

Western Connecticut State University  
University Assistant Secondary Job Procedure

The following is the procedure that departments should follow when they have a University Assistant working for them in a secondary job capacity. Before you can follow this you must have first filled out the “University Assistant Appointment Form” and have received an e-mail from Ms. Peggy Boyle, Human Resources Department, stating that your University Assistant is authorized to work and that they will be working for you in a secondary job capacity.

1. Since your University Assistant 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 University Assistant works for you they must print a “University Assistant Secondary Job Timesheet” from the Human Resources Department / Time Processing System (TPS) website.
  - The address is: [www.wcsu.edu/hr/procedures/tps.asp](http://www.wcsu.edu/hr/procedures/tps.asp)
3. The University Assistant will then complete all sections of the “University Assistant Secondary Job Timesheet”. Completing this timesheet will also require that the University Assistant obtain the signature of their primary job supervisor. This is required to make sure that the University Assistant is not stating that they worked for both departments at the same time. If your University Assistant 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 University Assistant has completed all sections of the “University Assistant 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.