North GA College & State Univ

Biweekly Timesheet

Name:		Employee ID:		Tax Treaty Country:
Department:		Pay Group: B07	Record #: 0	
Pay End Date: 10/2/09	Department ID:	Mail Drop:		
Position Number:		Position Pool:		

Week 1 Begin Date: 9/19/09 **(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	9/19/09							
Sun	9/20/09							
Mon	9/21/09							
Tue	9/22/09							
Wed	9/23/09							
Thu	9/24/09							
Fri	9/25/09							
Weekly Total								

Week 2 Begin Date: 9/26/09 **(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	9/26/09							
Sun	9/27/09							
Mon	9/28/09							
Tue	9/29/09							
Wed	9/30/09							
Thu	10/1/09							
Fri	10/2/09							
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.