Graduate Assistant Timesheet Instructions

1. Enter your name, Pay Per hour (if you do not know, call Linda at 903-566-7130), Month, Year, check the box for the Pay Period.

2. Enter the time and date you worked. The form will calculate your time worked and amount you earned for pay period.

3. Print the form.

4. Sign and date.

5. Have your Advisor sign the form before bringing it to the secretary’s desk.

6. Timesheets are due in secretary’s office on the day of/after the 15th of each month or the last day of the month. Check the bulletin board outside Ms. Speed’s office to find the dates the form is due.

7. It is your responsibility to know when to submit the timesheet and your responsibility to have it signed by your Advisor before submitting it to the Secretary in order to be paid in a timely manner.