North GA College & State Univ

Biweekly Timesheet

Name:		Employee ID:		Tax Treaty Country:
Department:		Pay Group: B07	Record #: 0	
Pay End Date: 9/18/09	Department ID:	Mail Drop:		
Position Number:		Position Pool:		

Week 1 Begin Date: 9/5/09 **(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 9/5/09							
Sun 9/6/09							
Mon 9/7/09							
Tue 9/8/09							
Wed 9/9/09							
Thu 9/10/09							
Fri 9/11/09							
Weekly Total							

Week 2 Begin Date: 9/12/09 **(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 9/12/09							
Sun 9/13/09							
Mon 9/14/09							
Tue 9/15/09							
Wed 9/16/09							
Thu 9/17/09							
Fri 9/18/09							
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.