**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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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:** |