



# 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 #: 20 Dates: October 1 – 15, 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
Tuesday	10/1/19					
Wednesday	10/2/19					
Thursday	10/3/19					
Friday	10/4/19					
Saturday	10/5/19					
Sunday	10/6/19					
Monday	10/7/19					
Tuesday	10/8/19					
Wednesday	10/9/19					
Thursday	10/10/19					
Friday	10/11/19					
Saturday	10/12/19					
Sunday	10/13/19					
Monday	10/14/19					
Tuesday	10/15/19					

**Timesheets are due October 16, 2019**

- **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 October 31, 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:** \_\_\_\_\_