North GA College & State Univ

Biweekly Timesheet

Name:		Employee ID:		Tax Treaty Country:
Department:		Pay Group: B07	Record #: 0	
Pay End Date: 9/4/09	Department ID:	Mail Drop:		
Position Number:		Position Pool:		

Week 1 Begin Date: 8/22/09 **(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	8/22/09							
Sun	8/23/09							
Mon	8/24/09							
Tue	8/25/09							
Wed	8/26/09							
Thu	8/27/09							
Fri	8/28/09							
Weekly Total								

Week 2 Begin Date: 8/29/09 **(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	8/29/09							
Sun	8/30/09							
Mon	8/31/09							
Tue	9/1/09							
Wed	9/2/09							
Thu	9/3/09							
Fri	9/4/09							
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.