

## Georgia Southwestern State University Biweekly Timesheet

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

**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
<b>REG</b>									
<b>TOTAL</b>									

**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
<b>REG</b>									
<b>TOTAL</b>									
<b>EXP</b>									

**Extra Pay      Account Number      Amount**

**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.