STATEMENT OF COMPLETION OF DUTIES BY A GRADUATE ASSISTANT

University Pay Period: 201 __ - __

Graduate Assistant\(^\text{1}\) Name: 

Graduate Assistant Student ID\(^\text{2}\): 

First Week – First Sunday through First Saturday

Select (and Complete where Prompted) One Statement:

- [ ] I performed all duties assigned to me.
- [ ] I did not perform or I performed some of the duties assigned to me. I used __ hours of Sick Leave, __ hours of Maternity Leave, __ hours of Vacation Leave, and __ hours of Other Long-Term Leave instead. In using authorized paid time away from duties, I complied with the policies and procedures of my supporting department and those articulated in the Graduate Assistant Handbook.
- [ ] I did not perform the duties assigned to me and forfeit one-half of my bi-weekly payment. I authorize a reduction to my total stipend equal to one-half of my bi-weekly payment amount.
- [ ] I had no duties assigned to me.

Second Week – Second Sunday through Second Saturday

Select (and Complete where Prompted) One Statement:

- [ ] I performed all duties assigned to me.
- [ ] I did not perform or I performed some of the duties assigned to me. I used __ hours of Sick Leave, __ hours of Maternity Leave, __ hours of Vacation Leave, and __ hours of Other Long-Term Leave instead. In using authorized paid time away from duties, I complied with the policies and procedures of my supporting department and those articulated in the Graduate Assistant Handbook.
- [ ] I did not perform the duties assigned to me and forfeit one-half of my bi-weekly payment. I authorize a reduction to my total stipend equal to one-half of my bi-weekly payment amount.
- [ ] I had no duties assigned to me.

Graduate Assistant Signature __________________________ Date __________

Supervisor Signature __________________________ Date __________

\(^\text{1}\) Graduate Assistants include Teaching Assistants, Research Assistants, Administrative Assistants, Peaceworker Assistants, Fellows, Trainees, and Graders.

\(^\text{2}\) The Student ID is the same as the EMPL ID and is a ten-digit number. Students can find the ID through myUMBC; Topics > Advising & Student Support > Student Advising Profile.