**Tutor Time Sheet**  
Student Academic Success Programs  
Submit to SAS Office, Peters 118

<table>
<thead>
<tr>
<th>Date:</th>
<th>Tutor Name:</th>
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</thead>
<tbody>
<tr>
<td>Tutor T#:</td>
<td>Course Name:</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Course No:</td>
</tr>
<tr>
<td>Tutee Name (Printed):</td>
<td>Tutee Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Date:</th>
<th>Session Location:</th>
<th>Session Time:</th>
<th>Tutee’s Signature:</th>
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<tbody>
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**Office Use Only: Total Hours:**

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>Initials:</th>
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**Payroll Schedule:**

<table>
<thead>
<tr>
<th>Friday 11:00 A.M. (Cut-Off Date)</th>
<th>Friday (Pay Date)</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>February 9</td>
<td>Time sheets are required to be turned in during the pay period which the tutoring was done.</td>
</tr>
<tr>
<td>February 16</td>
<td>February 23</td>
<td></td>
</tr>
<tr>
<td>March 2</td>
<td>March 9</td>
<td>Time sheets must be turned in on the cut-off date in order to process for the corresponding pay date.</td>
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<tr>
<td>March 16</td>
<td>March 23</td>
<td></td>
</tr>
<tr>
<td>March 30</td>
<td>April 6</td>
<td>Please make sure to have the tutee sign this form.</td>
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<tr>
<td>April 14</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>April 27</td>
<td>May 4</td>
<td>Use one time sheet per tutee</td>
</tr>
<tr>
<td>May 11</td>
<td>May 18</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions please contact the Tutor coordinator at Tutor@oberlin.edu.

Rev. 1/30/18