



# 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 #: 24 Dates: December 1 – 14, 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
Sunday	12/1/19					
Monday	12/2/19					
Tuesday	12/3/19					
Wednesday	12/4/19					
Thursday	12/5/19					
Friday	12/6/19					
Saturday	12/7/19					
Sunday	12/8/19					
Monday	12/9/19					
Tuesday	12/10/19					
Wednesday	12/11/19					
Thursday	12/12/19					
Friday	12/13/19					
Saturday	12/14/19					

*Timesheets are due December 16, 2019 \*Early Time Entry - Estimate hours if necessary*

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

*Payday is December 31, 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: \_\_\_\_\_