

Instructions for Classified and Administrative Non-Exempt WTE Back Hour Time Sheet

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

1. Name
2. MTSU 'M' Number
3. Position Number
4. Suffix Number – The suffix will be 00.
5. Rate of Pay – The per hour pay rate (Pipeline/Employee/Pay Information).
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 except employees in Facilities, Housing, and Murphy Center may work a Monday through Sunday workweek.
- Total hours equal hours worked Saturday through Friday (or Monday through Sunday).
- Back Hour Time Sheets not received by the WTE payroll due date will be processed the following month.
- Time sheets must have original signatures.

Time Sheet Example: Pay Period 9/16/12 – 10/15/12

*9/16/12 occurs on a Sunday – this is the first day of your work period.

| Sat | *Sun | Mon | Tue | Wed | Thu | Fri | Total Weekly Hours |
|--------------------------------------|------|--------|-----------------|--------|--------|--------|--------------------|
| | 16 | 17 | 18 | 19 | 20 | 21 | |
| | | 7.5 | 5.0 W 2.5 SL | 7.5 | 7.5 | 7.5 | 37.5 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 37.5 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 | |
| | | 7.5 AL | 7.5 AL | 7.5 AL | 7.5 AL | 7.5 AL | 37.5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 37.5 |
| 13 | 14 | 15 | | | | | |
| | | 7.5 | | | | | 7.5 |
| | | | | | | | |
| | | | | | | | |
| Total Hours Worked in Month = | | | | | | | 157.5 |

CLASSIFIED AND ADMINISTRATIVE NON-EXEMPT WTE BACK HOUR TIME SHEET

PAY PERIOD START DATE _____ END DATE _____
mm/dd/yy mm/dd/yy

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

| Sat | Sun | Mon | Tue | Wed | Thu | Fri | <i>Total Weekly Hours</i> |
|--------------------------------------|-----|-----|-----|-----|-----|-----|---------------------------|
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| 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 tenth hours.

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

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. _____

 Employee Signature Date

 Approver Signature Date

 Dept. Head Signature Date