Valdosta State University
Student Timesheet

To take advantage of auto-calculating fields please fill out this form electronically. Save the file to your computer before use. For best results use the most current version of Adobe Acrobat or Adobe Reader on both PC and Mac.

Payroll Use Only

ADP ID

Pay Group

Record #

MA _____ _____

☐ eTIME ☐ Additional Pay ☐ Current PPD
☐ AAF ☐ Spreadsheet ☐ Previous PPD

Full Legal Name (required) PLEASE PRINT LEGIBLY

Department (required) | **Department ID** | **Pay Period Start Date** | **Pay Period End Date**

Multi-Assigned Employees: Send in separate timesheets with the appropriate supervisor and department listed.

Timesheets are pay period specific. Please fill out one timesheet for each pay period.

Pay Period Week #1

Date(s) Worked	In	Out	In	Out	Total Hours

Total Hours Pay Period Week #1

Pay Period Week #2

Date(s) Worked	In	Out	In	Out	Total Hours

Total Hours Pay Period Week #2

Total Hours Pay Period

By signing below, I certify that the above information is a true statement of the hours worked in the pay period indicated.

Employee Signature | Date | Approval Signature | Date

This field is REQUIRED →

Approver Name and Contact Info (phone or email) PLEASE PRINT LEGIBLY

Email completed timesheet to: payroll@valdosta.edu

Updated forms and calendars may be found on our website:
http://www.valdosta.edu/administration/finance-admin/financial-services/payroll/

Reset Form

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