

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 _____
& Organization Number _____ Position # _____

Account/Object Number _____ Employee Banner ID _____

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 Name _____
Last First MI Suffix

Shift _____ Hourly Rate \$ _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<u>OR</u>	
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																	

Prior Pay Period Adjustments:

Total Hours /
Adjustment
Units

/

Earn Code	Units	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 Adjustment for overtime hours

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 12am 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 12am thru Sunday midnight)