

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	<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																	
																	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).