How to use fill-in PDF E-Forms

Please reset the form after you have printed it!

PLEASE SELECT

Georgia Southwestern State University

Biweekly Student Timesheet

Name:	Employee ID:		Tax Treaty Country:
Department: PLEASE SELECT	Pay Group:	Record #:	
Pay End Date: 06/27/2008 / Department ID:	Mail Drop:		
Position Number:	Position Pool:		

Week 1 Begin Date: 6/14/08 **(Enter hours worked per day rounded to the nearest tenth.)**

Day		Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat	6/14/08							
Sun	6/15/08							
Mon	6/16/08							
Tue	6/17/08							
Wed	6/18/08							
Thu	6/19/08							
Fri	6/20/08							
Weekly Total								0.00

Week 2 Begin Date: 6/21/08 **(Enter hours worked per day rounded to the nearest tenth.)**

Day		Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat	6/21/08							
Sun	6/22/08							
Mon	6/23/08							
Tue	6/24/08							
Wed	6/25/08							
Thu	6/26/08							
Fri	6/27/08							
Weekly Total								0.00

EXP			Total Hours For Pay Period:	0.00

Extra Pay **Account Number** **Amount**

Valid Earning Codes

REG - Regular *

PRINT RESET

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.