

|                                   |                        |  |
|-----------------------------------|------------------------|--|
| Name:                             | <b>Happy Student</b>   |  |
| W#:                               | <b>W00012122</b>       |  |
| Pay Period (e.g. Aug 1-15, 2020): | <b>July 1-15, 2020</b> |  |

**The workweek is Mon. through Sun. You cannot work more than 40 hours each workweek even if the workweek spans two pay periods.**

|                                   | Day of Week | Date Month/Day/Yr | Daily Total of Hours    | Total Workweek Hours  |
|-----------------------------------|-------------|-------------------|-------------------------|---|
| Workweek                          | Mon         | 6/26              | 8.00                    | <div style="border: 1px solid black; padding: 5px; background-color: #fce4ec;">Previous pay period</div> <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1; margin-top: 5px;">These hours should not have been worked since 40 hours had already been worked for the week.</div> |
|                                   | Tues        | 6/27              | 6.00                    |   |
|                                   | Wed         | 6/28              | 8.00                    |   |
|                                   | Thurs       | 6/29              | 9.00                    |   |
|                                   | Fri         | 6/30              | 9.00                    |   |
|                                   | Sat         | 7/1               | 1.00                    |   |
|                                   | Sun         | 7/2               | 6.00                    |   |
| Workweek                          | Mon         | 7/3               | 8.00                    | <div style="border: 1px solid black; padding: 5px;">A maximum of 40 hours can be entered below.</div>   |
|                                   | Tues        | 7/4               | 8.00                    |   |
|                                   | Wed         | 7/5               | 7.00                    |   |
|                                   | Thurs       | 7/6               | 8.00                    |   |
|                                   | Fri         | 7/7               | 9.00                    |   |
|                                   | Sat         | 7/8               | 0.00                    |   |
|                                   | Sun         | 7/9               | 0.00                    |   |
| Workweek                          | Mon         | 7/10              | 8.00                    | <div style="border: 1px solid black; padding: 5px;">A maximum of 40 hours can be entered below.</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffe0b2; margin-top: 5px;">Future pay period</div>   |
|                                   | Tues        | 7/11              | 8.00                    |   |
|                                   | Wed         | 7/12              | 8.00                    |   |
|                                   | Thurs       | 7/13              | 8.00                    |   |
|                                   | Fri         | 7/14              | 8.00                    |   |
|                                   | Sat         | 7/15              | No hours can be worked. |   |
|                                   | Sun         | 7/16              | No hours can be worked. |   |
| <b>Total Hours for Pay Period</b> |             |                   |                         | <b>87.00</b>  |

**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.