



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 – 17, 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
Thursday	12/1/22						
Friday	12/2/22						
Saturday	12/3/22						
Sunday	12/4/22						
Monday	12/5/22						
Tuesday	12/6/22						
Wednesday	12/7/22						
Thursday	12/8/22						
Friday	12/9/22						
Saturday	12/10/22						
Sunday	12/11/22						
Monday	12/12/22						
Tuesday	12/13/22						
Wednesday	12/14/22						
Thursday	12/15/22						
Friday	12/16/22						
Saturday	12/17/22						

Timesheets are due December 14, 2022; Estimate hours for Dec 15-17th if necessary.

- **Off-Campus Agencies - Please email to payroll@msudenver.edu by 12:00pm**

Payday is December 29, 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: _____