Savannah State University
Biweekly Timesheet

Name:		**Employee ID:**		**Tax Treaty Country:**
Department:		**Pay Group:** B08	**Record#:**	
Pay End Date:	**Department ID:**	**Mail Drop:**		
Position Number:		**Position Pool:**		

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

Earning Code	Account Code (If Different)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
REG									0.0
VAC									
SCK									
HOL									
TOTAL									0.0

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

Earning Code	Account Code (If Different)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
REG									0.0
VAC									
SCK									
HOL									
TOTAL									0.0

EXP			**Total Hours for Pay Period:**	0.0

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

Valid Earning Codes

REG – Regular*
VAC - Vacation
SCK - Sick
HOL – Holiday
JUR – Jury Duty
FML – Family Leave**
MIL – Military Duty**

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

_____ _____

Employee Signature Date Authorized Signature Date

* REG includes all hours actually worked per day. The system will determine overtime and uncompensated hours.
** FML and MIL require prior approval by Human Resources.