Albany State University

Student Bi-Weekly Timesheet

Name:		Employee ID:		Tax Treaty Country:
Department:		Pay Group: B07	Record #: 0	
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).**

Day	Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Weekly Total							
TOTAL							

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

Day	Earning Code	Account Code (If Different)	Time In	Time Out	Time In	Time Out	Daily Total
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Weekly Total							
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 includes all hours actually worked per day. The system will determine overtime and uncompensated hours.

Timesheets **<u>must</u>** be signed and dated by the employee and supervisor with the **last day of the pay period** in order to be processed for pay. **Any timesheets received without proper signatures will not be processed until the next pay cycle.**