



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

**Timesheets are due September 1, 2020**

- **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 15, 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: \_\_\_\_\_