



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 Employee Timesheet

Payroll #: 1 Dates: December 13 - 31, 2020 Rate of Pay: \$ _____

Name: _____ 900#: _____

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	Hours
Sunday	12/13/20					
Monday	12/14/20					
Tuesday	12/15/20					
Wednesday	12/16/20					
Thursday	12/17/20					
Friday	12/18/20					
Saturday	12/19/20					
Sunday	12/20/20					
Monday	12/21/20					
Tuesday	12/22/20					
Wednesday	12/23/20					
Thursday	12/24/20					
Friday	12/25/20					
Saturday	12/26/20					
Sunday	12/27/20					
Monday	12/28/20					
Tuesday	12/29/20					
Wednesday	12/30/20					
Thursday	12/31/20					

Timesheets are Due January 4, 2021

- **Off-Campus Agencies** – Supervisors please email to payroll@msudenver.edu by 5:00pm.
- **On-Campus Departments** – Timesheets processed through Webtime Entry.

Payday is January 15, 2021

Total Hours for the Pay Period _____

I herby certify that I have worked the hours indicated and that this time sheet is correct.

Employee's Signature: _____ Date: _____

I herby certify that the above named employee worked the hours reported.

Supervisor's Signature: _____ Date: _____