



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 #: 21 Dates: October 16 – 31, 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 ¼ 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
Sunday	10/16/22						
Monday	10/17/22						
Tuesday	10/18/22						
Wednesday	10/19/22						
Thursday	10/20/22						
Friday	10/21/22						
Saturday	10/22/22						
Sunday	10/23/22						
Monday	10/24/22						
Tuesday	10/25/22						
Wednesday	10/26/22						
Thursday	10/27/22						
Friday	10/28/22						
Saturday	10/29/22						
Sunday	10/30/22						
Monday	10/31/22						

Timesheets are due November 1, 2022

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

Payday is November 15, 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: _____