

## COMPUTER LAB - ESL TUTOR TIMESHEET (09A)

Name of Tutor \_\_\_\_\_ Month/Year \_\_\_\_\_

*Instructions: Tutors must keep a monthly timesheet. Log the hours that you tutor in the lab. Enter time for each session in last column. Add figures in last column and enter total time in Monthly Total. Submit timesheet to Soraya by 4<sup>th</sup> Wednesday of every month. Soraya will type contract and obtain your signature. Tutoring contracts will be submitted to payroll with CELT proctor contracts. The rate for tutoring and proctoring is the same: \$20 an hour.*

<b>Session</b>	<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total time/Session</b>
<i>Example</i>	<i>6/24/09</i>	<i>12:00</i>	<i>1:00</i>	<i>1 hour</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Monthly Total \_\_\_\_\_

Signature of Tutor \_\_\_\_\_

Approval:

