

STUDENT NAME:

(Please Print): Atkinson

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DEPARTMENT WHERE WORK WAS PERFORMED: ACADEMIC LEARNING CENTER

JOB TITLE: Tutor manager

HOURLY RATE: 8.50

INSTRUCTIONS:

1. No students can work until they fill out an I9 and W4 form at the Human Resources Department, located at Richmond Corporate Center.
2. Timesheets are required for all hourly-paid positions (except Food Service which uses it's own system).
3. Time intervals should be reported in amounts no smaller than quarter hours or 15 minutes.
4. Timesheets must be submitted every 2 weeks on Mondays and must be signed by the student and their supervisor or payroll will not process for pay.
5. Pay date is every other Friday (Except for holidays or special Government events).

BEGINNING DATE: Monday 11/1

ENDING DATE: Sunday 11/14

WEEK 1 DATES	SUN 11/7	MON 11/1	TUE 11/2	WED 11/3	THU 11/4	FRI 11/5	SAT 11/6	Weekly Total:
TIME IN/OUT: INDIVIDUAL	7-8:30	6-7 8-10	2:30-3:30 8:30-10	11-12				8
T.M. stuff TIME IN/OUT: STUDY GROUP	9-10		6-7					2
TIME IN/OUT: OFFICE HOURS								
TUTOR TRAINING								
TOTAL NUMBER OF HOURS	2.5	3	3.5	1				Grand Total: 10

WEEK 2 DATES	SUN 11/14	MON 11/8	TUE 11/9	WED 11/10	THU 11/11	FRI 11/12	SAT 11/13	Weekly Total:
TIME IN/OUT: INDIVIDUAL	10-11 7:30-9	8:30-10 4-6	3-3:30 discipline meeting 6-7		4-5	10-11		7
T.M. TIME IN/OUT: STUDY GROUP	9-10	6:30-7 met w/ DANNY C. DAAAPS group						2
TIME IN/OUT: OFFICE HOURS		4:30-5:30						2
TUTOR TRAINING								1
TOTAL NUMBER OF HOURS	3.5	1.5	5		1			Grand Total: 12

Page Atkinson  
(STUDENT SIGNATURE)

11/14/2010  
DATE

Carly G...  
(SUPERVISOR'S SIGNATURE)

11/15/10  
DATE