



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 #: 3 Dates: January 16 - 31, 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 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
Saturday	1/16/21					
Sunday	1/17/21					
Monday	1/18/21					
Tuesday	1/19/21					
Wednesday	1/20/21					
Thursday	1/21/21					
Friday	1/22/21					
Saturday	1/23/21					
Sunday	1/24/21					
Monday	1/25/21					
Tuesday	1/26/21					
Wednesday	1/27/21					
Thursday	1/28/21					
Friday	1/29/21					
Saturday	1/30/21					
Sunday	1/31/21					

**Timesheets are due February 1, 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 February 12, 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: \_\_\_\_\_