



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

Timesheets are due April 16, 2021

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

Payday is April 30, 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: _____