

SUMMER 2023 GA TRACKING GRID

Because Graduate Assistants are required to work 160 hours per summer 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 160 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.

Any time worked after July 28th must be processed as additional duty pay.

Date	Hours Worked
May 29	0
May 30	
May 31	
Jun 1	
Jun 2	0
Total	15

Jun 5	
Jun 6	
Jun 7	
Jun 8	
Jun 9	0
Total	20

Jun 12	
Jun 13	
Jun 14	
Jun 15	
Jun 16	0
Total	20

Jun 19	0
Jun 20	
Jun 21	
Jun 22	
Jun 23	0
Total	15

Jun 26	
Jun 27	
Jun 28	
Jun 29	
Jun 30	0
Total	20

Date	Hours Worked
Jul 3	
Jul 4	0
Jul 5	
Jul 6	
Jul 7	0
Total	15

Jul 10	
Jul 11	
Jul 12	
Jul 13	
Jul 14	0
Total	20

Jul 17	
Jul 18	
Jul 19	
Jul 20	
Jul 21	0
Total	20

Jul 24	
Jul 25	
Jul 26	
Jul 27	0 (make up hrs.)
Jul 28	0 (make up hrs.)
Total	15

TOTAL HOURS **160**