

Appalachian State University
SM HOURLY WAGE EMPLOYEE TIME RECORD

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

Pay Period Ended _____
mm/dd/yy

Scheduled Pay Date _____
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																	

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).