



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 #: 21 Dates: October 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	I n	Out	Hours
Wednesday	10/16/19					
Thursday	10/17/19					
Friday	10/18/19					
Saturday	10/19/19					
Sunday	10/20/19					
Monday	10/21/19					
Tuesday	10/22/19					
Wednesday	10/23/19					
Thursday	10/24/19					
Friday	10/25/19					
Saturday	10/26/19					
Sunday	10/27/19					
Monday	10/28/19					
Tuesday	10/29/19					
Wednesday	10/30/19					
Thursday	10/31/19					

Timesheets are due November 1, 2019

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

Payday is November 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: _____