

Office use only
Pay Period: |

Total Hours: |

Peer Tutor Attendance Sheet

Tutor's Name: _____ ID: _____

As an Augsburg tutor, you must complete the following steps on a bi-weekly basis:

- Complete this "Tutor Tracking Sheet" after each tutoring session including tutee signature, your signature, and total hours;
- Enter this time worked, online, via the Kronos payroll system;
- Submit your online (Kronos) time card; AND
- Drop off this Tutor Tracking Sheet in the Tutor box at the Gage Center for supervisor approval on the Friday before the end of the pay period.

*Students are required to complete these steps, on a bi-weekly basis, in order to obtain approval for payroll and to continue to tutor.

Date	Time Begin	Time End	Hours Tutored	Subject Tutored	Tutee Name (Please Print)	Tutee's Signature

I verify that the above information is accurate and true. I have entered and approved this time on Kronos and verified that my tracking sheet and Kronos time are consistent.

Tutor Signature: _____

Date: _____

Total Hours Worked: _____

