



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 Employee Timesheet

Payroll #: 1 Dates: December 19 - 31, 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 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	Sick Leave
Sunday	12/19/21						
Monday	12/20/21						
Tuesday	12/21/21						
Wednesday	12/22/21						
Thursday	12/23/21						
Friday	12/24/21						
Saturday	12/25/21						
Sunday	12/26/21						
Monday	12/27/21						
Tuesday	12/28/21						
Wednesday	12/29/21						
Thursday	12/30/21						
Friday	12/31/21						

Timesheets are Due January 3, 2022

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

Payday is January 14, 2022

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: _____