

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.																			
<p>Allocation of Hours</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Orientation meeting _____</td> <td style="width: 50%; border: none;">Attendance at Lectures _____</td> </tr> <tr> <td style="border: none;">Safety Instruction _____</td> <td style="border: none;">Tutorials _____</td> </tr> <tr> <td style="border: none;">Problem Sessions _____</td> <td style="border: none;">Discussion Periods _____</td> </tr> <tr> <td style="border: none;">Laboratories _____</td> <td style="border: none;">Preparation time _____</td> </tr> <tr> <td style="border: none;">Office Hours _____</td> <td style="border: none;">Marking _____</td> </tr> <tr> <td style="border: none;">Lab Clean-up _____</td> <td style="border: none;">Field Trips _____</td> </tr> <tr> <td style="border: none;">Vacation * _____</td> <td style="border: none;">Invigilation _____</td> </tr> <tr> <td style="border: none;">Email with students _____</td> <td style="border: none;">Registration _____</td> </tr> <tr> <td style="border: none;">Meetings w/ students _____</td> <td style="border: none;">Other _____</td> </tr> </table> <p>*All TAs have some hours of paid vacation: 8 hours per term for a full TAship; prorated for smaller appointments</p>		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 _____
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Date (dd/mm/yy): _____	Date (dd/mm/yy): _____																		
Employee's Signature	Instructor's Signature																		

