

You may want to print the chart below so that the time can be tracked to determine actual hours worked. Citizen GAs may make up time missed in another pay period. International GAs may never work more than 20 hours a week in weeks when classes are scheduled.

| Date | Hours Worked |
|--------------|--------------|
| 11-Jan | |
| 12-Jan | |
| 13-Jan | |
| 14-Jan | |
| 15-Jan | |
| Total | 20 |

| Date | Hours Worked |
|--------------|--------------|
| 22-Feb | |
| 23-Feb | |
| 24-Feb | |
| 25-Feb | |
| 26-Feb | |
| Total | 20 |

| Date | Hours Worked |
|--------------|--------------|
| 5-Apr | 0 |
| 6-Apr | 0 |
| 7-Apr | 0 |
| 8-Apr | 0 |
| 9-Apr | 0 |
| Total | 0 |

| | |
|--------------|----|
| 18-Jan | 0 |
| 19-Jan | |
| 20-Jan | |
| 21-Jan | |
| 22-Jan | |
| Total | 16 |

| | |
|--------------|----|
| 1-Mar | |
| 2-Mar | |
| 3-Mar | |
| 4-Mar | |
| 5-Mar | |
| Total | 20 |

| | |
|--------------|----|
| 12-Apr | |
| 13-Apr | |
| 14-Apr | |
| 15-Apr | |
| 16-Apr | |
| Total | 20 |

| | |
|--------------|----|
| 25-Jan | |
| 26-Jan | |
| 27-Jan | |
| 28-Jan | |
| 29-Jan | |
| Total | 20 |

| | |
|--------------|----|
| 8-Mar | |
| 9-Mar | |
| 10-Mar | |
| 11-Mar | |
| 12-Mar | |
| Total | 20 |

| | |
|--------------|----|
| 19-Apr | |
| 20-Apr | |
| 21-Apr | |
| 22-Apr | |
| 23-Apr | |
| Total | 20 |

| | |
|--------------|----|
| 1-Feb | |
| 2-Feb | |
| 3-Feb | |
| 4-Feb | |
| 5-Feb | |
| Total | 20 |

| | |
|--------------|----|
| 15-Mar | |
| 16-Mar | |
| 17-Mar | |
| 18-Mar | |
| 19-Mar | |
| Total | 20 |

| | |
|--------------|----|
| 26-Apr | |
| 27-Apr | |
| 28-Apr | |
| 29-Apr | |
| 30-Apr | |
| Total | 20 |

| | |
|--------------|----|
| 8-Feb | |
| 9-Feb | |
| 10-Feb | |
| 11-Feb | |
| 12-Feb | |
| Total | 20 |

| | |
|--------------|----|
| 22-Mar | |
| 23-Mar | |
| 24-Mar | |
| 25-Mar | |
| 26-Mar | |
| Total | 20 |

| | |
|--------------|----|
| 3-May | |
| 4-May | |
| 5-May | |
| 6-May | |
| 7-May | |
| Total | 20 |

| | |
|--------------|---|
| 15-Feb | 0 |
| 16-Feb | 0 |
| 17-Feb | 0 |
| 18-Feb | |
| 19-Feb | |
| Total | 8 |

| | |
|--------------|----|
| 29-Mar | |
| 30-Mar | |
| 31-Mar | |
| 1-Apr | |
| 2-Apr | 0 |
| Total | 16 |

| | |
|--------------|----|
| 10-May | |
| 11-May | |
| 12-May | |
| 13-May | |
| 14-May | |
| Total | 20 |

| | |
|--------------|------------|
| Total | 320 |
|--------------|------------|

GAs do not need to make up hours missed on days with zero hours. Additional duties forms must be completed for GAs working after December 11.