

THE TUTORING CENTER IN THE OFFICE OF LEARNING SERVICES

118 Lyle Hall

871-2420

Tutoringcenter@millersville.edu

OPEN GROUP TUTORING TIME SHEET - AIM

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: _____