Instructions for Classified 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.

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Total Hours Worked in Month = 157.5
### Classified WTE Back Hour Time Sheet

**Pay Period Start Date** __________  **End Date** __________

- **Name**: 
- **MTSU 'M' Number**: 
- **Position Number**: 
- **Suffix Number**: 
- **Rate of Pay**: 
- **Department Name**: 
- **Employee T-Code**: 

Instructions for completing this form are on the WTE website at [www.mtsu.edu/hrs/Web_Time_Entry.shtml](http://www.mtsu.edu/hrs/Web_Time_Entry.shtml)

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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.**

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** __________