earning Codes

- | | |
|-----------------|------------------------|
| REG - Regular * | JUR - Jury Duty |
| VAC - Vacation | FML - Family Leave ** |
| SCK - Sick | MIL - Military Duty ** |
| HOL - Holiday | |

The above information is a true statement of hours worked in the pay period indicated.

Employee Signature

Date

Authorized Signature

Date

* REG includes all hours actually worked per day. The system will determine overtime and uncompensated hours.

** FML and MIL require prior approval by Human Resources.