



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 #: 15 Dates: July 16 – August 6, 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 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	Regular Hours	Sick Leave
Saturday	7/16/22						
Sunday	7/17/22						
Monday	7/18/22						
Tuesday	7/19/22						
Wednesday	7/20/22						
Thursday	7/21/22						
Friday	7/22/22						
Saturday	7/23/22						
Sunday	7/24/22						
Monday	7/25/22						
Tuesday	7/26/22						
Wednesday	7/27/22						
Thursday	7/28/22						
Friday	7/29/22						
Saturday	7/30/22						
Sunday	7/31/22						
Monday	8/1/22						
Tuesday	8/2/22						
Wednesday	8/3/22						
Thursday	8/4/22						
Friday	8/5/22						
Saturday	8/6/22						

**Timesheets are due August 8, 2022**

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

**Payday is August 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: \_\_\_\_\_