

**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

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.