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.

Sat	Sun	Mon	*Tue	Wed	Thu	Fri	Total Weekly Hours
			16	17	18	19	
			2.0	4.5	2	4	12.5
20	21	22	23	24	25	26	
		4	4	7.25			15.25
27	28	29	30	31	1	2	
		4	4.5	4	4	4	20.5
3	4	5	6	7	8	9	
		2.5	5.0	2.25		3.75	13.5
10	11	12	13	14	15		
		4	4	4.25			12.25
						Total Hours Worked	74.0

STUDENT AND HOURLY
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	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 quarter 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