**Teaching hours [YEAR-PERIOD]**

Hej!

You were identified as a teacher during [YEAR PERIOD] and it is now time to check/confirm your reported teaching hours.  We prepared tables of hours based on course schedules in TimeEdit, which were then reviewed (and potentially edited) by course leaders.

At the link below, you will find an .xlsx file with your name that gives your teaching hours per course in various categories (e.g., lecture, exercises, etc.), as well as the total GU teaching hours.  There should be notes if the course leader edited the hours from the original TimeEdit data.

**What to do?**

* Check your files/hours.
* If the hours are correct, do nothing.
* If you need to edit the hours, make changes directly to 'raw' hours of the .xlsx file in SharePoint (you do not need to edit the GU teaching hour column).  So, for example, if you have 1 extra hour of supervision, just add one hour to the Supervision column.
* If you do edit the hours, include text in the "Teacher Comments" column to explain the reason.

**Where?**

* Here is a link to access the files:

[PASTE LINK HERE]

**When?**

Please do this by [TIME DATE]

**Questions?**

Please contact the study directors [STUDY DIRECTOR NAMES]