



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 #: 13 Dates: June 16 - 30, 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 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
Tuesday	6/16/20					
Wednesday	6/17/20					
Thursday	6/18/20					
Friday	6/19/20					
Saturday	6/20/20					
Sunday	6/21/20					
Monday	6/22/20					
Tuesday	6/23/20					
Wednesday	6/24/20					
Thursday	6/25/20					
Friday	6/26/20					
Saturday	6/27/20					
Sunday	6/28/20					
Monday	6/29/20					
Tuesday	6/30/20					

Timesheets are due June 26, 2020; Estimate hours for June 26-30th if necessary.

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

Payday is July 15, 2020

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: _____