**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**  | **Tasks completed today** | **Quantity** | **Give a brief description of each task completed**  | **Hours** **spent**  | **Unfinished task(s)**  | **Reason(s) for the unfinished task(s)**  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature Supervisor Signature Date