Armstrong Atlantic State University

IWSP Bi-Weekly Timesheet

Name:	**Employee ID:**
Department:	**Pay Group: B07 IWSP Paid Bi-weekly (Institutional Work Study Program)**
Pay End Date:	

Week 1 Begin Date:

DAY	Earning code	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Time
SAT	REG							
SUN								
MON								
TUE								
WED								
THU								
FRI								
						Total Time Week 1		

Week 2 Begin Date:

DAY	Earning code	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Time
SAT	REG							
SUN								
MON								
TUE								
WED								
THU								
FRI								
						Total Time Week 2		

Valid Earning Codes

REG - Regular includes all hours worked per day

***** Only Blue or Black ink will be accepted. No white out, strike overs or unauthorized markings.***

***** Completed Original Timesheet are due no later than 12:00 noon the 2nd Friday of the reporting period, unless otherwise directed.***

Decimal Equivalent For Minutes			
Minutes	Point	Minutes	Point
0 - 6	0.1	31 - 36	0.6
7 - 12	0.2	37 - 42	0.7
13 - 18	0.3	43 - 48	0.8
19 - 24	0.4	49 - 54	0.9
25 - 30	0.5	55 - 60	1.0

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

Student Signature **Date** **Authorized Signature** **Date**

All time sheets must be signed and dated by the student and authorized Supervisor.