

Western Connecticut State University Student Employee Secondary Job Timesheet

Student Employee'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>		_____

Student Employee'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******