

**TOWSON UNIVERSITY
HOURLY PAID SECONDARY EMPLOYMENT TIME SHEET**

SS or EMPID# _____

Dept/Grant# _____

****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																		

***Please Note:**

are due in the Payroll Office on Tuesday by 10:00 a.m.

INSTRUCTIONS

PLEASE PRINT OR TYPE FOLLOWING INFORMATION ON THE FORM:

COMPLETE TIME SHEET AS FOLLOWS:

DO NOT USE PENCIL

<u>MINUTES</u>	<u>HOURS</u>	<u>MINUTES</u>	<u>HOURS</u>
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

<i>Military Time (Conversion)</i>			
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