# Graduate/Lab Assistant Time Report

**California State University, San Bernardino**  
**College of Business and Public Administration**

<table>
<thead>
<tr>
<th>Name (print):</th>
<th>Joe Coyote</th>
<th>Supv. Name:</th>
<th>Joe’s Supv.’s Name</th>
<th>Qtr &amp; Yr:</th>
<th>Fall 2013</th>
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<tbody>
<tr>
<td>Student ID #:</td>
<td>000012345</td>
<td>Dept.:</td>
<td>Management</td>
<td>Month:</td>
<td>October 2013</td>
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<th>BRIEF BUT DETAILED DESCRIPTION OF WORK DONE</th>
<th>TOTAL HRS FOR DAY</th>
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For the given quarter, check the appropriate month below for this timesheet:

- X 1ST MONTH
- 2ND MONTH
- 3RD MONTH

**TOTAL HOURS FOR THIS MONTH**: 20

**TOTAL HRS APPROVED FOR THIS QTR?**: 50

**MINUS HRS WORKED TO DATE**: 20

**BALANCE HRS FOR THE QTR?**: 30

**Signed - Graduate Assistant**: Joe Coyote  
**Dat**: 4/30/2013

**Signed - Grad. Asst. Supervisor**: Joe’s Supervisor  
**Dat**: 5/1/2013

**TURN IN YOUR APPROPRIATELY COMPLETED AND SIGNED TIMESHEET TO THE GRADUATE OFFICE (JB-283) TO RECEIVE YOUR PAYCHECK.**  
**ALSO, YOU MUST SHOW YOUR I.D. AS PART OF THE PROCESS TO RECEIVE YOUR PAYCHECK.**
Instructions on completing your timesheet as a graduate or teaching assistant.

The new timesheet will allow you to provide more complete info. needed by our office for audit purposes.

- There are now IN and OUT cells to record your time when you start work and end work; total the hours for the day at the far right column.
- The number of days in a month are already listed; so each month indicate in the next column the days the numbers correspond to - like it shows in the sample.
- You can shade the weekend day rows if this helps you, but you'll need to clear the shading if you use this same timesheet next month as those weekend dates will be different for the new month.
- For every timesheet always check which month you're completing the timesheet for: the 1st month, 2nd month, or 3rd month of the current quarter.
- When you type in the total hours for each day you work, the "Total Hours for this Month" cell will automatically update your hours.
- Each month when you update the "Minus Hrs Worked To Date" cell, the "Balance Hrs for the Qtr" cell will automatically be updated.
- Remember that for each timesheet you will need to enter your number of total hours approved for this quarter in that cell.
- Please keep in mind that one-word work descriptions are not acceptable. See below for some examples.
- Enter the other information requested on this form; obtain the necessary signatures and turn in to the MBA Office in JB-283. Always keep a copy of your timesheet for your records.

Here are some examples of brief work descriptions for your timesheet:

Teaching lab for Professor Stewart - IST 101
Teaching lab for Professor Sirotnik - SCM 210
Graduate Studies - compiled data for ________________ project.
Graduate Studies - event coor. activities for ________________ event.
Cyber Security - researched data for ________________ project.
Researched & compiled data for prof. Jin for acctg accred. project.
Phone calls - gathered info. for India int'l prog. project for Prof. Gupta.
Data entry for professor _____________ on ____________ project.
Created Excel Workbk for prof. __________ on __________ project/________class.
Reviewed _______article/_________journal; provide summary to prof. _______
Researched laws governing information and technology...
Research laws governing privacy and security..
Created Powerpoint on ___________; included research info. for __________.