

Reporting Working Hours

Those who worked as student assistants must complete the following form and submit it to the designated administrative office of the faculty member who manages the budget.

For submission deadline, please contact the designated administrative office directly as it is individually set by each office.

A work report must be prepared in one sheet per student to confirm the hours of the entire work even if the student assistant is employed by multiple departments or budgets.

To download forms and instructions, please click the following links.

- 2018 Work Report & Work Timetable (blank form)
- 2018 Work Report & Work Timetable (sample)
- 2018 Work Report & Work Timetable (instructions)
- About Work Report

2017 Form

- 2017 Work Report & Work Timetable (blank form)

Inquiries:

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