

Western Connecticut State University University Assistant Secondary Job Timesheet

University Assistant's Name _____

Pay Period Dates: _____ to _____

Primary Job Department (*TPS Job*): _____

Secondary Job Department (*Paper Time Sheet Job*): _____

| <u>Day of Week</u> | <u>Date</u> | <u>Number of Hours Worked</u> |
|-----------------------------------|-------------|-------------------------------|
| Friday | _____ | _____ |
| Saturday | _____ | _____ |
| Sunday | _____ | _____ |
| Monday | _____ | _____ |
| Tuesday | _____ | _____ |
| Wednesday | _____ | _____ |
| Thursday | _____ | _____ |
| Friday | _____ | _____ |
| Saturday | _____ | _____ |
| Sunday | _____ | _____ |
| Monday | _____ | _____ |
| Tuesday | _____ | _____ |
| Wednesday | _____ | _____ |
| Thursday | _____ | _____ |
| <u>Total Hours Worked:</u> | | _____ |

University Assistant's Signature _____ Print Name _____ Date _____

Primary Supervisor's Signature _____ Print Name _____ Date _____

Secondary Supervisor's Signature _____ Print Name _____ Date _____

****** In order to be paid on time for your secondary job this timesheet must have all sections completed and must be submitted to the Payroll Department (University Hall, room 205) by 12:00pm on the Monday following the last day of the pay period. Failure to do so will result in your paycheck being delayed******