



# 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 #: 23 Dates: November 16 – 30, 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 |
|-----------|----------|----|-----|----|-----|-------|
| Saturday  | 11/16/19 |    |     |    |     |       |
| Sunday    | 11/17/19 |    |     |    |     |       |
| Monday    | 11/18/19 |    |     |    |     |       |
| Tuesday   | 11/19/19 |    |     |    |     |       |
| Wednesday | 11/20/19 |    |     |    |     |       |
| Thursday  | 11/21/19 |    |     |    |     |       |
| Friday    | 11/22/19 |    |     |    |     |       |
| Saturday  | 11/23/19 |    |     |    |     |       |
| Sunday    | 11/24/19 |    |     |    |     |       |
| Monday    | 11/25/19 |    |     |    |     |       |
| Tuesday   | 11/26/19 |    |     |    |     |       |
| Wednesday | 11/27/19 |    |     |    |     |       |
| Thursday  | 11/28/19 |    |     |    |     |       |
| Friday    | 11/29/19 |    |     |    |     |       |
| Saturday  | 11/30/19 |    |     |    |     |       |

**Timesheets are due December 2, 2019**

- **Off-Campus Agencies** - Please email to [payroll@msudenver.edu](mailto:payroll@msudenver.edu) by 5pm.
- **On-Campus Departments** - Timesheets processed in Webtime Entry.

**Payday is December 13, 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: \_\_\_\_\_