

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									
VAC									
SCK									
HOL									
TOTAL									

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									
VAC									
SCK									
HOL									
TOTAL									

EXP		
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Extra Pay Account Number Amount

Total Hours for Pay Period:	
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Valid Earning Codes

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

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.