

			PSAC Local 901 Queen's University					
			Teaching Assistants, Teaching Fellows and Postdoctoral Scholars					
			Weekly Work Time Sheet					
	Name:		Course code:		# of hours/contract:	200		
Daily totals (hours)	0.00	1.83	2.00	0.00	0.00	0.00	0.00	
Weekly total (hours)	3.83							
Date:								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Activity		Grading/Marking	Health & Safety Training					
Time spent (min)		90	120					
Activity		Answering Emails						
Time spent (min)		20						
Activity								
Time spent (min)								
Activity								
Time spent (min)								
Activity								
Time spent (min)								
Activity								
Time spent (min)								
	* Please remember, PSAC Local 901 is here to help and assist you with any of your work needs. If you are feeling over worked, we recommend you speak with your supervisor. However, in the case that this does not improve your situation, do not hesitate to contact us at info@psac901.org. We are here to help you.							
	You and your supervisor should discuss the number of hours worked at least every four weeks, so that work load can be adjusted if necessary.							
Instructions:	1. Save as new file							
	2.Type # of hours of this contract into yellow box in week 1. No need to fill it out for each sheet.							
	3. Each day use the drop down menus for Activity and Time spent . Minutes will automatically converted to hours.							