



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 #: 23 Dates: November 16 – 30, 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
Friday	11/16/18					
Saturday	11/17/18					
Sunday	11/18/18					
Monday	11/19/18					
Tuesday	11/20/18					
Wednesday	11/21/18					
Thursday	11/22/18					
Friday	11/23/18					
Saturday	11/24/18					
Sunday	11/25/18					
Monday	11/26/18					
Tuesday	11/27/18					
Wednesday	11/28/18					
Thursday	11/29/18					
Friday	11/30/18					

**Timesheets are due December 3, 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 December 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: \_\_\_\_\_