

Instructions for TA/TF time-tracker spread sheet.

Each course instructor fills out a TA-agreement form that details time-on-task and expectations for the TA-ship. You should have read and signed this form and kept a copy for your records.

TA hours can vary a bit from what is outlined in the TA agreement. It is essential for you to track your hours and activities and communicate with your instructor regularly. This is especially important if you find that you are deviating from the plan outlined on the TA agreement.

This time tracker will help you assess the number of hours you spend per week doing your agreed upon tasks. By 6 weeks you should be able to determine if you are doing more (or less) work than you are being paid for. Contact the instructor or the Graduate Studies Coordinator as soon as you think you are doing more than the required amount of work. Do not wait till the course is over or almost over.

1. The time tracker covers 15 weeks of TA/TF hours. Use the excel sheets to track your daily, weekly and semester TA hours. Before you start save the excel sheet as a new file.
2. In **week 1** (the first sheet) type # of hours of this contract into the **yellow box** (top right) in **week 1**. The form uses this field to fill out **My Semester**
3. Each day use the drop down menus (right click in fields) for **Activity and Time spent**. Use the slider in the drop down menu to see all available fields. Minutes will automatically be converted to hours.
4. **My Semester** tracks/tallies your hours automatically and adds them to a running total. It also shows you how many hours you have left in your contract. **My Semester fills out automatically. Do not change anything here.**
5. Save your tracker frequently and make a back-up copy and/or print out weekly.
6. Discuss your hours with you instructor regularly, at least once every 6 weeks. Your workload should be adjusted if you are working too much. If you have any problems please contact your union at info@psac.org.
7. In the example **(A)** the total TA contract is 100 hours. On Monday the TA worked for 60 minutes grading papers. The form tracked this in the daily and weekly totals fields. The hour appears in **My Semester (B)** in week one and is subtracted from the total number of hours; 99 hours are left in the contract.

A.

PSAC Local 901 Queen's University							
Teaching Assistants, Teaching Fellows and Postdoctoral Scholars							
Weekly Work Time Sheet							
Name:	Course code:		# of hours/contract:		100		
Daily totals (hours)	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Weekly total (hours)	1.00						
Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Activity	Grading/Marking						
Time spent (min)	60						
Activity							
Time spent (min)							

B.

PSAC Local 901 Queen's University	
Teaching Assistants, Teaching Fellows and Postdoctoral Scholars	
Total hours/semester	
Please do not fill anything out here, these fields will auto-fill!	
Hours	My hours:
Week 1	1.00
Week 2	0.00
Week 3	0.00
Week 4	0.00
Week 5	0.00
Week 6	0.00
Week 7	0.00
Week 8	0.00
Week 9	0.00
Week 10	0.00
Week 11	0.00
Week 12	0.00
Week 13	0.00
Week 14	0.00
Week 15	0.00
Total hours/semester	1.00
*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.	