TOWSON UNIVERSITY
HOURLY PAID SECONDARY EMPLOYMENT TIME SHEET

SS# or EMPID#_____   Secondary Dept. Name   _____

Name_____   Secondary Dept/Grant#_____
       (Please Print)

Pay Period Ending Date: _____

**Must use Military Time - add 12 to all p.m. times (i.e. 10 p.m. would be 22:00), all a.m. times remain the same)

	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Total Wk 1	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Total Wk 2	Grand Total Hours
Date																	
Start Time																	
Time Out																	
Time In																	
Stop Time																	
Total Hours																	

Overtime hours (OT) [   ]   Overtime hours (OT) [   ]

Employee Signature _____   Timekeeper Initials_____   Supervisor Signature _____

*Please Note: Secondary employment time sheets **are due in the Payroll Office on Tuesday by 10:00 a.m.** on the T.U. Pay Period Closing Date. Late time sheets may not be processed due to the time element of Central Payroll Bureau reporting.

INSTRUCTIONS

PLEASE PRINT OR TYPE FOLLOWING INFORMATION ON THE FORM:

- Social Security #
- Name

- Secondary Department Name
- Secondary Charge Code (FRS budget account)

- Pay period ending date
(This date should correspond to ending dates on Regular Payroll Schedule provided by the Payroll Office.)

COMPLETE TIME SHEET AS FOLLOWS:

DO NOT USE PENCIL

MINUTES	HOURS	MINUTES	HOURS
1 to 6	.1 - 1/10	31 to 36	.6 - 6/10
7 to 12	.2 - 2/10	37 to 42	.7 - 7/10
13 to 18	.3 - 3/10	43 to 48	.8 - 8/10
19 to 24	.4 - 4/10	49 to 54	.9 - 9/10
25 to 30	.5 - 5/10	55 to 60	1.0 - 1 HR

Military Time (Conversion)

1:00 AM	=	01:00	1:00 PM	=	13:00
2:00 AM	=	02:00	2:00 PM	=	14:00
3:00 AM	=	03:00	3:00 PM	=	15:00
4:00 AM	=	04:00	4:00 PM	=	16:00
5:00 AM	=	05:00	5:00 PM	=	17:00
6:00 AM	=	06:00	6:00 PM	=	18:00
7:00 AM	=	07:00	7:00 PM	=	19:00
8:00 AM	=	08:00	8:00 PM	=	20:00
9:00 AM	=	09:00	9:00 PM	=	21:00
10:00 AM	=	10:00	10:00 PM	=	22:00
11:00 AM	=	11:00	11:00 PM	=	23:00
12:00 NOON	=	12:00	12:00 MIDNIGHT	=	24:00