

METROPOLITAN STATE UNIVERSITY of DENVER

Non-Exempt Monthly Timesheet/Leave Report

Month February 2021
900# _____

Name _____ Dept. _____

Day	Date	Time In	Time Out	Leave Used	Total Hrs (1/4 hour)	Day	Date	Time In	Time Out	Leave Used	Total Hrs (1/4 Hour)
Sat						Sat	20				
Sun						Sun	21				
Mon	1					Mon	22				
Tues	2					Tues	23				
Wed	3					Wed	24				
Thu	4					Thu	25				
Fri	5					Fri	26				
Weekly Subtotal						Weekly Subtotal					
Sat	6					Sat	27				
Sun	7					Sun	28				
Mon	8					Mon					
Tues	9					Tues					
Wed	10					Wed					
Thu	11					Thu					
Fri	12					Fri					
Weekly Subtotal						Weekly Subtotal					
Sat	13					Sat					
Sun	14					Sun					
Mon	15					Mon					
Tues	16					Tues					
Wed	17					Wed					
Thu	18					Thu					
Fri	19					Fri					
Weekly Subtotal						Weekly Subtotal					

Total Vacation _____ Total Sick _____ Total Other _____ Total Overtime _____ Monthly Total _____

Record your arrival and departure time for each day of the month and post the number of hours worked each day including overtime or the appropriate symbol (listed below) and number of hours of leave taken. If overtime is worked, it will be recorded as compensatory time and must be taken within 60 days. You may accrue up to 40 hours of overtime equating to 60 hours of compensatory time. Paid overtime must be pre-approved with a requisition and recorded on a time card.

Complete the summary box; obtain appropriate signatures then return to Human Resources by the third working day of the following month.

I certify hours shown above are a complete and accurate record of the time worked for this reporting period. All leave taken and/or taken as compensatory time was reported and approved by my supervisor.

Employee's Signature

Supervisor's Signature

Leave Codes

A	Annual Leave	CC	Campus Closure
S	Sick	ADM *	Administrative Leave
F	Funeral Leave (Verification documentation must be attached to timesheet)	LWOP	Leave Without Pay
J	Jury Duty (Verification documentation must be attached to timesheet)	M	Military Leave
IOJ *	Injury Leave (Workman's Comp claim filed)	PAR *	Parental Leave
H	Holiday Leave	MED *	Medical Leave
CTE	Compensatory Time Earned	VFL	Voluntary Furlough Leave
CTT	Compensatory Time Taken	MFL	Mandatory Furlough Leave

* ADM Leave Must be approved in writing by Director of Human Resource prior to taking leave

* PAR, MED and IOJ must be approved by the Benefits Team in Human Resources prior to taking leave

Please SCAN completed timesheets to K WALL7@MSUDENVER.EDU