


WEEKLY TUTORING LOG

 Time logs *must be submitted every week* work is done.

 One time log may contain only one week, **Monday through Sunday**.

 Time logs are due in the Office of Academic Affairs by **3:00 PM on Tuesdays**.

Tutor Name: _____

DAY	DATE	TUTEE NAME	TIME START	TIME END	TOTAL # OF HOURS	TUTEE SIGNATURE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

I hereby certify that I have tutored the student(s) listed above for the time stated and that this information is true and accurate to the best of my knowledge.

Signature of Tutor

Total # of hours

Weekly maximum number of hours per tutee: 3
Weekly maximum number of hours per tutor: 10

-----**FOR OFFICE USE ONLY**-----

PERSONNEL #: _____
COST CENTER: _____

HOURLY RATE OF PAY: _____
TOTAL HOURS WORKED: _____

Signature of Supervisor