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: 01/06/2012 / **Department ID:**	**Mail Drop:**		
Position Number:	**Position Pool:**		

Week 1 Begin Date: 12/24/11 **(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	12/24/11							
Sun	12/25/11							
Mon	12/26/11							
Tue	12/27/11							
Wed	12/28/11							
Thu	12/29/11							
Fri	12/30/11							
Weekly Total								0.00

Week 2 Begin Date: 12/31/11 **(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	12/31/11							
Sun	1/1/12							
Mon	1/2/12							
Tue	1/3/12							
Wed	1/4/12							
Thu	1/5/12							
Fri	1/6/12							
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.