



Louisiana State University

Department of Foreign Languages & Literatures

Graduate Assistants are required to submit completed and signed timesheets the last working day of each employed month. Failure to submit a signed timesheet can result in the department facing disciplinary action by LSU auditors. Submitting time when hours weren't actually worked is payroll fraud subject to disciplinary action.

GRADUATE ASSISTANT MONTHLY TIME SHEET

WORK TIME CANNOT EXCEED 20 HOURS PER WEEK

Name: _____

ID Number _____

Month and year: _____

WEEK 1 START DATE _____ END DATE _____

DAY	TIME IN	TIME OUT	HOURS WORKED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL HOURS			

WEEK 2 START DATE _____ END DATE _____

DAY	TIME IN	TIME OUT	HOURS WORKED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL HOURS			

WEEK 3 START DATE _____ END DATE _____

DAY	TIME IN	TIME OUT	HOURS WORKED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL HOURS			

WEEK 4 START DATE _____ END DATE _____

DAY	TIME IN	TIME OUT	HOURS WORKED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL HOURS			

Graduate Assistant signature

Supervisor signature

Date

Date