Valdosta State University
Bi-Weekly Staff 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 (Payroll Use Only)

Pay Group (Payroll Use)

Record # (Payroll Use)

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

Full Legal Name (required) PLEASE PRINT LEGIBLY

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

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

Earnings Codes: REG (Regular), VAC (Vacation), SCK (Sick), HOL (Holiday), JUR (Jury Duty), UNC (Uncompensated)

Pay Period Week #1

*Earnings	Date(s) Worked	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours

Week #1 Total Hours

Pay Period Week #2

*Earnings	Date(s) Worked	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours

Week #2 Total Hours

Pay Period Total Hours

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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