Metropolitan State University of Denver

Please check the one that applies	
Student Hourly/ Work-study	☐
Classified Hourly/ Temp.	☐
Administrative Hourly	☐

Hourly Timesheet

Payroll #: **12**   Dates: **June 1 - 15, 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	Hours	Sick Leave
Wednesday	**6/1/22**						
Thursday	**6/2/22**						
Friday	**6/3/22**						
Saturday	**6/4/22**						
Sunday	**6/5/22**						
Monday	**6/6/22**						
Tuesday	**6/7/22**						
Wednesday	**6/8/22**						
Thursday	**6/9/22**						
Friday	**6/10/22**						
Saturday	**6/11/22**						
Sunday	**6/12/22**						
Monday	**6/13/22**						
Tuesday	**6/14/22**						
Wednesday	**6/15/22**						

Timesheets are due June 16, 2022
- ***Off-Campus Agencies** - Please email to payroll@msudenver.edu by 5pm.*

Payday is June 30, 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:**_____