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|-----------------------------------|--------------------------|
| 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 #: 7 Dates: March 16 - 31, 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 | Regular Hours | Sick Leave |
|-----------|---------|----|-----|----|-----|---------------|------------|
| Wednesday | 3/16/22 | | | | | | |
| Thursday | 3/17/22 | | | | | | |
| Friday | 3/18/22 | | | | | | |
| Saturday | 3/19/22 | | | | | | |
| Sunday | 3/20/22 | | | | | | |
| Monday | 3/21/22 | | | | | | |
| Tuesday | 3/22/22 | | | | | | |
| Wednesday | 3/23/22 | | | | | | |
| Thursday | 3/24/22 | | | | | | |
| Friday | 3/25/22 | | | | | | |
| Saturday | 3/26/22 | | | | | | |
| Sunday | 3/27/22 | | | | | | |
| Monday | 3/28/22 | | | | | | |
| Tuesday | 3/29/22 | | | | | | |
| Wednesday | 3/30/22 | | | | | | |
| Thursday | 3/31/22 | | | | | | |

Timesheets are Due April 1, 2022

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

Payday is April 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: _____