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.
   Example: Pay Period Start Date: _9/16/12_ End Date: _10/15/12_
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. Reference electronic timesheet beside Department and Description.

Additional Instructions:

- Always start your time sheet on the 16th and end on the 15th. Write dates in shaded areas.
- The workweek starts on Saturday and ends on Friday except select employees who 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 7th of the month will be processed the following month.
- Time sheets must have original signatures.
- Employees cannot deliver their own time sheet to Human Resources.

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		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 _____

	Sat	*Sun*	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Total Weekly Hours*
*								
**								

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.

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. _____

_____

_____

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