



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 #: 2 Dates: January 1 - 15, 2021 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 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	Hours
Friday	1/1/21					
Saturday	1/2/21					
Sunday	1/3/21					
Monday	1/4/21					
Tuesday	1/5/21					
Wednesday	1/6/21					
Thursday	1/7/21					
Friday	1/8/21					
Saturday	1/9/21					
Sunday	1/10/21					
Monday	1/11/21					
Tuesday	1/12/21					
Wednesday	1/13/21					
Thursday	1/14/21					
Friday	1/15/21					

**Timesheets are due January 18, 2021;**

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

**Payday is January 29, 2021**

**Total Hours for the Pay Period** \_\_\_\_\_

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: \_\_\_\_\_