

SUMMER 2025 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.

Date	Hours Worked
Jun 2	
Jun 3	
Jun 4	
Jun 5	
Jun 6	0
Total	20

Jun 9	
Jun 10	
Jun 11	
Jun 12	
Jun 13	0
Total	20

Jun 16	
Jun 17	
Jun 18	
Jun 19	0
Jun 20	0
Total	15

Jun 23	
Jun 24	
Jun 25	
Jun 26	
Jun 27	0
Total	20

Jun 30	
Jul 1	
Jul 2	
Jul 3	
Jul 4	0
Total	20

Date	Hours Worked
Jul 7	0
Jul 8	
Jul 9	
Jul 10	
Jul 11	0
Total	15

Jul 14	
Jul 15	
Jul 16	
Jul 17	
Jul 18	0
Total	20

Jul 21	
Jul 22	
Jul 23	
Jul 24	
Jul 25	0
Total	20

Jul 28	
Jul 29	
Jul 30	0 (make up hrs.)
Jul 31	0 (make up hrs.)
Aug 1	0 (make up hrs.)
Total	10

TOTAL HOURS **160**