



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

***Timesheets are due September 3, 2019***

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

***Payday is September 13, 2019***

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