



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, 2021 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	11/16/21						
Wednesday	11/17/21						
Thursday	11/18/21						
Friday	11/19/21						
Saturday	11/20/21						
Sunday	11/21/21						
Monday	11/22/21						
Tuesday	11/23/21						
Wednesday	11/24/21						
Thursday	11/25/21						
Friday	11/26/21						
Saturday	11/27/21						
Sunday	11/28/21						
Monday	11/29/21						
Tuesday	11/30/21						

Timesheets are due December 1, 2021

- **Off-Campus Agencies** - Please email to payroll@msudenver.edu by 5pm.

Payday is December 15, 2021

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: _____