

Appalachian State University
SM HOURLY WAGE EMPLOYEE TIME RECORD

Please complete this form in its entirety before submitting to Time Originator

Pay Period Ended _____ Scheduled Pay Date _____
mm/dd/yy mm/dd/yy

Department Name _____
 & Timesheet Organization Number _____ Position # _____

Budget Code: Fund _____ Org _____ Account _____ Program _____

Employee Type: S = Student Temporary W = Student - Work Study T = Non-Student Temporary

Use the letter representing the employee type in the blank of the earn code. (Please see above)

Employee's Banner ID _____

Employee's Name _____
Last First MI Suffix

Shift _____ Hourly Rate \$ _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	OR	
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Earn Code																	Sub Total
X__R																	0
X__H																	0
X__O																	0
																	Total Hours
																	0

Prior Pay Period Adjustments

Earn Code	Unit	Adjusted Gross Pay
XAR		
XAH		
XAO		

XAR = Prior Pay Period Adjustment for regular hours
 XAH = Prior Pay Period Adjustment for holiday hours
 XAO = Prior Pay Period Adjustment for overtime hours

Total Adjustment Units

Adjusted Gross\$

I certify that the above Account No., Hourly Rate, and Hours Data are correct to the best of my knowledge.

 Employee Date

 Department Head/Supervisor Date

This record must be kept by all Departments and is subject to audit by the Payroll Department, University, State and Federal Auditors. Retain for 2 years then transfer to University Archives for Retention.

Earn Codes
 X_R = 100% of all regular hours worked not greater than 40. Per ASU workweek. (Monday 12 am thru Sunday midnight).
 Including hours worked on a holiday.
 X_H = All hours worked on a holiday to receive premium pay.
 X_O = All overtime hours worked over 40 in an ASU workweek (Monday 12 am thru Sunday midnight).