Graduate Assistantships FAQs

1. What do I tell the student on how many hours to enter on their time sheet?
   
   Answer: Per your GA agreement, the expectation for your compensated work hours is (20) hours per week. If you believe it will take more than (20) hours in any week, you need to let (me) know. We need to manage your compensated work hours throughout your appointment, as this is an important budget issue.

2. How can I make sure the student employee doesn’t enter more hours than they should?
   
   Answer: It is the supervisor’s responsibility to approve the student employee’s time sheets each pay period. It’s important to check and correct any discrepancies before the time sheet is approved, however you must not instruct any employee to work off the clock. Contact payroll services for training on PeopleSoft Time and Labor.

3. How can I keep track of the pay my student is getting so they don’t go over budget?
   
   Answer: There are reports available each pay period: Expense Distribution Report and the Salary Ledger. Contact your department’s business manager for access.