



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, 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
Wednesday	9/16/20					
Thursday	9/17/20					
Friday	9/18/20					
Saturday	9/19/20					
Sunday	9/20/20					
Monday	9/21/20					
Tuesday	9/22/20					
Wednesday	9/23/20					
Thursday	9/24/20					
Friday	9/25/20					
Saturday	9/26/20					
Sunday	9/27/20					
Monday	9/28/20					
Tuesday	9/29/20					
Wednesday	9/30/20					

Timesheets are Due October 1, 2020

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

Payday is October 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: _____