

**MARYLAND SCHOOL FOR THE DEAF  
BI-WEEKLY CONTRACTUAL TIME SHEET**

Name

Department

Position Worked

Minutes Conversion Chart		
1-2 = .0	21-26=.4	45-50=.8
3-8 = .1	27-32=.5	51-56=.9
9-14 = .2	33-38=.6	57-60=1.0
15-20 = .3	39-44=.7	

From Wednesday

To Tuesday

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED	HOURS ELIGIBLE FOR SHIFT*	SHIFT \$	NOTES
	Wed								
	Thu								
	Fri								
	Sat								
	Sun								
	Mon								
	Tue								
<b>FIRST WEEK TOTALS</b>									

	Wed								
	Thu								
	Fri								
	Sat								
	Sun								
	Mon								
	Tue								
<b>SECOND WEEK TOTALS</b>									
<b>GRAND TOTALS</b>									

\*established shift work performed on or after 2:00 pm OR on or before 1:00 am

Employee Signature

Supervisor Signature