

Western Connecticut State University  
Student Employment Secondary Job Procedure

The following is the procedure that departments should follow when they have a Student Employee working for them in a secondary job capacity. Before you can follow this you must have first filled out the “Student Employee Appointment Form” and have received an e-mail from Ms. Amanda Evans, Assistant Director of Financial Aid, stating that your student is authorized to work and that they will be working for you in a secondary job capacity.

1. Since your Student Employee already has a primary job on campus, in which their hours worked are tracked via the Time Processing System (TPS), they must complete a paper timesheet for their secondary job.
2. Each pay period that your Student Employee works for you they must print a “Student Employee Secondary Job Timesheet” from the Human Resources Department / Time Processing System (TPS) website.
  - The address is: [www.wcsu.edu/hr/TPS/TPS.HTML](http://www.wcsu.edu/hr/TPS/TPS.HTML)
3. The Student Employee will then complete all sections of the “Student Employee Secondary Job Timesheet”. Completing this timesheet will also require that the Student Employee obtain the signature of their primary job supervisor. This is required to make sure that the Student Employee is not stating that they worked for both departments at the same time. If your Student Employee does not get this timesheet signed off on by both their primary and secondary job supervisor we will be unable to pay them for the hours worked.
4. Once your Student Employee has completed all sections of the “Student Employee Secondary Job Timesheet” they must submit it to the Payroll Department (University Hall, room 205) by 12:00pm on the Monday following the last day of the pay period. Failure for them to do so by this deadline will result in their paycheck being delayed.