

SPRING 2024 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 8	
Jan 9	
Jan 10	
Jan 11	
Jan 12	
Total	20

Date	Hours Worked
Feb 19	
Feb 20	
Feb 21	
Feb 22	
Feb 23	
Total	20

Date	Hours Worked
Apr 1	0
Apr 2	0
Apr 3	0
Apr 4	0
Apr 5	0
Total	0

Jan 15	0
Jan 16	
Jan 17	
Jan 18	
Jan 19	
Total	16

Feb 26	
Feb 27	
Feb 28	
Feb 29	
Mar 1	
Total	20

Apr 8	
Apr 9	
Apr 10	
Apr 11	
Apr 12	
Total	20

Jan 22	
Jan 23	
Jan 24	
Jan 25	
Jan 26	
Total	20

Mar 4	
Mar 5	
Mar 6	
Mar 7	
Mar 8	
Total	20

Apr 15	
Apr 16	
Apr 17	
Apr 18	
Apr 19	
Total	20

Jan 29	
Jan 30	
Jan 31	
Feb 1	
Feb 2	
Total	20

Mar 11	
Mar 12	
Mar 13	
Mar 14	
Mar 15	
Total	20

Apr 22	
Apr 23	
Apr 24	
Apr 25	
Apr 26	
Total	20

Feb 5	
Feb 6	
Feb 7	
Feb 8	
Feb 9	
Total	20

Mar 18	
Mar 19	
Mar 20	
Mar 21	
Mar 22	
Total	20

Apr 29	
Apr 30	
May 1	
May 2	
May 3	
Total	20

Feb 12	0
Feb 13	0
Feb 14	
Feb 15	
Feb 16	
Total	12

Mar 25	
Mar 26	
Mar 27	
Mar 28	
Mar 29	0
Total	16

May 6	
May 7	
May 8	
May 9	
May 10	0 (make up hrs.)
Total	16

TOTAL HOURS

320