**عـمــادة الـدراســات العـليــا والبـحــث العـلمـــي**

**Deanship of Graduate Studies &Scientific Research**

**Research Assistant Monthly Time Sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Number** |  | | **Research Assistant Name** | | |  |
| **Project Title:** |  | | | | | |
| **Project Coordinator** |  | | **Research Assistant number** | | |  |
| **Department:** |  | | **School:** | | |  |
| **Worked Weeks** | **From** |  | | **To** |  | |

**The following table should be completed by the employee and submitted to the supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Hours Worked** | | **Date** | **Hours Worked** | |
| **After Work** | **Holiday** | **After Work** | **Holiday** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Hours =** | | | | | |
| **Total Hours (After Work\*1.25 + Holiday\*1.5) =** | | | | | |
|  | | | | | |
| **Research Assistant:** | | | | | |
| **Signature:** | | | **Date:** | | |
| **Project Coordinator:** | | | | | |
| **Signature:** | | | **Date:** | | |
| **Human Resource:** | | | | | |
| **This research Assistant has carried out………………………………hours of work for the period of…………….…………..to………………………………….** | | | | | |
| **Signature:** | | | **Date:** | | |
| **Dean of Scientific Research:** | | | | | |
| **Signature:** | | | **Date:** | | |