

University Assistant Time Processing System (TPS) Information Form

Definitions

Primary Supervisor: This is the University Assistant's immediate supervisor who is responsible for approving the hours they work each pay period.

Alternate Supervisor (#1): This is an individual, who in the absence of the primary supervisor, may approve the hours that the University Assistant works each pay period.

Alternate Supervisor (#2): This is an individual, who in the absence of the primary supervisor and the alternate supervisor (#1), may approve the hours that the University Assistant works each pay period.

University Assistant's Name: \_\_\_\_\_

University Assistant's WCSU E-Mail Address: \_\_\_\_\_

Department: \_\_\_\_\_

Primary Supervisor's Name: \_\_\_\_\_

WCSU E-Mail Address: \_\_\_\_\_

Alternate Supervisor's Name (#1)\*: \_\_\_\_\_

WCSU E-Mail Address: \_\_\_\_\_

Alternate Supervisor's Name (#2)\*: \_\_\_\_\_

WCSU E-Mail Address: \_\_\_\_\_

\* You are not required to enter an alternate supervisor (#1) or alternate supervisor (#2). These options are available for your convenience if you so chose. You are however required to enter at least a primary supervisor for every University Assistant.