



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 #: 20 Dates: October 1 – 15, 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 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
Friday	10/1/21						
Saturday	10/2/21						
Sunday	10/3/21						
Monday	10/4/21						
Tuesday	10/5/21						
Wednesday	10/6/21						
Thursday	10/7/21						
Friday	10/8/21						
Saturday	10/9/21						
Sunday	10/10/21						
Monday	10/11/21						
Tuesday	10/12/21						
Wednesday	10/13/21						
Thursday	10/14/21						
Friday	10/15/21						

Timesheets are due October 18, 2021

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

Payday is October 29, 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: _____