Please check the one that applies	
Student Hourly/ Work-study	☐
Classified Hourly/ Temp.	☐
Administrative Hourly	☐

Hourly Timesheet

Payroll #:   **22**   Dates: **November 1 – 15, 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
Tuesday	11/1/22						
Wednesday	11/2/22						
Thursday	11/3/22						
Friday	11/4/22						
Saturday	11/5/22						
Sunday	11/6/22						
Monday	11/7/22						
Tuesday	11/8/22						
Wednesday	11/9/22						
Thursday	11/10/22						
Friday	11/11/22						
Saturday	11/12/22						
Sunday	11/13/22						
Monday	11/14/22						
Tuesday	11/15/22						

Timesheets are due November 16, 2022
- ***Off-Campus Agencies** - Please email to **payroll@msudenver.edu** by 5pm.*

Payday is November 30, 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:** _____