

STUDENT ACADEMIC SERVICES

DROP-IN TUTORING SIGN-IN/TIME SHEET

Name of Tutor: _____ Course: _____ Date: _____

Please complete one form per session

Prep Time: _____ Group Time: _____ TOTAL: _____

Note: .25 = 15 minutes; .50 = 30 minutes; .75 = 45 minutes; 1.00 = 1 hour

All Attendees Must Sign In – Please Print Your Name

| |
|-----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

Tutor Comments- Please indicate Academic Support provided

Drop-in Tutor Signature: _____

Payment is contingent on submission of this form AND entering your hours in TimesheetX

see reverse side for report submission schedule

Spring 2016 Student Employment

Pay Period Start and End Dates

| PAY-PERIOD START DATE | PAY-PERIOD END DATE | PAYMENT DATE |
|----------------------------------|--------------------------------|-------------------------|
| January 25, 2016 | January 29, 2016 | February 5, 2016 |
| January 30, 2016 | February 12, 2016 | February 19, 2016 |
| February 13, 2016 | February 26, 2016 | March 4, 2016 |
| February 27, 2016 | March 11, 2016 | March 18, 2016 |
| March 12, 2016 | March 25, 2016 | April 1, 2016 |
| March 26, 2016 | April 8, 2016 | April 15, 2016 |
| April 9, 2016 | April 22, 2016 | April 29, 2016 |
| April 23, 2016 | May 6, 2016 | May 13, 2016 |
| May 7, 2016 | May 13, 2106 | May 27, 2016 |