



ADMINISTRATIVE GRADUATE ASSISTANT TIMESHEET

 Month / Year

Name _____ M Number _____

Dept. Org # _____ Department Name _____

Required Hours

Per Week Comp Time Comp Time Comp Time
 (10/20) Beg. Balance Hours (Used) Ending Balance

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Instructions:

Per FLSA regulations, administrative Graduate assistants must maintain time records. Please use the calendar provided to record time worked as follows:

1. Write/Type in applicable dates (see example)
2. Record hours worked each day (see example)
3. Calculate total hours for each week (see example)
4. Print and sign at the end of the month
5. Turn in to supervisor
6. Timesheet is due by the 5th of each month
7. Please mail completed time sheet to the College of Graduate Studies (CGS)

EXAMPLE:

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
		11/1	11/2	11/3	11/4	11/5	
		4	4	4	4	4	20

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL

Student Signature _____

Supervisor Signature _____