



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 #: 11 Dates: May 19 - 31, 2019 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 1/2 hours = 1.50, and 1 3/4 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	5/19/19					
Monday	5/20/19					
Tuesday	5/21/19					
Wednesday	5/22/19					
Thursday	5/23/19					
Friday	5/24/19					
Saturday	5/25/19					
Sunday	5/26/19					
Monday	5/27/19					
Tuesday	5/28/19					
Wednesday	5/29/19					
Thursday	5/30/19					
Friday	5/31/19					

Timesheets are due June 3, 2019;

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

Payday is June 14, 2019

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: _____