



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 #: 15 Dates: July 16 – August 1, 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
Thursday	7/16/20					
Friday	7/17/20					
Saturday	7/18/20					
Sunday	7/19/20					
Monday	7/20/20					
Tuesday	7/21/20					
Wednesday	7/22/20					
Thursday	7/23/20					
Friday	7/24/20					
Saturday	7/25/20					
Sunday	7/26/20					
Monday	7/27/20					
Tuesday	7/28/20					
Wednesday	7/29/20					
Thursday	7/30/20					
Friday	7/31/20					
Saturday	8/1/20					

Timesheets are due August 3, 2020

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

Payday is August 14, 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: _____