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.

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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** ___________________________  

**MTSU ‘M’ Number** ___________________________  

**Position Number** ___________________________  

**Suffix Number** ___________________________  

**Rate of Pay** ___________________________  

**Department Name** ___________________________  

**Employee T-Code** ___________________________  

**Weekly Hours**

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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.

______________________________  Date

Employee Signature  

______________________________  Date

Approver Signature  

______________________________  Date

Dept. Head Signature