

## Savannah State University Biweekly Timesheet

<b>Name:</b>		<b>Employee ID:</b>	<b>Tax Treaty Country:</b>
<b>Department:</b>		<b>Pay Group:</b> B07	<b>Record#:</b>
<b>Pay End Date:</b>	<b>Department ID:</b>	<b>Mail Drop:</b>	
<b>Position Number:</b>		<b>Position Pool:</b>	

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

Day / Date	Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<b>Weekly Total</b>							

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

Day / Date	Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<b>Weekly Total</b>							

<b>EXP</b>			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 includes all hours actually worked per day. The system will determine overtime and uncompensated hours.