



# 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 2 – August 15, 2020 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	8/2/20					
Monday	8/3/20					
Tuesday	8/4/20					
Wednesday	8/5/20					
Thursday	8/6/20					
Friday	8/7/20					
Saturday	8/8/20					
Sunday	8/9/20					
Monday	8/10/20					
Tuesday	8/11/20					
Wednesday	8/12/20					
Thursday	8/13/20					
Friday	8/14/20					
Saturday	8/15/20					

**Timesheets are due August 17, 2020**

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

**Payday is August 31, 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: \_\_\_\_\_