

## FALL 2023 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.

Date	Hours Worked	Date	Hours Worked	Date	Hours Worked
Aug 7		Sep 18		Oct 30	
Aug 8		Sep 19		Oct 31	
Aug 9		Sep 20		Nov 1	
Aug 10		Sep 21		Nov 2	
Aug 11		Sep 22		Nov 3	
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>
Aug 14		Sep 25		Nov 6	
Aug 15		Sep 26		Nov 7	
Aug 16		Sep 27		Nov 8	
Aug 17		Sep 28		Nov 9	
Aug 18		Sep 29		Nov 10	
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>
Aug 21		Oct 2		Nov 13	
Aug 22		Oct 3		Nov 14	
Aug 23		Oct 4		Nov 15	
Aug 24		Oct 5	0	Nov 16	
Aug 25		Oct 6	0	Nov 17	
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>12</b>	<b>Total</b>	<b>20</b>
Aug 28		Oct 9		Nov 20	
Aug 29		Oct 10		Nov 21	
Aug 30		Oct 11		Nov 22	0
Aug 31		Oct 12		Nov 23	0
Sep 1		Oct 13		Nov 24	0
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>	<b>Total</b>	<b>8</b>
Sep 4	0	Oct 16		Nov 27	
Sep 5		Oct 17		Nov 28	
Sep 6		Oct 18		Nov 29	
Sep 7		Oct 19		Nov 30	
Sep 8		Oct 20		Dec 1	
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>
Sep 11		Oct 23		Dec 4	
Sep 12		Oct 24		Dec 5	(make up hrs.)
Sep 13		Oct 25		Dec 6	(make up hrs.)
Sep 14		Oct 26		Dec 7	(make up hrs.)
Sep 15		Oct 27		Dec 8	(make up hrs.)
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>20</b>	<b>Total</b>	<b>4</b>

**TOTAL HOURS**

**320**