North GA College & State Univ

Biweekly Timesheet

Name:		Employee ID:		Tax Treaty Country:
Department:		Pay Group: B08	Record #: 0	
Pay End Date: 8/7/2009	Department ID:	Mail Drop:		
Position Number:		Position Pool:		

Week 1 Begin Date: 7/25/2009 **(Enter hours worked per day rounded to the nearest tenth.)**

Earning Code	Account Code (If Different)	Sat 7/25/09	Sun 7/26/09	Mon 7/27/09	Tue 7/28/09	Wed 7/29/09	Thu 7/30/09	Fri 7/31/09	Totals
REG									
TOTAL									

Week 2 Begin Date: 8/1/2009 **(Enter hours worked per day rounded to the nearest tenth.)**

Earning Code	Account Code (If Different)	Sat 8/1/09	Sun 8/2/09	Mon 8/3/09	Tue 8/4/09	Wed 8/5/09	Thu 8/6/09	Fri 8/7/09	Totals
REG									
TOTAL									
EXP						Total Hours For Pay Period:			

Extra Pay **Account Number** **Amount**

Valid Earning Codes

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.