



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 #: 2 Dates: January 1 - 15, 2022 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	Hours	Sick Leave
Saturday	1/1/22						
Sunday	1/2/22						
Monday	1/3/22						
Tuesday	1/4/22						
Wednesday	1/5/22						
Thursday	1/6/22						
Friday	1/7/22						
Saturday	1/8/22						
Sunday	1/9/22						
Monday	1/10/22						
Tuesday	1/11/22						
Wednesday	1/12/22						
Thursday	1/13/22						
Friday	1/14/22						
Saturday	1/15/22						

Timesheets are due January 18, 2022;

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

Payday is January 31, 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: _____