

TUTOR TIME SHEET

TUTOR NAME: _____ PAY PERIOD END DATE: ____/____/____

DATE SUBMITTED: ____/____/____ DROP-IN INDIVIDUAL BOTH

Please put appropriate letter code in bottom right box for corresponding days/assignments

A = Tutee Absence T = Tutor Absence H = Holiday
I = Inst. Materials R = Rescheduled Apt.

Subject:	SUN	MON	TUE	WED	THR	FRI	SAT	Total Hrs
Day/Time:								
Tutee Name (Individual only):								Total Hrs
CIRCLE ONE INDIVIDUAL DROP-IN/ GROUP								
ICA (Athlete)	WEEK 2							Total Hrs
CAMP								
TRIO								Total Hrs
LFA								
APEP								Total Hrs

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ICA (Athlete)	SASC DROP-IN	WEEK 2							
	RES HALL								
CAMP	BUSP								
TRIO	PM ATHLETE								
LFA	PROBLEM SOLVING								
APEP	LEADR								
	BCS								

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SUBJECT PREP (based on department policy) HOURS
 TRiO Progress Report (.25 hours per report) []

TRAININGS and MEETINGS

DATE COMPLETED	HOURS
___/___/___ Online Tutor Training Policies & Procedures.....	[]
___/___/___ New Tutor Orientation.....	[]
___/___/___ SGI Training with Sara Hawkes.....	[]
___/___/___ Math/Science Discovery Training.....	[]
___/___/___ Writing Trainings.....	[]
___/___/___ Ethics Briefing.....	[]
___/___/___ Online Prevention of Sexual Harassment Training	[]
___/___/___ Union Meeting.....	[]
___/___/___ Online Security Risk Prevention.....	[]
___/___/___ Other.....	[]

NOTES: []

TOTAL HOURS WORKED []

I hereby certify that this is a true statement of hours worked and that the work was performed in a satisfactory manner:

PRINT FIRST NAME MI LAST NAME

Employee signature

Supervisor signature

FOR SASC OFFICE USE ONLY

WAGE
 \$14.11 / OTHER: []

3-TUTREV-TUTSA

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WORKSTUDY?

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