

North GA College & State Univ

Biweekly Timesheet

Name:		Employee ID:	Tax Treaty Country:
Department:		Pay Group: B06 / 45H	Record #: 0
Pay End Date: 8/21/09	Department ID:	Mail Drop:	
Position Number:		Position Pool:	

Week 1 Begin Date: 8/8/2009

(Enter hours worked per day rounded to the nearest tenth.)

Earning Code	Account Code (If Different)	Sat 8/8/09	Sun 8/9/09	Mon 8/10/09	Tue 8/11/09	Wed 8/12/09	Thu 8/13/09	Fri 8/14/09	Totals
REG									
VAC									
SCK									
TOTAL									

Week 2 Begin Date: 8/15/09

(Enter hours worked per day rounded to the nearest tenth.)

Earning Code	Account Code (If Different)	Sat 8/15/09	Sun 8/16/09	Mon 8/17/09	Tue 8/18/09	Wed 8/19/09	Thu 8/20/09	Fri 8/21/09	Totals
REG									
VAC									
SCK									
TOTAL									
EXP					Total Hours For Pay Period:				

Extra Pay Account Number Amount

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
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*REG = Regular. Includes all hours actually worked per day. The system will determine overtime and uncompensated hours.
 **FML and MIL require prior approval by Human Resources