

Graduate Assistant Per Diem Timesheet

MASSART

Part I Follow these instructions

Use BLACK PEN – no pencil

1. Due by Wednesday 10 am. Email to gradprogram@massart.edu

Late submissions will not be paid until the next pay date. Keep a copy for your records.

2. Return **COMPLETED FORM** to Graduate Program for authorization – during regular office hours.
3. Submit time sheets every 2 weeks per pay cycle deadlines. You may enter 1 or 2 weeks on this form.
4. Hours are rounded to the nearest ¼ hour / 15 min. (9:10 is rounded up to 9:15; 9:05 is rounded down to 9:00.)
5. After 6 straight hours of work, a 30 minute break must be taken or it will be deducted from your time and pay.
6. **Do not work more than the 70 contracted hours** per assistantship, and make sure to submit your contract.

NOT SUBMITTED FOR PAYMENT IF INCOMPLETE OR INCORRECT - NO EXCEPTIONS!

Use a CALENDAR to record your work, to ensure dates are correct and not previously submitted.

_____ MFA MArch Art ED MDes
 Legal Name (please print clearly) Day Phone (Cell preferred) Program

 Employee ID Assistantship Title 31 PCG 9 CCCC5
 GL Trust Fund # (grad office provides)

Week Ending Wednesday ____/____/____ Week Ending Wednesday ____/____/____

DATE								DATE							
	TH	F	SA	SUN	M	T	W		TH	F	SA	SUN	M	T	W
IN								IN							
OUT								OUT							
IN								IN							
OUT								OUT							
Daily Hours								Daily Hours							

Total Weekly Hours _____ Total Weekly Hours _____

Hourly Wage \$18/hour Total Hours This Timesheet _____

I certify that I worked the hours posted above. Assistant Signature _____ Date _____

Part II Acceptance of Service I certify that services were rendered during the hours posted above.

Supervisor Name (print) _____ Signature _____ Date _____

Graduate Program Authorization (Grad Staff only) _____ Date _____

Part III For Payroll Services Use

Total Approved Hours _____ Hourly Wage \$18/hour Total _____