

Use BLUE Pen. No Black Pen or Pencil.

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

Graduate Assistant Per Diem Timesheet

Part I Follow these instructions

1. Due by **Wednesday 10 am** in Graduate Programs Office.
Late timesheets will not be paid until the next pay date. Keep a copy for your records.
2. Return **COMPLETE FORM** to Graduate Programs Office for Authorization. Hand in at Continuing Education desk from 4:30-7pm. After hours place in locked box outside of the Graduate and Continuing Education offices.
3. Submit time sheets every 2 weeks per payment deadlines (see back). You may enter 1 or 2 weeks on this form.
4. **Hours are rounded to the nearest ¼ hour.** (A time of 9:10 is rounded up to 9:15; 9:05 is rounded down to 9:00.)
5. **Do not work more than your contracted hours – 67.5 hours per assistantship.**
6. Checks may be picked up in Human Resources (HR), on the pay date (see back), or are mailed to the address HR (617-879-7920) has on file. If changing mailing addresses, update both the Graduate Office and HR.

NOT PAID if Incomplete or Incorrect. NO EXCEPTIONS!

Be careful. **USE A CALENDAR** and **DATE BOOK** to check previously submitted dates. **Incomplete or incorrect time sheets are placed in your MassArt Mailbox for correction - this delays payment!**

☐ MFA ☐ M.ARCH ☐ ART ED.

Name (please print) _____

Assistantship Title _____

Employee ID _____

Day Phone _____

31 PCG 9 CCCC5
GL Trust Fund Account (grad office provides)

Week Ending Wednesday: ____/____/____.

Week Ending Wednesday: ____/____/____.

	TH	F	SA	SUN	M	T	W		TH	F	SA	SUN	M	T	W
IN								IN							
OUT								OUT							
IN								IN							
OUT								OUT							
Daily Hours								Daily Hours							

Total Weekly Hours _____

Total Weekly Hours _____

Hourly Wage \$16/hour

Total Hours This Timesheet _____

I certify that I worked the hours posted above. Assistant Signature _____ Date _____

Part II Acceptance of Service I certify that services were rendered during the hours posted above.

Supervisor Name (print) _____ Signature _____ Date _____

Graduate Department Authorization _____ Date _____

Part III For Human Resources Office Use

Total Approved Hours _____ Hourly Wage \$16/hour Total _____

**THIS TIMESHEET WILL NOT BE PAID IF NOT COMPLETE and CORRECT.
NO EXCEPTIONS! DUE WEDNESDAY 10AM!**
Incomplete or incorrect time sheets will be placed in your MassArt mailbox.

Timesheets are available in the Graduate Programs Office.

Bring signed and correctly completed time sheets to the Graduate Office by the deadlines below. Submit by **Wednesday at 10am** or wait until the next pay period.

Complete entire Part 1 (except for GL number), and get supervisor's name, signature and date on Part II.

Checks will be mailed to the address the Human Resources Office (617-879-7920) has on file for you.

Payment and Work Limit: You will be paid \$16 per hour up to your maximum assistantship stipend. You have received assistantship contracts outlining the maximum payment for your assistantships. These assistantships have a maximum stipend of \$1080, which is 67.5 hours. Do not work more than 67.5 hours.

Hours are rounded to the nearest ¼ hour for payment. For example 9:05 is rounded down to 9:00 and 9:10 is rounded up to 9:15. You may want to round your hours to the nearest ¼ hour to clarify your payments.

Fall 2013 – Spring 2014 Trust fund Payroll Schedule for Graduate Assistantships						
Time Sheet Due at Graduate Office Wednesday 10am. Late timesheets are paid on the next pay period.			Pay Date EVERY 2 WEEKS Checks are available for pick up on this date in the HR Office, Tower 8 th floor. They are mailed the following Monday.			
DUE DATES are WEDNESDAYS			PAY DATES are Fridays			
Wednesday	26	June	Friday	5	July	
Wednesday	10	July	Friday	19	July	
Wednesday	24	July	Friday	2	August	
Wednesday	7	August	Friday	16	August	
Wednesday	21	August	Friday	30	August	
Wednesday	4	September	Friday	13	September	
Wednesday	18	September	Friday	27	September	
Wednesday	2	October	Friday	11	October	
Wednesday	16	October	Friday	25	October	
Wednesday	30	October	Friday	8	November	
Wednesday	13	November	Friday	22	November	
Wednesday	27	November	Friday	6	December	
Wednesday	11	December	Thursday	20	December	
Wednesday	8	January	Friday	17	January	
Wednesday	22	January	Friday	31	January	
Wednesday	5	February	Friday	14	February	
Wednesday	19	February	Friday	28	February	
Wednesday	5	March	Friday	14	March	
Wednesday	19	March	Friday	28	March	
Wednesday	2	April	Friday	11	April	
Wednesday	16	April	Friday	25	April	
Wednesday	30	April	Friday	9	May	
Wednesday	14	May	Friday	23	May	
Wednesday	28	May	Friday	6	June	
Wednesday	11	June	Friday	20	June	
Wednesday	25	June	Friday(last FY12)	4	July	