



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

**Timesheet are due March 16, 2021**

- **Off-Campus Agencies** – Supervisors please email to [payroll@msudenver.edu](mailto:payroll@msudenver.edu) by 5:00pm.

**Payday is March 31, 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: \_\_\_\_\_