



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

Timesheets are due December 1, 2020

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

Payday is December 15, 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: _____