



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 #: 12 Dates: June 1 - 15, 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 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
Saturday	6/1/19					
Sunday	6/2/19					
Monday	6/3/19					
Tuesday	6/4/19					
Wednesday	6/5/19					
Thursday	6/6/19					
Friday	6/7/19					
Saturday	6/8/19					
Sunday	6/9/19					
Monday	6/10/19					
Tuesday	6/11/19					
Wednesday	6/12/19					
Thursday	6/13/19					
Friday	6/14/19					
Saturday	6/15/19					

Timesheets are due June 17, 2019

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

Payday is June 28, 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: _____