**UNIVERSITY OF MICHIGAN**

**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: _________________

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

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

<table>
<thead>
<tr>
<th>Type of Work Assigned</th>
<th>WEEK 9</th>
<th>WEEK 10</th>
<th>WEEK 11</th>
<th>WEEK 12</th>
<th>WEEK 13</th>
<th>WEEK 14</th>
<th>WEEK 15</th>
<th>WEEK 16</th>
<th>WEEK 17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
<td>Dates:</td>
</tr>
<tr>
<td>Class contact (teaching)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance at Lectures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation (lesson plans, class notes, instructional materials, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutoring (outside of office hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab or Problem Solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS PER WEEK:**

**AVERAGE WEEKLY WORK HOURS:**

**Notes:**

**GSI/GSSA Employment Fractions:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3.49</td>
<td>0.087</td>
<td>7.50 – 9.49</td>
<td>0.237</td>
<td>14.50 – 16.49</td>
<td>0.35</td>
<td>25.50 – 30.49</td>
<td>0.65</td>
</tr>
<tr>
<td>3.50 – 5.49</td>
<td>0.137</td>
<td>9.50 – 12.49</td>
<td>0.25</td>
<td>16.50 – 20.00</td>
<td>0.50</td>
<td>30.49 – 35.49</td>
<td>0.75</td>
</tr>
<tr>
<td>5.50 – 7.49</td>
<td>0.187</td>
<td>12.50 – 14.49</td>
<td>0.30</td>
<td>20.01 – 25.49</td>
<td>0.60</td>
<td>35.50 or more</td>
<td>1.00</td>
</tr>
</tbody>
</table>