

STUDENT ACADEMIC SERVICES

DROP-IN TUTORING SIGN-IN/TIME SHEET

Name of Tutor: _____ Course: _____ Date: _____

Please complete one form per session

Class Time: _____ 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 2017 Student Employment

Pay Period Start and End Dates

PAY-PERIOD START DATE	PAY-PERIOD END DATE	PAYMENT DATE
January 23, 2017	January 27, 2017	February 3, 2017
January 28, 2017	February 10, 2017	February 17, 2017
February 11, 2017	February 24, 2017	March 3, 2017
February 25, 2017	March 10, 2017	March 17, 2017
March 11, 2017	March 24, 2017	March 31, 2017
March 25, 2017	April 7, 2017	April 14, 2017
April 8, 2017	April 21, 2017	April 28, 2017
April 22, 2017	May 5, 2017	May 12, 2017
May 6, 2017	May 12, 2017	May 26, 2017