

THE TUTORING CENTER IN THE OFFICE OF LEARNING SERVICES

118 Lyle Hall

871-2420

Tutoringcenter@millersville.edu

OPEN GROUP TUTORING TIME SHEET

1. *Please print top of form clearly and have tutees complete the chart below.*
2. *Use one sheet **per session**.*
3. *Provide a "Tutor Request Form" for those who have not completed one at The Tutoring Center.*
4. *Turn in "Time Sheets" and any "Tutor Request Forms" following the pay schedule on the back of the form.*

Department: _____

Pay Period #: _____

Tutor's Name: _____

Social Security #: _____

Course Tutored: _____

Date & Time of Tutoring Session: _____

(One time sheet per session)

Student Name (PRINT)	Student ID #	Course	Time In	Time Out	Student Signature	Completed Tutor Request Form (YES/NO)

Office Use ONLY: Total hours: _____