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| SR-F008 | GJU research assistant time sheet |  |

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| --- | --- | --- | --- |
| Research Assistant Name: | **Click here to enter text**. | Project No.: | **Click here to enter text**. |
| Project Title: | **Click here to enter text**. |
| Principal Investigator: | **Click here to enter text**. |
| Working Period: | From: | **Click here to enter text**. | To: | **Click here to enter text**. |

**to be completed by the research assistant and approved by their supervisor**

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| --- | --- | --- | --- |
| Date | Working Hours | Date | Working Hours |
| After Hours | Holiday Hours | After Hours | Holiday Hours |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| **Date** | **Hours** | **Hours** | **Date** | **Hours** | **Hours** |
| Total Number of Hours: | **Hours** |
| Total number of After Hours x 1.25 + Total number of Holiday Hours x 1.5: | **Hours** |
| **Declaration:** *I acknowledge that the information and data presented above is accurate to the best of my knowledge.* |
| Research Assistant Name: |  |
| Signature: |  | Date: |  |
| Supervisor Name: |  |
| Signature: |  | Date: |  |

**project office**

|  |  |
| --- | --- |
| Recommendation: | [ ]  Approve [ ]  Disapprove |
| Notes: |  |
| Project Officer: |  |
| Signature: |  | Date: |  |
| Head of Project Office: |  |
| Signature: |  | Date: |  |

**deanship of scientific research**

|  |  |
| --- | --- |
| Dean of Scientific Research: |  |
| Signature: |  | Date: |  |

**FINANCIAL DEPARTMENT**

|  |  |  |
| --- | --- | --- |
| This research assistant has carried out  |  | hours of work for the period |
| From |  | to |  |
| Financial Officer: |  |
| Signature: |  | Date: |  |