



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

Timesheets are due November 16, 2020

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

Payday is November 30, 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: _____