ADMINISTRATIVE GRADUATE ASSISTANT TIMESHEET

Name _______________________________________________ M Number ___________________
Dept. Org # _______________  Department Name ___________________________________________________________

Required Hours

<table>
<thead>
<tr>
<th></th>
<th>Per Week (10/20)</th>
<th>Comp Time Beg. Balance</th>
<th>Comp Time Hours (Used)</th>
<th>Comp Time Ending Balance</th>
</tr>
</thead>
</table>

SAT SUN MON TUE WED THU FRI TOTAL

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:

<table>
<thead>
<tr>
<th></th>
<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>SAT</td>
<td>11/1</td>
<td>11/2</td>
<td>11/3</td>
<td>11/4</td>
<td>11/5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRI</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

Student Signature ________________________________
Supervisor Signature ________________________________