



**VALLEY VIEW UNIVERSITY  
EMPLOYEE WEEKLY TASK/ASSIGNMENT FORM - A2**

***This form must be completed by all Senior/Junior staff***

*Proper planning and proactive maintenance of University properties are vital agendas of organizational success and growth. Without planning and maintenance, we will lose hold of institutional properties, and we will not be able to satisfy our clients efficiently. As a result, a task that demands completion within two days may take one week to complete.*

***Your immediate customers are VVU students, faculty and staff. Satisfying their job related (or study) requests come first.***

This form may be completed electronically.

DATE \_\_\_\_\_

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

**Work In Progress (WIP)**

Date	Time In	Time Out	Today I am working on: (Please list daily tasks to be completed here)	Hours Spent on Tasks	Met Target? <input type="checkbox"/> Yes <input type="checkbox"/> No	Variance: Explain why target not met

***All employees are expected to work 8 – hours per day except Fridays***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date