

Full-Time GA Time Sheet Date Entry

Review the information on Timesheets/Getting Paid in the Graduate Assistant Handbook at <https://www.stcloudstate.edu/graduatestudies/students/finances.aspx>

Graduate Assistants beginning work on 8/19-8/27 will enter their total hours beginning August 21 precisely as listed below for each week. The GA contract begins the 2nd week of the pay period. Entering your hours as listed will ensure you are paid consistently across the semester and accounts for breaks.

If you are using Earned Safe and Sick Time (ESST), this replaces your work hours 1 for 1, and work time does not need to be made up. If you are ill or need to be away for more time, you can enter your hours precisely as listed below and identify with your supervisor how you will make up missed time not covered by ESST.



Full-time GA Timesheet Entry

Pay Date	Pay Period Start Date	Pay Period End Date	Pay Period Week 1 Hours	Pay Period Week 2 Hours	Pay Period Total Hours	Pay Period Total Anticipated Pay
9/6/2024	8/21/2024	8/27/2024		17	17	\$272.00
9/20/2024	8/28/2024	9/10/2024	18.5	18.5	37	\$592.00
10/4/2024	9/11/2024	9/24/2024	18.5	18.5	37	\$592.00
10/18/2024	9/25/2025	10/8/2024	18.5	18.5	37	\$592.00
11/1/2024	10/9/2024	10/22/2024	18.5	18.5	37	\$592.00
11/15/2024	10/23/2024	11/5/2024	18.5	18.5	37	\$592.00
11/27/2024	11/6/2024	11/19/2024	18.5	18.5	37	\$592.00
12/13/2024	11/20/2024	12/3/2024	18.5	18.5	37	\$592.00
12/27/2024	12/4/2024	12/17/2024	18.5	18.5	37	\$592.00
1/10/2025	12/18/2024	12/31/2024	17		17	\$272.00
		Total Fall	165	165	330	\$5,280.00
1/24/2025	1/1/2025	1/14/2025	17	17	34	\$544.00
2/7/2025	1/15/2025	1/28/2025	18.5	18.5	37	\$592.00
2/21/2025	1/29/2025	2/11/2025	18.5	18.5	37	\$592.00
3/7/2025	2/12/2025	2/25/2025	18.5	18.5	37	\$592.00
3/21/2025	2/26/2025	3/11/2025	18.5	18.5	37	\$592.00
4/4/2025	3/12/2025	3/25/2025	18.5	18.5	37	\$592.00
4/18/2025	3/26/2025	4/8/2025	18.5	18.5	37	\$592.00
5/2/2025	4/9/2025	4/22/2025	18.5	18.5	37	\$592.00
5/16/2025	4/23/2025	5/6/2025	18.5	18.5	37	\$592.00
		Total Spring	165	165	330	\$5,280.00
		Total Year	330	330	660	\$10,560.00

Note: Total anticipated pay listed is the gross amount before taxes are removed.

Part-Time GA Time Sheet Date Entry

Review the information on Timesheets/Getting Paid in the Graduate Assistant Handbook at <https://www.stcloudstate.edu/graduatestudies/students/finances.aspx>

Graduate Assistants beginning work on 8/19-8/27 will enter their total hours beginning August 21 precisely as listed below for each week. The GA contract begins the 2nd week of the pay period. Entering your hours as listed will ensure you are paid consistently across the semester and accounts for breaks.

If you are using Earned Safe and Sick Time (ESST), this replaces your work hours 1 for 1, and work time does not need to be made up. If you are ill or need to be away for more time, you can enter your hours precisely as listed below and identify with your supervisor how you will make up missed time not covered by ESST.



SCHOOL OF
GRADUATE STUDIES
ST. CLOUD STATE UNIVERSITY

Part-time GA Timesheet Entry

Pay Date	Pay Period Start Date	Pay Period End Date	Pay Period Week 1 Hours	Pay Period Week 2 Hours	Pay Period Total Hours	Pay Period Total Anticipated Pay
9/6/2024	8/21/2024	8/27/2024		9	9	\$144.00
9/20/2024	8/28/2024	9/10/2024	9	9	18	\$288.00
10/4/2024	9/11/2024	9/24/2024	9.25	9.25	18.5	\$296.00
10/18/2024	9/25/2025	10/8/2024	9.25	9.25	18.5	\$296.00
11/1/2024	10/9/2024	10/22/2024	9.25	9.25	18.5	\$296.00
11/15/2024	10/23/2024	11/5/2024	9.25	9.25	18.5	\$296.00
11/27/2024	11/6/2024	11/19/2024	9.25	9.25	18.5	\$296.00
12/13/2024	11/20/2024	12/3/2024	9.25	9.25	18.5	\$296.00
12/27/2024	12/4/2024	12/17/2024	9	9	18	\$288.00
1/10/2025	12/18/2024	12/31/2024	9		9	\$144.00
		Total Fall	82.5	82.5	165	\$2,640.00
1/24/2025	1/1/2025	1/14/2024	9	9	18	\$288.00
2/7/2025	1/15/2025	1/28/2025	9.25	9.25	18.5	\$296.00
2/21/2025	1/29/2025	2/11/2025	9.25	9.25	18.5	\$296.00
3/7/2025	2/12/2025	2/25/2025	9.25	9.25	18.5	\$296.00
3/21/2025	2/26/2025	3/11/2025	9.25	9.25	18.5	\$296.00
4/4/2025	3/12/2025	3/25/2025	9.25	9.25	18.5	\$296.00
4/18/2025	3/26/2025	4/8/2025	9.25	9.25	18.5	\$296.00
5/2/2025	4/9/2025	4/22/2025	9	9	18	\$288.00
5/16/2025	4/23/2025	5/6/2025	9	9	18	\$288.00
		Total Spring	82.5	82.5	165	\$2,640.00
		Total Year	165	165	330	\$5,280.00

Note: Total anticipated pay listed is the gross amount before taxes are removed.