



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 #: 5 Dates: February 16 – 28, 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
Wednesday	2/16/22						
Thursday	2/17/22						
Friday	2/18/22						
Saturday	2/19/22						
Sunday	2/20/22						
Monday	2/21/22						
Tuesday	2/22/22						
Wednesday	2/23/22						
Thursday	2/24/22						
Friday	2/25/22						
Saturday	2/26/22						
Sunday	2/27/22						
Monday	2/28/22						

Timesheets are due March 1, 2022

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

Payday is March 15, 2022

Total Regular Hours: _____
 Total Sick Leave Taken: _____

I herby certify that I have worked the hours indicated and that this time sheet is correct.

Employee's Signature: _____ Date: _____

I herby certify that the above-named employee worked the hours reported.

Supervisor's Signature: _____ Date: _____