## Instructions:

1. Record hours worked on a daily basis. Round time to the nearest quarter hour.

2. Complete your Web4U electronic timesheet by 11:59pm on the last day of the pay period.

3. Make sure this timesheet and your Web4U timesheet match prior to submission.

4. Email this timesheet as a pdf, jpeg, or screenshot to Juliet.Barnes@wwu.edu and your supervisor.

All elements of this timesheet must be easily viewable when submitted.

By submitting your timesheet you acknowledge that it is the true record of the hours worked.

Submit your timesheet no later than the Web4U timesheet submission deadline or as detailed in AMSEC email communications or distributed calendars.

**REMEMBER:** Your timesheet has to be submitted to receive pay.