

# Valdosta State University Biweekly Timesheet

This timesheet is due to payroll services by 9 A.M, Monday

<b>Name:</b>		<b>Employee ID:</b>	<b>Tax Treaty Country:</b>
<b>Department:</b>		<b>Pay Group:</b>	<b>Record #:</b> 0
<b>Pay End Date:</b>	<b>Department ID:</b>	<b>Mail Drop:</b>	

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

Earning Code	Accounts Code (If Different)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Totals
REG									
VAC									
SCK									
<b>TOTAL</b>									

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

Earning Code	Accounts Code (If Different)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Totals
REG									
VAC									
SCK									
<b>TOTAL</b>									

Please record any vacation or sick leave taken during this pay period on this timesheet.

<b>Total hours For Pay Period:</b>	
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**Valid Earning Codes**

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

<b>FOR PAYROLL USE ONLY</b>
Cleared Pay Edit?
Paysheet Adjustments Necessary?
Paysheet Hours Verified?

The above information is a true statement of hours worked in the pay period indicated.

<b>Employee Signature</b>	<b>Date</b>	<b>Authorized Signature</b>	<b>Date</b>
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\* REG includes all hours actually worked per day. The system will determine overtime and compensated hours.  
 \*\* FML and MIL require prior approval by Human Resources