



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 #: 21 Dates: October 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
Tuesday	10/16/18					
Wednesday	10/17/18					
Thursday	10/18/18					
Friday	10/19/18					
Saturday	10/20/18					
Sunday	10/21/18					
Monday	10/22/18					
Tuesday	10/23/18					
Wednesday	10/24/18					
Thursday	10/25/18					
Friday	10/26/18					
Saturday	10/27/18					
Sunday	10/28/18					
Monday	10/29/18					
Tuesday	10/30/18					
Wednesday	10/31/18					

Timesheets are due November 1, 2018

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

Payday is November 15, 2018

Total Hours for the Pay Period _____

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

Employee's Signature: _____ Date: _____

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

Supervisor's Signature: _____ Date: _____