

GSI Name: _____	Term: _____
Course Name: _____	
Total Work Expectation (from fraction calculation form): _____	
Average Weekly Work Expectation (from fraction calculation form): _____	

# HOURS RECORDING FORM

## USE FOR GRADUATE STUDENT INSTRUCTOR AND GRADUATE STUDENT STAFF ASSISTANT APPOINTMENTS

This Form is for GSI/GSSA use in recording their work hours. Completion of this form is **voluntary** and is **not a term or condition of GSI/GSSA employment**. Recording hours worked is recommended to ensure alignment with fraction calculation forms and work expectations throughout the employment term. Hours recording should include all components of the employee’s total estimated average weekly work expectations, as reflected in the GSI/GSSA’s fraction calculation form. (See, UM|GEO Collective Bargaining Agreement, Article X, Section G.) GSI/GSSAs may elect to use other hours recording formats or none at all.

At any time during the term of employment, GSIs/GSSAs may elect to meet with their faculty supervisor, or their hiring unit’s Human Resources representative, to discuss any potential unreasonable fluctuations between their recorded average weekly work hours and their fraction calculation estimate. GSIs/GSSAs and Faculty Supervisors should proactively discuss measures to ensure actual hours worked align with fraction calculation forms throughout the employment term.

The University recognizes that certain International Graduate Students' Visas (e.g., F-1 and J-1 visas) prohibit them from working more than 20 hours per week. The University will not set any individual weekly work expectation for this population that exceeds their maximum weekly work hour restrictions.

**Signature Acknowledgment:** My representation of work hours and type of work performed is true, correct, and accurate. \_\_\_\_\_ Dated: \_\_\_\_\_

Type of Work Assigned	Prior to first day of classes (Registration, Training Sessions, Preparation)	WEEK 1 Dates:	WEEK 2 Dates:	WEEK 3 Dates:	WEEK 4 Dates:	WEEK 5 Dates:	WEEK 6 Dates:	WEEK 7 Dates:	WEEK 8 Dates:
Class Contact (Teaching)									
Attendance at Lectures									
Office Hours									
Preparation (lesson plans, class notes, instructional materials, etc.)									
Grading									
Meetings									
Tutoring (outside of office hours)									
Lab or Problem Solving									
Examinations									
Other:									

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Type of Work Assigned	WEEK 9 <u>Dates:</u>	WEEK 10 <u>Dates:</u>	WEEK 11 <u>Dates:</u>	WEEK 12 <u>Dates:</u>	WEEK 13 <u>Dates:</u>	WEEK 14 <u>Dates:</u>	WEEK 15 <u>Dates:</u>	WEEK 16 <u>Dates:</u>	WEEK 17 <u>Dates:</u>
Class contact (teaching)									
Attendance at Lectures									
Office Hours									
Preparation (lesson plans, class notes, instructional materials, etc.)									
Grading									
Meetings									
Tutoring (outside of office hours)									
Lab or Problem Solving									
Examinations									
Other:									
<b><u>TOTAL HOURS PER WEEK:</u></b>									
<b><u>AVERAGE WEEKLY WORK HOURS:</u></b>									
Notes:									

**GSI/GSSA Employment Fractions:**

Average Weekly Work Expectation	Employment Fraction	Average Weekly Work Expectation	Employment Fraction	Average Weekly Work Expectation	Employment Fraction	Average Weekly Work Expectation	Employment Fraction
Up to 3.49	0.087	7.50 – 9.49	0.237	14.50 – 16.49	0.35	25.50 – 30.49	0.65
3.50 – 5.49	0.137	9.50 – 12.49	0.25	16.50 – 20.00	0.50	30.49 – 35.49	0.75
5.50 – 7.49	0.187	12.50 – 14.49	0.30	20.01 – 25.49	0.60	35.50 or more	1.00