



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 #: 19 Dates: September 16 – 30, 2022 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	Regular Hours	Sick Leave
Friday	9/16/22						
Saturday	9/17/22						
Sunday	9/18/22						
Monday	9/19/22						
Tuesday	9/20/22						
Wednesday	9/21/22						
Thursday	9/22/22						
Friday	9/23/22						
Saturday	9/24/22						
Sunday	9/25/22						
Monday	9/26/22						
Tuesday	9/27/22						
Wednesday	9/28/22						
Thursday	9/29/22						
Friday	9/30/22						

Timesheets are Due October 3, 2022

- Off-Campus Agencies - Please email to payroll@msudenver.edu by 5pm.

Payday is October 14, 2022

Total Regular Hours: _____
Total Sick Leave Taken: _____

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: _____