

## SUMMER 2024 GA TRACKING GRID

Because Graduate Assistants are required to work 160 hours per summer 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 160 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.

**Any time worked after July 26th must be processed as additional duty pay.**

Date	Hours Worked
May 27	0
May 28	
May 29	
May 30	
May 31	0
<b>Total</b>	<b>15</b>

Jun 3	
Jun 4	
Jun 5	
Jun 6	
Jun 7	0
<b>Total</b>	<b>20</b>

Jun 10	
Jun 11	
Jun 12	
Jun 13	
Jun 14	0
<b>Total</b>	<b>20</b>

Jun 17	
Jun 18	
Jun 19	0
Jun 20	
Jun 21	0
<b>Total</b>	<b>15</b>

Jun 24	
Jun 25	
Jun 26	
Jun 27	
Jun 28	0
<b>Total</b>	<b>20</b>

Date	Hours Worked
Jul 1	
Jul 2	
Jul 3	
Jul 4	0
Jul 5	0
<b>Total</b>	<b>15</b>

Jul 8	
Jul 9	
Jul 10	
Jul 11	
Jul 12	0
<b>Total</b>	<b>20</b>

Jul 15	
Jul 16	
Jul 17	
Jul 18	
Jul 19	0
<b>Total</b>	<b>20</b>

Jul 22	
Jul 23	
Jul 24	
Jul 25	0 (make up hrs.)
Jul 26	0 (make up hrs.)
<b>Total</b>	<b>15</b>

**TOTAL HOURS** 160