

## Department of Counseling & Human Development Services Weekly Time Report Graduate Assistant/Graduate Research Assistant

Name: \_\_\_\_\_ Week worked: \_\_\_\_\_ to \_\_\_\_\_

Day:	Date:	Hours Worked:	Activities:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
	<b>Total Hours Worked</b>		

\_\_\_\_\_  
Supervisor Name

Approved

### Directions

**GA/GRA:** Please fill in the Date, Hour, & Activites fields. You can also fill in your Supervisor's name. Email this to your Supervisor & save a copy for your records.

**Supervisor:** Please review, & check "Approved" box. Then email Ms. Amanda Cross (amandalc@uga.edu) that you approve the time worked.

**ALL Please Note:** Time will not be recorded as worked if approval email does not come from supervisor.

Transfer the number of hours worked to the time sheet. Record all time to the nearest tenth of an hour according to the chart below:

0-2 min = .0	33-38 min = .6
3-8 min = .1	39-44 min = .7
9-14 min = .2	45-50 min = .8
15-20 min = .3	51-56 min = .9
21-26 min = .4	57-60 min = 1.0
27-32 min = .5	