

# SAMPLE - Graduate/Lab Assistant Time Report

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

Name (print): Joe Coyote

Supv. Name Joe's Supv.'s Name

Qtr & Yr: Fall 2013

Student ID #: 000012345

Dept. Management

Month: October 2013

DATE	DAY	TIME IN AM	TIME OUT AM	TIME IN PM	TIME OUT PM	BRIEF BUT DETAILED DESCRIPTION OF WORK DONE	TOTAL HRS FOR DAY
1	M						
2	T						
3	W						
4	T						
5	F						
6	S						
7	S						
8	M						
9	T	9:00AM	11:00AM			Graduate Studies Research - student List	2
10	W						
11	T			2:00pm	5:00pm	Graduate Studies Research - student List	3
12	F						
13	S						
14	S						
15	M						
16	T	9:00AM	11:00AM			Graduate Studies Research - compiling data	2
17	W						
18	T			2:00pm	5:00pm	Graduate Studies Research - compiling data	3
19	F						
20	S						
21	S						
22	M						
23	T	9:00AM	11:00AM			Graduate Studies Research - event coordinating activities	2
24	W						
25	T			2:00pm	5:00pm	Graduate Studies Research - event coordinating activities	3
26	F	9:00am	12:00pm			Graduate Studies Research - student list <i>(made up hours needed during 1st wk)</i>	3
27	S						
28	S						
29	M						
30	T	10:00am	12:00pm			Graduate Studies Research student list <i>(made up hours needed during 1st wk)</i>	2
31	X						

For the given quarter, check the appropriate month below for this timesheet:

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

Lab preparation & grading for 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 accredited. 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. \_\_\_\_\_ for \_\_\_\_\_ 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 \_\_\_\_\_.