



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

Timesheets are due November 18, 2019 *Early Time Entry - Estimate hours if necessary

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

Payday is November 29, 2019

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: _____