



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 17 - 31, 2020 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	5/17/20					
Monday	5/18/20					
Tuesday	5/19/20					
Wednesday	5/20/20					
Thursday	5/21/20					
Friday	5/22/20					
Saturday	5/23/20					
Sunday	5/24/20					
Monday	5/25/20					
Tuesday	5/26/20					
Wednesday	5/27/20					
Thursday	5/28/20					
Friday	5/29/20					
Saturday	5/30/20					
Sunday	5/31/20					

**Timesheets are due June 1, 2020;**

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

**Payday is June 15, 2020**

**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: \_\_\_\_\_