

Part III – Preparation time – Please specify the activities/ things you did to prepare for your tutoring session, i.e. reviewing text, doing examples, preparing worksheets, practice quizzes and review sheets. **EXAMPLES OF WORK (WHERE APPROPRIATE) MUST BE SUBMITTED WITH PAYROLL. Maximum amount of time allowed per pay roll – 2 hours.**

Date	Time	Type of activity (Please clarify chapters for reading time)	Course #	HRS	Examples Included (Y/N)

Subtotal _____

Part IV – Faculty Contact time – Please attain a signature from the faculty member of the course(s) that you are tutoring. This signature will verify that you have met (either in person or through email) with the professor in order to clarify any questions or concerns about the content area. If you are unable to attain a signature, please attach an email from the professor to verify your communication. If you are tutoring multiple courses and have multiple faculty members to meet with, please create additional signature sheets.

Faculty Signature: _____
 Printed Name: _____ Date: _____
 Course: _____

Faculty Signature: _____
 Printed Name: _____ Date: _____
 Course: _____

Part V – Training sessions, meetings with Instructors, and/or Learning Area Staff – Please indicate which training sessions have been attended during this pay period and if any meetings have been held with members of a specific Learning Assistance Area staff member or classroom faculty.

Date	Time	Workshop Title	# HRS

Subtotal _____

Totals

Part I Tutoring Sessions _____ hrs.
 Part II No shows/cancellations _____ hrs. **Rate of Pay** _____
 Part III Prep Time _____ hrs. **Total Hours** _____
 Part IV Training _____ hrs.

 Tutor's Signature Date

 Supervisor's Signature Date