



College of Engineering
Craft & Hawkins Department of Petroleum Engineering

Department Graduate Assistant Monthly Time Sheet

Graduate assistants must track the hours they work each month. This time sheet should be reviewed and signed by both the graduate assistant and supervisor. Completed timesheets should be submitted to the PETE Graduate Coordinator monthly. Failure to submit the time tracking sheet each month may result in a cancellation of the appointment.

Student Name: _____ Student ID: _____

Check one: ___ Full-time (20hrs/wk) or ___ Part-time (10hrs/wk) RA ___%, TA ___%, SA ___%

Supervisor Name: _____ Month: _____ Year: _____

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								Subtotal
Hours								

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								Subtotal
Hours								

WEEK 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								Subtotal
Hours								

WEEK 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								Subtotal
Hours								

WEEK 5	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								Subtotal
Hours								

Total Hours Worked for Month: _____

I certify that I was present and worked during the hours indicated above.

Employee Signature: _____ Date: _____

I certify that this employee has performed satisfactory work for the hours on this timesheet.

Supervisor Signature: _____ Date: _____