

LOUISIANA TECH UNIVERSITY  
GRADUATE ASSISTANT ATTENDANCE REPORT

Name: \_\_\_\_\_ Department \_\_\_\_\_

CWID: \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

ATTENDANCE RECORD

(Mark only days NOT worked that you were scheduled to work)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

I CERTIFY THAT I HAVE WORKED MY NORMAL DAILY SCHEDULE. HOURS NOT WORKED ARE INDICATED ABOVE. I UNDERSTAND THAT ANY FALSIFICATION OF REPORTING HOURS WORKED MAY RESULT IN DISCIPLINARY ACTION BY THE UNIVERSITY AND MAY INCLUDE CRIMINAL CHARGES.

\_\_\_\_\_  
Signature (Graduate Asst)

\_\_\_\_\_  
Signature (Budget Unit Head)

\_\_\_\_\_  
Signature ( Dean)

INSTRUCTIONS

1. Enter name, campus wide ID, department, month and year for the reporting period.
2. Make entries in blocks only if you did NOT work a normal daily schedule.
3. Return attendance reports to the Office of Human Resources not later than the 5<sup>th</sup> working day of each month.