

**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 (See Military Time Conversion Chart in Instructions)**

	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

1. **Date** - enter the date for each day of the pay period. Ex: 8/1
2. **Start time** - enter the military time you start working.
3. **Time out** - enter the military time you stop working for a period of time during the workday.
4. **Time in** - enter the military time you resume working.
5. **Stop time** - enter the military time you stop working for the day.
6. **Hours Worked** - enter total hours worked - use the Tenth Hour Chart above.
7. **Total Hours (Wk1 & Wk2)** - enter the total hours worked for each week.
8. **Grand Total Hours** - enter the total hours worked for the pay period. (Total Wk1 plus Total Wk2).
9. **Overtime hours** - enter total hours that exceed 40 hours for the week in all jobs. (Regular & Secondary)
10. **Employee Signature** - Employee must sign time sheet.
11. **Timekeeper Initials** - Timekeeper audits the time sheet and places initials here.
12. **Supervisor Signature** - Supervisor's signature authorizes Payroll to process time sheet as submitted.