



Federal Work Study Tutor Time Sheet

Student Name (please print legibly) _____

Department Name _____

Date	Start	Stop	Hours Worked

Total Hours Worked: _____

Date	Start	Stop	Hours Worked

Total Hours Worked: _____

By signing below, I verify that the times stated above are true and did not accrue during my scheduled class time.

Student Signature

Date

By signing below, I verify the times stated above are true and did not accrue during the students scheduled class time.

Supervisor Signature

Date

For Office Use Only

Dept. # _____ Total Hours: _____ Pay Rate: _____ Gross Pay: _____



Tutoring Student Log

Student's Name	Subject	Date	Hours Tutored

IMPORTANT INFORMATION

- Please list all students tutored in the log above for payment. These hours should coincide with the total hours on the time sheet.
- Tutor time sheets are due the 15th and the last day of each month by 5:00 p.m. If that falls on a weekend or a holiday, please turn in time sheets on the Friday before the due date in order to be processed.
- Please round all work times to the nearest quarter-hour (Example: 10:05 should be recorded as 10:00, and 11:20 as 11:15).
- Please ensure that each time sheet includes only two calendar weeks.
- The supervisor and student must sign the time sheet for processing.
- If you have direct deposit, you may view/print the paystub at www.paycor.com.