



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 #: 11 Dates: May 16 - 31, 2022 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
Sunday	5/15/22						
Monday	5/16/22						
Tuesday	5/17/22						
Wednesday	5/18/22						
Thursday	5/19/22						
Friday	5/20/22						
Saturday	5/21/22						
Sunday	5/22/22						
Monday	5/23/22						
Tuesday	5/24/22						
Wednesday	5/25/22						
Thursday	5/26/22						
Friday	5/27/22						
Saturday	5/28/22						
Sunday	5/29/22						
Monday	5/30/22						
Tuesday	5/31/22						

Timesheets are due June 1, 2022;

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

Payday is June 15, 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: _____