



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

**Timesheets are due December 1, 2022**

- Off-Campus Agencies - Please email to [payroll@msudenver.edu](mailto:payroll@msudenver.edu) by 5pm.

**Payday is December 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: \_\_\_\_\_