UNIVERSITY OF DENVER
1864

Office of Research and Sponsored Programs (ORSP)

GRANTS BIWEEKLY TIMESHEET FOR NON-EXEMPT EMPLOYEE

Timesheet Org:		Payroll Number:		Pay Period:		to	
Banner ID:		Last Name:		First Name:			
Position:		Suffix:					

	Earn Code	Fund	Org	Account	Program	Costshare Actv Code	Hours for Week 1 (Mon)		Hours for Week 2 (Mon)	Total Hours for Pay Period per FOAPA
1										-
2										-
3										-
4										-
5										-
6										-
7										-
8										-
9										
10										
11										
12										-
13										-
14										-
15										-
						TOTAL HOURS PER WEEK	-		-	-

I certify that the above is an accurate account of the hours worked and leave taken.

Employee: Date:

I certify that I havea suitable means to verify hours worked, and approve of time submitted.

Supervisor #1: Date:

Supervisor #2: Date:

Instructions ***Questions? Call OSP 303-871-4054.***

Employee: Complete one form per timesheet org and sign. Obtain signature(s) of supervisor(s). Submit completed, signed timesheet to your Department Timekeeper.

Department Timekeeper: Enter time into Banner, and forward completed, signed, original timesheet to ORSP by payroll due date.

ORSP: Time will be approved upon receipt of completed, signed, original timesheet. If completed, signed timesheet is not received in ORSP by due date, pay distribution will be overridden and paid from employee's department FOAP.

Dept Use Only:

Date Entered:

By / Print Name:

Phone ext.:

ORSP Use Only

Date Received:

Date Dis/Approved: