North GA College & State Univ

Biweekly Timesheet

Name:		Employee ID:		Tax Treaty Country:
Department:		Pay Group: B07	Record #: 0	
Pay End Date: 10/16/09	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								

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								

EXP			Total Hours for Pay Period:	
Extra Pay	Account Number	Amount		

REG – Regular*

The above information is a true statement of hours worked in the pay period indicated.

Employee Signature Date Authorized Signature Date

*REG = Regular. Includes all hours actually worked per day. The system will determine overtime and uncompensated hours.