

# GRADUATE ASSISTANT TIME LOG: SIU Carbondale

<b>Month</b>	<b>Year</b>

Graduate Assistant Last Name, First Name      FTE (FTE for GA assignment, e.g., .25, .50)

DawgTag      Department / Unit

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
<b>Worked hours:</b>																		
<b>Sick leave hours used:</b>																		
<b>Other Leave hours used:</b>																		
<b>Total</b>																		
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<b>Monthly Total Hours</b>	
<b>Worked hours:</b>																		
<b>Sick leave hours used:</b>																		
<b>Other leave hours used:</b>																		
<b>Total:</b>																		

<b>Explanation of other leave:</b>	<b>Additional comments or note:</b>
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**I certify that the above information is correct:**

Graduate Assistant Signature:      Date:      Unit Administrator Signature:      Date:

The State Officials and Employees Ethics Act requires university employees including graduate assistants to submit time sheets documenting the time spent each day on University business. Actual hours worked and/or any absences must be reported to the nearest quarter hour. Graduate assistants should report hours worked each day or hours covered by sick leave or other leave. Graduate assistants must account for their minimum number of scheduled hours based on appointment percentage.

Only hours specifically associated with assigned GA duties should be reported. For 25% FTE appointment, reported hours must not exceed, on average, 10 hours / week.

For 50% FTE appointment, reported hours must not exceed, on average, 20 hours per week.

Logs must be signed by the graduate assistant and unit administrator (typically chair/director), then submitted to the Graduate School, which will retain logs.