



# THE GRADUATE SCHOOL AT UMBC

## STATEMENT OF COMPLETION OF DUTIES BY A GRADUATE ASSISTANT

University Pay Period: 201  -

Graduate Assistant<sup>1</sup> Name:

Graduate Assistant Student ID<sup>2</sup>:

### 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

<sup>1</sup> Graduate Assistants include Teaching Assistants, Research Assistants, Administrative Assistants, Peacemaker Assistants, Fellows, Trainees, and Graders.

<sup>2</sup> 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.