



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, 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
Friday	10/16/20					
Saturday	10/17/20					
Sunday	10/18/20					
Monday	10/19/20					
Tuesday	10/20/20					
Wednesday	10/21/20					
Thursday	10/22/20					
Friday	10/23/20					
Saturday	10/24/20					
Sunday	10/25/20					
Monday	10/26/20					
Tuesday	10/27/20					
Wednesday	10/28/20					
Thursday	10/29/20					
Friday	10/30/20					
Saturday	10/31/20					

Timesheets are due November 1, 2020

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

Payday is November 15, 2020

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: _____