

**Monthly Time Sheet for
Graduate Assistants
Dept. of Hospitality Management and Dietetics**

Day	From To	Hours Worked	Brief description of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL HOURS			

All times listed on this report reflect actual time worked and is true and correct to the best of my knowledge.

Graduate Assistant's Signature _____ Date _____

Supervising Faculty Member's Signature _____ Date _____

Please place this time sheet in the envelope so designated in Justin Hall 104. Time sheets are due on the last day of the month. Blank time sheets are available on the HMD website under the "Graduate Program" section.