



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 #: 16 Dates: Aug 4 – August 15, 2019 Rate of Pay: \$ _____

Name: _____ 90_# _____

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
Sunday	8/4/19					
Monday	8/5/19					
Tuesday	8/6/19					
Wednesday	8/7/19					
Thursday	8/8/19					
Friday	8/9/19					
Saturday	8/10/19					
Sunday	8/11/19					
Monday	8/12/19					
Tuesday	8/13/19					
Wednesday	8/14/19					
Thursday	8/15/19					

Timesheets are due August 16, 2019

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

Payday is August 30, 2019

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: _____