

Graduate Assistantship Timesheet

Name: _____

Month: _____

First Day Worked this Week, e.g., 1st :_____

Day	Times Worked, e.g., 10-11 AM & 1-3 PM	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
	Total number of hours this week	

The above schedule summarizes the hours I worked during the past week.

Student Signature

Date

Faculty Signature

Date

This form is due in the Office of Graduate Studies and Research by 5:00 PM on the Tuesday of the week following the week shown on the form. Failure to submit forms or falsifying forms will eliminate the student from eligibility for a graduate assistantship the following semester and/or the loss of a current assistantship