



**METROPOLITAN**  
STATE UNIVERSITY<sup>SM</sup>  
OF DENVER

# Metropolitan State University of Denver

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 #: 20 Dates: October 1 – 15, 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
Monday	10/1/18					
Tuesday	10/2/18					
Wednesday	10/3/18					
Thursday	10/4/18					
Friday	10/5/18					
Saturday	10/6/18					
Sunday	10/7/18					
Monday	10/8/18					
Tuesday	10/9/18					
Wednesday	10/10/18					
Thursday	10/11/18					
Friday	10/12/18					
Saturday	10/13/18					
Sunday	10/14/18					
Monday	10/15/18					

**Timesheets are due October 16, 2018**

- Off-Campus Agencies - Please email to [payroll@msudenver.edu](mailto:payroll@msudenver.edu) by 5pm.
- On-Campus Departments – Timesheets processed in Webtime Entry.

**Payday is October 31, 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: \_\_\_\_\_