

**BIWEEKLY TIMESHEET****AS107**

Please use only blue or black ink.

This timesheet should be processed according to the LSU payroll schedule for student and contingent employees.

Employee (Last, First, MI)		
LSU ID	Account #	
Pay Period (2 weeks)	Start	End
Week 1	Week 2	Total

**WEEK 1**

Day	Date	Time(s)	Hours
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Week 1 Hours			

**WEEK 2**

Day	Date	Time(s)	Hours
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Week 2 Hours			

Time(s) - actual time should be listed. Example - 8:30 am -10:30 am; Hours - should be listed as decimals. Example - 2 ½ hours is 2.5

I certify that I was present and worked during the hours indicated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I certify that this employee has performed satisfactory work for the hours represented on this timesheet.

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

Accounting Information:

Total Hours	
x Hourly Rate	
= Total Earned	

If paid from Work Study, Chancellor's Aide, or grant account:

Balance Forward	
Bi-weekly Allocation	
New Balance	