

FALL 2021 GA TRACKING GRID

Because Graduate Assistants are required to work 320 hours per semester, departments should use the Tracking Grid below to ensure this requirement is met. This Tracking Grid should be maintained in the departmental office and could be requested when auditing time for Graduate Assistants.

Scheduled days when the University is closed are prepopulated with a zero and the total expected hours for the week are lowered. However, these closures have been accounted for when determining the total 320 hours.

Managers and/or Timekeepers should review the Tracking Grid at least monthly to avoid a Graduate Assistant working over/under the required amount. Graduate Assistants who work excess hours in one week, may have hours reduced the next week. International Graduate Assistants may never work more than 20 hours per week when school is in session.

Hours		Hours		Hours		Hours	
Date	Worked	Date	Worked	Date	Worked	Date	Worked
Aug 9		Sep 20		Nov 1		Dec 13	
Aug 10		Sep 21		Nov 2		Dec 14	
Aug 11		Sep 22		Nov 3		Dec 15	
Aug 12		Sep 23		Nov 4		Dec 16	
Aug 13		Sep 24		Nov 5		Dec 17	
Total	20	Total	20	Total	20	Total	20
Aug 16		Sep 27		Nov 8		Dec 20	
Aug 17		Sep 28		Nov 9		Dec 21	
Aug 18		Sep 29		Nov 10		Dec 22	0
Aug 19		Sep 30		Nov 11		Dec 23	0
Aug 20		Oct 1		Nov 12		Dec 24	0
Total	20	Total	20	Total	20	Total	8
Aug 23		Oct 4		Nov 15			
Aug 24		Oct 5		Nov 16			
Aug 25		Oct 6		Nov 17			
Aug 26		Oct 7		Nov 18			
Aug 27		Oct 8		Nov 19			
Total	20	Total	20	Total	20		
Aug 30	Closed	Oct 11		Nov 22			
Aug 31	Closed	Oct 12		Nov 23			
Sep 1	Closed	Oct 13		Nov 24	0		
Sep 2	Closed	Oct 14		Nov 25	0		
Sep 3	Closed	Oct 15		Nov 26	0		
Total	0	Total	20	Total	8		
Sep 6	0	Oct 18		Nov 29			
Sep 7	Closed	Oct 19		Nov 30			
Sep 8	Closed	Oct 20		Dec 1			
Sep 9	Closed	Oct 21		Dec 2			
Sep 10	Closed	Oct 22		Dec 3			
Total	0	Total	20	Total	20		
Sep 13	Closed	Oct 25		Dec 6			
Sep 14	Closed	Oct 26		Dec 7			
Sep 15	Closed	Oct 27		Dec 8			
Sep 16	Closed	Oct 28		Dec 9			
Sep 17		Oct 29		Dec 10			
Total	4	Total	20	Total	20		

TOTAL HOURS 320