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				Total Hours for Pay Period:	
Extra Pay	**Account Number**	**Amount**			

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.