Metropolitan State University of Denver

Please check the one that applies	
Student Hourly/ Work-study	☐
Classified Hourly/ Temp.	☐
Administrative Hourly	☐

Hourly Timesheet

Payroll #: **1** Dates: **December 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
Sunday	12/16/18					
Monday	12/17/18					
Tuesday	12/18/18					
Wednesday	12/19/18					
Thursday	12/20/18					
Friday	12/21/18					
Saturday	12/22/18					
Sunday	12/23/18					
Monday	12/24/18					
Tuesday	12/25/18					
Wednesday	12/26/18					
Thursday	12/27/18					
Friday	12/28/18					
Saturday	12/29/18					
Sunday	12/30/18					
Monday	12/31/18					

Timesheets are Due January 2, 2019

- ***Off-Campus Agencies –*** *Supervisors please email to* ***payroll@msudenver.edu*** *by 5:00pm.*
- ***On-Campus Departments –*** *Timesheets processed through Webtime Entry.*

Payday is January 15, 2019

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:** _____