Colorado State University

Human Resource Services Human Resource Services 555 S Howes Street **Hourly Timesheet Campus Delivery 6004** ☐ Student.Work-Study ☐ Non-Student Hourly ☐ State Classified. Hourly Student.Non-Work Study State Classified.Salaried Dept No. Name Assignment No. CSU ID Pay Rate Pay Period End Date Date Time In **Time Out** Duration Account **Date** Time In **Time Out Duration** Account Total Week 1 Total – Week 2 Total - Pay Period Summary of Work Hours by I certify that the time recorded on this sheet is correct and accounts for all hours Account and Earnings Element worked during the pay period. **Earnings** Account Hours Element **Employee** I certify that this sheet accurately records the hours worked by the above employee. Supervisor I certify that the account indicated is correct for this charge and that the funds are available.

Authorized Signer

Date