Jacksonville State University
Biweekly Timesheet

Pay Period: Biweekly # _____   Organization Number: _____   Organization Name: _____

JSU Employee Number: _____   JSU Employee Name: _____

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
	Day of Week								
	Date								
Week One	Clock In Time								
	Clock Out Time								
	Total Hours								

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
	Day of Week								
	Date								
Week Two	Clock In Time								
	Clock Out Time								
	Total Hours								

Total Hours Worked	
Total Gross Pay	

I certify that the information reported hereon is correct.

Employee Signature: _____   Date: _____

Reason for Paper Timesheet: _____

Approved by: _____   Date: _____

Title: _____