



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 #: 17 Dates: August 16 – 31, 2021 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
Monday	8/16/21						
Tuesday	8/17/21						
Wednesday	8/18/21						
Thursday	8/19/21						
Friday	8/20/21						
Saturday	8/21/21						
Sunday	8/22/21						
Monday	8/23/21						
Tuesday	8/24/21						
Wednesday	8/25/21						
Thursday	8/26/21						
Friday	8/27/21						
Saturday	8/28/21						
Sunday	8/29/21						
Monday	8/30/21						
Tuesday	8/31/21						

Timesheets are due September 1, 2021

- Off-Campus Agencies - Please email to payroll@msudenver.edu by 5pm.

Payday is September 15, 2021

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: _____