



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

Timesheets are due February 1, 2019;

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

Payday is February 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: _____