

**UNIVERSITY OF SOUTHERN INDIANA
GRADUATE ASSISTANT
TIME REPORT**

Employee Name _____

Employee ID _____

Department Name _____

Org Number _____

Reporting Period From _____ Thru _____

Record hours worked to the nearest quarter of an hour. (.25, .50, .75, 1.00)

DAY	HOURS WORKED
SATURDAY	
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
TOTAL WEEK 1	
SATURDAY	
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
TOTAL WEEK 2	
GRAND TOTAL	
EARNINGS CODE	Graduate Asst - 019 (FICA Taxed)
	Graduate Asst - 021

For Summer only: I am CURRENTLY enrolled in at least 2 credit hours during:

Summer I Yes No

Summer II Yes No

Summer III Yes No

Failure to complete this area could result in improper FICA taxation.

Check one earnings code above.

I certify that the above information is correct.

Approved by:

Employee Signature

Date

Supervisor Signature

Date

SEE REVERSE SIDE FOR INSTRUCTIONS

Internal Revenue Service (IRS) regulations require a 6-hour enrollment during Spring/Fall semesters or a 2-hour enrollment during summer semesters to maintain FICA exemption. Any period of non-enrollment as defined above for FICA purposes will result in FICA taxation.

Approved by the State Board of Accounts for University of Southern Indiana 1999

Rev. 5/2017

