



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

**Timesheets are Due February 18, 2019**

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

**Payday is February 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: \_\_\_\_\_