

UNIVERSITY OF CALIFORNIA
DEPARTMENT OF ANTHROPOLOGY
MONTHLY TIME REPORT
READERS

MONTH OF _____

NAME _____ MONTH/YR _____
 Last First
 EMP # _____ TITLE CODE _____ RATE _____ COURSE# _____
 CHART STRING: _ _ INSTRUCTOR: _____

DAYS	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	Total Hrs Worked		
HOURS WORKED																																		

READERS - Report ACTUAL Hours worked - the following information is a guideline for the expected number of hours allocated for this assignment:

HOURS IN CLASS (Fixed):
 # Hours in Class/wk: 3 X 15 weeks of class = **45** Hours per semester

GRADING:
 # of students: 40 X 3.00 Hours of work per student = **120** Hours per semester

OFFICE HOURS CONFERRING WITH STUDENTS ABOUT GRADES = **5** Hours per semester

TOTAL HOURS FOR THE SEMESTER = **170 % Appointment = #####**

Employee Signature: _____

Supervisor Signature: _____

**Appointment is from 1st day of semester to last day of semester (17 weeks)

Hrs Previously Reported for this semester	Aug	Sept	Oct	Nov	Dec	Total	Jan	Feb	Mar	Apr	May	Total
						0						0
Verified by:												

Time Report Due:

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NOTE: Total hours in any month are limited as specified on hiring forms. Total hours in any week may not exceed 40 including time reported for all campus employment. Total hours worked in one semester by a READER should not exceed the standard 150 hours (25% appointment), unless specified and approved by the Graduate Advisor.