

**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	
<b>Date</b>																		
<b>Start Time</b>																		
<b>Time Out</b>																		
<b>Time In</b>																		
<b>Stop Time</b>																		
<b>Total Hours</b>																		

**\*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**

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