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																	
X___H																	
X___O																	
																Total Hours	

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).