

**Herbst Academic Center
TUTOR TIME SHEET**

Tutor Name: _____ 1. Please print all information clearly in ink and sign.
CU Employee ID: _____ 2. "Total Time" should be in decimal format rounded to the nearest quarter hour.
Pay Period: _____ 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: _____