Herbst Academic Center

TUTOR TIME SHEET

Tutor Name: _____

CU Employee ID: _____

Pay Period: _____

1. *Please print all information clearly in ink and sign.*
2. *"Total Time" should be in decimal format rounded to the nearest quarter hour.*
3. *Do not put time for multiple pay periods on the same time sheet.*
4. *You may use more than one time sheet for hours in the same pay period.*

Date	Student Name or Study Session Name	Student #	Course	Location	Begin Time	End Time	Total Time	(Leave Blank)	Student Signature
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I certify that the hours shown herein are a complete and accurate record of my time worked each day for the reporting period.

Total Hours for Pay Period: _____

Employee Signature:

Supervisor Signature:

Date:

Date/Time Received: