



THE
GRADUATE
SCHOOL

GRADUATE ASSISTANTSHIP
EMPLOYEE HOURS LOG

Graduate Assistant Time Sheet

Please fill in actual hours worked each day during the week.

If one of your days is a holiday, fill in your hours and write holiday next to the day

NAME: _____

WEEK OF: _____

	IN	OUT	Hours
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Total Hours _____

Please turn in completed time sheets to your supervisor at the end of your work week

Reviewed by: _____
Print Name Signature Date

NOTE: If your hours are short on week and you are making up the hours at another time, please list information with the date to be made up under the comments section.

COMMENTS:

GA initials & date if comments are reviewed:

Print Name Signature