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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** |
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| **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**

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

**FINANCIAL DEPARTMENT**

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