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: 10/16/2009 / Department ID:	Mail Drop:		
Position Number:	Position Pool:		

Week 1 Begin Date: 10/3/09 **(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	10/3/09							
Sun	10/4/09							
Mon	10/5/09							
Tue	10/6/09							
Wed	10/7/09							
Thu	10/8/09							
Fri	10/9/09							
Weekly Total								0.00

Week 2 Begin Date: 10/10/09 **(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	10/10/09							
Sun	10/11/09							
Mon	10/12/09							
Tue	10/13/09							
Wed	10/14/09							
Thu	10/15/09							
Fri	10/16/09							
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.