GROUP TUTORIAL TIMECARD

TUTOR_____ COURSE _____ PROFESSOR_____

TUTOR'S HOURS **TUTEE'S HOURS**

DATE	TIME IN	TIME OUT	HOURS	Name	Name	Name	Name
TOTAL			0.00	0.00	0.00	0.00	0.00

******Please round times to nearest 5 minutes******

CONFERENCES WITH ASC STAFF

DATE	TIME IN	TIME OUT	HOURS
		TOTAL	0.00

CONFERENCES WITH ASC STAFF

DATE	TIME IN	TIME OUT	HOURS
		TOTAL	0.00

TUTOR MEETING

DATE	TIME IN	TIME OUT	HOURS

Attention Tutor: In the table above, please indicate the exact amount of time spent or enter NS (for no show) in the box below each tutee's name for each tutoring session. Make sure to total your hours and the hours of each tutee to the corresponding boxes at the bottom. ***Please complete the tables to the left, if needed, and the back side of this card. <u>All</u> signatures are required in order to be paid!***

TOTAL HOURS WORKED= 0.00

I certify that this timecard is an accurate statement of the hours worked during this pay period.

TUTOR SIGNATURE _____

I certify the above hours are an actual account of the time worked by my tutor during this pay period.

TUTEE SIGNATURES 1. _____

2. _____

3. _____

4. _____

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