## Work Study Off-Campus Time Sheet

### Employee Information
- **Social Security Number (SS#):**
- **Organization Name:**

### Funding Information
- **Name:**
- **Funding Dept or Grant #:**

### Pay Period Ending Date:

### Table: Time Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Total Wk 1</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Total Wk 2</th>
<th>Grand Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Signature
- **Employee Signature:**
- **Timekeeper Initials:**
- **Supervisor Printed Name:**
- **Supervisor Signature:**
- **Supervisor Telephone #:**

### Notes
- **Employee Note:** Fax Timesheet to Student Employment Coordinator [410-704-3459] by Thursday, the day before period close date.
- **Coordinator Note:** Student time sheets are due in the Payroll Office on Friday by 10:00am on the Contingent Pay Period Closing Date.
- Late time sheets may not be processed due to the time element of Central Payroll Bureau reporting.
- This form is to be used on an exception basis only when the web timesheet is not available.

---

## Revised 07/2008

### Hours Information
- **Hours prior:**
- **Hours used:**
- **Hours remaining:**

---

**WSOFF-BLUE**

---

**TOWSON UNIVERSITY**