Instructions for Student and Hourly WTE Back Hour Time Sheet

In order to process a back hour time sheet the following information must be completed (This information can be found on your WTE time sheet):

1. Name
2. MTSU ‘M’ Number – If you do not know the employee ‘M’ number write the last 4 digits of the social security number.
3. Position Number – The same number you use on the PEF/PAF/MAF to set-up employee.
4. Suffix Number – The suffix will be 00 unless different rates of pay have been set-up for the employee using the same position number.
5. Rate of Pay – The per hour pay rate.
6. Pay Period Start/End Date – Write the first and last day of the pay period across the top of the time sheet (ex: Aug 16 – Sept 15, Sept 16 – Oct 15, etc.)
7. Department name.
8. Employee T-Code – This is the employee Banner T-Code based on the department the employee works in and who approves the leave.

Additional Instructions:
- Always start your time sheet on the 16th and end on the 15th. Write dates in shaded areas.
- Workweek starts on Saturday and ends on Friday.
- Total hours equal hours worked Saturday through Friday.
- Back Hour Time Sheets not received by the 7th of the month will be processed the following month.
- Time sheets must have original signatures.
- A separate time sheet is required for each position and suffix.
- Round time to the nearest quarter hour. Hours should only end with .00, .25, .50, .75.

Time Sheet Example: Pay Period 8/16/11 – 9/15/11
*8/16/11 occurs on a Tuesday – this is the first day of your work period.
STUDENT AND HOURLY
WTE BACK HOUR TIME SHEET

PAY PERIOD START DATE ___________ END DATE ___________

NAME ______________________________ RATE OF PAY ___________________________

MTSU ‘M’ NUMBER ______________________ DEPARTMENT NAME ___________________________

POSITION NUMBER _______________________ EMPLOYEE T-CODE ___________________________

SUFFIX NUMBER _______________________

Instructions for completing this form are on the WTE website at www.mtsu.edu/hrs/Web_Time_Entry.shtml

<table>
<thead>
<tr>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Total Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours Worked in Month =

* Be sure to write dates. Always start with 16th and end with 15th.
** Write total hours worked each day in quarter hours.

I hereby certify that this time sheet correctly reflects all the time worked by me for the pay period indicated.

Employee Signature Date

Approver Signature Date

Dept. Head Signature Date

Indicate reason(s) for Back Hour time sheet.

☐ No WTE time sheet available.
☐ Employee failed to complete WTE time sheet by due date.
☐ Approver failed to approve WTE time sheet by due date.
☐ Other – please explain. _______________________________