

SPRING 2025 GA TRACKING GRID

Because Graduate Assistants are required to work 320 hours per 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 320 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.

Date	Hours Worked
Jan 13	
Jan 14	
Jan 15	
Jan 16	
Jan 17	
Total	20

Date	Hours Worked
Feb 24	
Feb 25	
Feb 26	
Feb 27	
Feb 28	
Total	20

Date	Hours Worked
Apr 7	
Apr 8	
Apr 9	
Apr 10	
Apr 11	
Total	20

Jan 20	0
Jan 21	
Jan 22	
Jan 23	
Jan 24	
Total	16

Mar 3	0
Mar 4	0
Mar 5	
Mar 6	
Mar 7	
Total	12

Apr 14	
Apr 15	
Apr 16	
Apr 17	
Apr 18	0
Total	16

Jan 27	
Jan 28	
Jan 29	
Jan 30	
Jan 31	
Total	20

Mar 10	
Mar 11	
Mar 12	
Mar 13	
Mar 14	
Total	20

Apr 21	0
Apr 22	0
Apr 23	0
Apr 24	0
Apr 25	0
Total	0

Feb 3	
Feb 4	
Feb 5	
Feb 6	
Feb 7	
Total	20

Mar 17	
Mar 18	
Mar 19	
Mar 20	
Mar 21	
Total	20

Apr 28	
Apr 29	
Apr 30	
May 1	
May 2	
Total	20

Feb 10	
Feb 11	
Feb 12	
Feb 13	
Feb 14	
Total	20

Mar 24	
Mar 25	
Mar 26	
Mar 27	
Mar 28	
Total	20

May 5	
May 6	
May 7	
May 8	
May 9	
Total	20

Feb 17	
Feb 18	
Feb 19	
Feb 20	
Feb 21	
Total	20

Mar 31	
Apr 1	
Apr 2	
Apr 3	
Apr 4	
Total	20

May 12	
May 13	
May 14	
May 15	
May 16	0 (make up hrs.)
Total	16

TOTAL HOURS

320