

SPRING 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
Jan 9	
Jan 10	
Jan 11	
Jan 12	
Jan 13	
Total	20

Date	Hours Worked
Feb 20	0
Feb 21	0
Feb 22	
Feb 23	
Feb 24	
Total	12

Date	Hours Worked
Apr 3	
Apr 4	
Apr 5	
Apr 6	
Apr 7	0
Total	16

Jan 16	0
Jan 17	
Jan 18	
Jan 19	
Jan 20	
Total	16

Feb 27	
Feb 28	
Mar 1	
Mar 2	
Mar 3	
Total	20

Apr 10	0
Apr 11	0
Apr 12	0
Apr 13	0
Apr 14	0
Total	0

Jan 23	
Jan 24	
Jan 25	
Jan 26	
Jan 27	
Total	20

Mar 6	
Mar 7	
Mar 8	
Mar 9	
Mar 10	
Total	20

Apr 17	
Apr 18	
Apr 19	
Apr 20	
Apr 21	
Total	20

Jan 30	
Jan 31	
Feb 1	
Feb 2	
Feb 3	
Total	20

Mar 13	
Mar 14	
Mar 15	
Mar 16	
Mar 17	
Total	20

Apr 24	
Apr 25	
Apr 26	
Apr 27	
Apr 28	
Total	20

Feb 6	
Feb 7	
Feb 8	
Feb 9	
Feb 10	
Total	20

Mar 20	
Mar 21	
Mar 22	
Mar 23	
Mar 24	
Total	20

May 1	
May 2	
May 3	
May 4	
May 5	
Total	20

Feb 13	
Feb 14	
Feb 15	
Feb 16	
Feb 17	
Total	20

Mar 27	
Mar 28	
Mar 29	
Mar 30	
Mar 31	
Total	20

May 8	
May 9	
May 10	
May 11	
May 12	0 (make up hrs.)
Total	16

TOTAL HOURS

320