

**The Henry Samueli School of Engineering  
General Assistance Time Sheet (49% or LESS)**

**Time Sheets MUST be turned into the department office by 9AM on the scheduled date due**

NAME						
Pay Period Month/Day				Pay Cycle B1 or B2		
Date	Acct/Fund	Acct/Fund	Acct/Fund	Acct/Fund	Acct/Fund	Acct/Fund
	Hours	Hours	Hours	Hours	Hours	Hours
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
<b>Sub-Total</b>						
<b>Total Hours</b>						

<b>Certified:</b> (Employee Signature)		<b>Date</b>
<b>Approved:</b> (Supervisor's Signature)		<b>Date</b>