



# 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 #: 19 Dates: September 16 – 30, 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 |
|-----------|---------|----|-----|----|-----|-------|
| Monday    | 9/16/19 |    |     |    |     |       |
| Tuesday   | 9/17/19 |    |     |    |     |       |
| Wednesday | 9/18/19 |    |     |    |     |       |
| Thursday  | 9/19/19 |    |     |    |     |       |
| Friday    | 9/20/19 |    |     |    |     |       |
| Saturday  | 9/21/19 |    |     |    |     |       |
| Sunday    | 9/22/19 |    |     |    |     |       |
| Monday    | 9/23/19 |    |     |    |     |       |
| Tuesday   | 9/24/19 |    |     |    |     |       |
| Wednesday | 9/25/19 |    |     |    |     |       |
| Thursday  | 9/26/19 |    |     |    |     |       |
| Friday    | 9/27/19 |    |     |    |     |       |
| Saturday  | 9/28/19 |    |     |    |     |       |
| Sunday    | 9/29/19 |    |     |    |     |       |
| Monday    | 9/30/19 |    |     |    |     |       |

***Timesheets are Due October 1, 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 October 15, 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: \_\_\_\_\_