



Department of Civil &  
Environmental  
Engineering

## Department Graduate Assistant Monthly Time Tracking

Graduate assistants must track the hours they work **each month**. This timesheet should be reviewed and signed by both the graduate assistant and supervisor. Completed timesheets should be submitted to the CEE Graduate Program Coordinator monthly. **Failure to submit the time tracking sheet each month may result in a cancellation of the appointment.**

Employee Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Check One or Both:  RA  TA      Check One:  Part-Time (10 hrs/wk)  Full-Time (20 hrs/wk)

Supervisor Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								<b>Subtotal</b>
Hours								

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								<b>Subtotal</b>
Hours								

WEEK 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								<b>Subtotal</b>
Hours								

WEEK 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								<b>Subtotal</b>
Hours								

WEEK 5	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								<b>Subtotal</b>
Hours								

**Total Hours Worked for Month:** \_\_\_\_\_

*I certify that I was present and worked during the hours indicated above.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that this employee has performed satisfactory work for the hours represented on this timesheet.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Why do I have to submit these?** Time sheets are a requirement by the LSU Graduate School - departments cannot opt out. Their purpose is to verify that students are working the hours they are getting paid for via their Graduate Assistantship. It is important to submit these each month in case the department gets audited - that way we can prove that students we are paying are working their required scheduled hours.