

# ENGLISH NON-TEACHING GRADUATE ASSISTANT TIMESHEET

\_\_\_\_\_  
Month / Year

Name \_\_\_\_\_

M Number \_\_\_\_\_

Supervisor name \_\_\_\_\_

Required Hours  
Per Week  
(10 or 20)

Acknowledgement of MTSU Employment Limitations for Non-Benefited Employees: "I understand that it is my responsibility to keep a record of my hours and to notify my supervisor(s) if I will exceed my allowed hours in a one-week period (Saturday through Friday) based on schedules developed by my supervisor(s), and that I will work with my supervisor(s) so that my work hours are reduced as necessary to stay at or below the allowed hours total for the week."

**Instructions:**

Please use the calendar provided to record time worked as follows:

1. Write/Type in applicable dates (see example)
2. Record hours worked each day (see example)
3. Calculate total hours for each week (see example)
4. Print and sign at the end of the month
5. Turn in to supervisor
6. Timesheet is due by the 5<sup>th</sup> of each month
7. Please submit completed time sheet to the English Graduate Program Office.

**EXAMPLE:**

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
		11/1	11/2	11/3	11/4	11/5	
		4	4	4	4	4	20

SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL

**Student Signature** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_