# NATIONAL BUREAU OF ECONOMIC RESEARCH

## Time Sheet Instructions for Research Assistants

The National Bureau of Economic Research has strict regulations imposed on us by our funding sources regarding payments to hourly research assistants. Please use the following guidelines when completing your time sheets:

1. NBER's work week begins on Sunday and ends on Saturday. You may work a maximum of 40 hours per week. Research Assistants in California are additionally limited to a maximum of 8 hours per day. It is absolutely essential that you follow NBER's full-time work policy. Overtime must be paid for hours exceeding these limits and would be an inappropriate use of grant dollars.

2. If you are authorized to work by INS, you must adhere to the terms of your particular visa. In most cases, research assistants on student visas are only authorized to work 20 hours per week.

3. Time sheets must be filled out completely, including individual dates worked, starting and ending times, and project number. The time sheets must be signed and dated by the research assistant and the project director, supervisor or designee who can assure that the hours worked are reasonable and should be paid.

4. Time sheets **MUST BE** submitted to the NBER on a bi-weekly basis. Time sheets are generally due on Wednesdays except for those weeks which include a holiday. The payroll schedule is available at http://www.nber.org/forms/. Failure to submit time sheets in a timely manner can cause serious difficulty for grants. If a research assistant does not submit a time sheet for three consecutive pay periods, he/she may be removed from the NBER's payroll.

Thank you in advance for your cooperation. If you have any questions, please stop by the payroll office or call (617) 588-1412.