

DROP-IN TUTORING SIGN-IN/TIME SHEET

Please complete one form per session

Name of Tutor: _____ Course: _____ Date: _____

Class Time: _____ Prep Time: _____ Drop-In Session 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

Fall 2016 Student Employment

Pay Period Start and End Dates

PAY-PERIOD START DATE	PAY-PERIOD END DATE	PAYMENT DATE
August 27, 2016	September 9, 2016	September 16, 2016
September 10, 2016	September 23, 2016	September 30, 2016
September 24, 2016	October 7, 2016	October 14, 2016
October 8, 2016	October 21, 2016	October 28, 2016
October 22, 2016	November 4, 2016	November 11, 2016
November 5, 2016	November 18, 2016	November 25, 2016
November 19, 2016	December 2, 2016	December 9, 2016
December 3, 2016	December 16, 2016	December 23, 2016
December 17, 2016	December 22, 2106	January 6, 2017