



Please check the one that applies	
Student Hourly/ Work-study	<input type="checkbox"/>
Classified Hourly/ Temp.	<input type="checkbox"/>
Administrative Hourly	<input type="checkbox"/>

Hourly Timesheet

Payroll #: 17 Dates: August 16 – 31, 2018 Rate of Pay: \$ _____

Name: _____ 900# _____

Banner Account _____ - _____ - _____ - _____
FOAP Fund ORG Account Program

Supervisor: _____
Dept/ Agency: _____ Phone # _____

*Hours should be rounded to the nearest quarter hour and in decimal form. Example: One hour and 15 minutes = 1.25 hours, 1 ½ hours = 1.50, and 1 ¾ hours equals 1.75. One hour and 5 minutes should be recorded 1.0 hour and one hour and ten minutes should be recorded 1.25 hours.

Day	Date	In	Out	In	Out	Hours
Wednesday	8/16/18					
Thursday	8/17/18					
Friday	8/18/18					
Saturday	8/19/18					
Sunday	8/20/18					
Monday	8/21/18					
Tuesday	8/22/18					
Wednesday	8/23/18					
Thursday	8/24/18					
Friday	8/25/18					
Saturday	8/26/18					
Sunday	8/27/18					
Monday	8/28/18					
Tuesday	8/29/18					
Wednesday	8/30/18					
Thursday	8/31/18					

Timesheets are due September 4, 2018

- Off-Campus Agencies - Please email to payroll@msudenver.edu by 5pm.
- On-Campus Departments – Timesheets processed in Webtime Entry.

Payday is September 14, 2018

Total Hours for the Pay Period _____

I hereby certify that I have worked the hours indicated and that this time sheet is correct.

Employee's Signature: _____ Date: _____

I hereby certify that the above named employee worked the hours reported.

Supervisor's Signature: _____ Date: _____