

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE - DEPARTMENT OF ART AND DESIGN

GRADUATE / TEACHING ASSISTANT TIMESHEET

\_\_\_\_\_  
 Name \_\_\_\_\_  
 Month / Year  
 800 # \_\_\_\_\_ Asst. % \_\_\_\_\_

Instructions:

Per SIUE regulation, graduate assistants must maintain monthly time records. Please use the calendar to record time worked as follows:

1. Complete information at top of form.
2. Enter hours into the calendar starting with the first day of the month.
3. Sign form digitally at the end of each month.
4. Collect digital signature from supervisor(s).
5. Submit digital or hard copy to the Art and Design Admin Office by the 5th of the following month.

SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL

Total Monthly Hours Worked: \_\_\_\_\_

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

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

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