DEPARTMENT OF RECRUITMENT AND STUDENT LIFE

SSD ADMINISTRATIVE ASSISTANCE TIME LOG

PAGE _____ OF _____

NAME _____ DATE _____

PAY PERIOD FROM _____ TO _____

The purpose of the *SSD Administrative Assistance Time Log* is to accurately document the provision of administrative assistance to SSD staff, and support information provided on your *SSD Consolidated Time Log* and *NAIT Time Sheet*. Please be specific as to the actual duties performed. (See examples below.)

1. Don't combine days. Start a new *SSD Administrative Assistance Time Log* daily.
2. **To calculate Total Time**: round to the nearest quarter-hour the number of hours between Start Time and End Time.
3. Attach all service-specific *Time Log*s to your *SSD Consolidated Time Log* and *NAIT Time Sheet*.
4. Submit everything to SSD reception on or before the last Friday of the pay period.

TASK INFORMATION	TIME INFORMATION		TOTAL TIME
ADMINISTRATIVE DUTIES PERFORMED	**START TIME**	**END TIME**	**in quarter-hours**
(e.g.) Provided lunch relief for SSD reception	*12:00 noon*	*1:15 p.m.*	*1.25*
(e.g.) Photocopied exam onto coloured paper (Joanne Smith, #2001234567)	*1:15 p.m.*	*1:35 p.m.*	*0.50*