

Allocation of Hours

An allocation of hours form must be completed for each employee. One copy must be placed in the employment file of the employee and one copy given to the employee.

Name of Employee: _____

Department: _____

Student number: _____

Classification (circle one)

GTA1

GTA2

UTA

MAKER (Scantron-type grading only)

Course number: _____

Course: _____

Course Supervisor: _____

Appointment from (dd/mm/yy): _____

to _____

Total Hours: _____

Average hours per week: _____

NOTE: a half term is 192 hours and a full term is 384 hours.

Allocation of Hours

Orientation meeting _____

Attendance at Lectures _____

Safety Instruction _____

Tutorials _____

Problem Sessions _____

Discussion Periods _____

Laboratories _____

Preparation time _____

Office Hours _____

Marking _____

Lab Clean-up _____

Field Trips _____

Vacation * _____

Invigilation _____

Email with students _____

Registration _____

Meetings w/ students _____

Other _____

*All TAs have some hours of paid vacation: 8 hours per term for a full TAship; prorated for smaller appointments

Date (dd/mm/yy): _____

Date (dd/mm/yy): _____

Employee's Signature

Instructor's Signature

