ENGLISH NON-TEACHING GRADUATE ASSISTANT TIMESHEET

Name ____________________________________________  M Number ________________

Supervisor name __________________________________________________________________

Month / Year

Required Hours
Per Week (10 or 20)

SAT  SUN  MON  TUE  WED  THU  FRI  TOTAL

Instructions:
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 submit completed time sheet to the English Graduate Program Office.

EXAMPLE:

<table>
<thead>
<tr>
<th>SAT</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1</td>
<td>11/2</td>
<td>11/3</td>
<td>11/4</td>
<td>11/5</td>
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<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

Student Signature ________________________________

Supervisor Signature _____________________________