

INDIVIDUAL PEER TUTOR TIME SHEET

Peer Tutor Name:______ Total Timesheet Hours:

- Timesheets are due in Student Academic Services by 4pm on the Friday of pay period close weeks (listed on the back). Timesheets received after 4pm on Friday of pay period close may be reported in the next pay cycle. Payment is contingent on receipt of this SAS Peer Tutor timesheet AND submission of your hours in TimesheetX.
- Session comments are mandatory. Please indicate the nature of the tutoring session (e.g. studied for exam, worked on sample problems, helped with time management, created a study guide, etc.)
- Individual sessions may be no longer than two hours, and total weekly hours per tutee cannot exceed the number of credit hours of the course. Tutors may not work with more than five tutees at a time or work for more than 15 hours per week without prior approval from the Tutor Coordinator.

By signing this timesheet you acknowledge the above and confirm accurate and honest reporting.

Tutor Signature: Date:

Course: Tutee: Professor: Session Comments Start Time End Time **Tutee Initials Total Hours** Date Location Total

Course:		Tutee:		Professor:			
Date	Location	Session Comments	Start Time	End Time	Total	Tutee Initials	Total Hours

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Date	Location	Session Comments	Start Time	End Time	Total	Tutee Initials	Total Hours

Course:		Tutee:		Professor:			
Date	Location	Session Comments	Start Time	End Time	Total	Tutee Initials	Total Hours

Course:		Tutee:		Professor:			
Date	Location	Session Comments	Start Time	End Time	Total	Tutee Initials	Total Hours

Fall 2016 Student Employment Pay Period Start and End Dates

PAY-PERIOD START DATE

August 27, 2016 September 10, 2016 September 24, 2016 October 8, 2016 October 22, 2016 November 5, 2016 November 19, 2016 December 3, 2016

PAY-PERIOD END DATE

September 9, 2016 September 23, 2016 October 7, 2016 October 21, 2016 November 4, 2016 November 18, 2016 December 2, 2016 December 16, 2016

PAYMENT DATE

September 16, 2016 September 30, 2016 October 14, 2016 October 28, 2016 November 11, 2016 November 25, 2016 December 9, 2016 December 23, 2016 January 6, 2017