** STUDENT **

Gordon College

Biweekly Timesheet

Name:	Employee ID:		Tax Treaty Country:
Department:	Pay Group: B07	Record #: 0	
Pay End Date: / Department ID:	Mail Drop:		
Position Number:	Position Pool: PSA		

Week 1 Begin Date: / / **(Enter hours worked per day rounded to the nearest tenth.)**

Day m/dd/yy	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							

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

Day m/dd/yy	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							

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.