Tutor Tracking Sheet

Tutor Name: _____ Month:_____

Payroll Policy:
In order to be paid, the following is required:

1. This form MUST be completed in its entirety (including tutee signatures) and submitted with every time sheet.
2. All tutees MUST have been assigned by Tutoring Services through the Academic Skills Office.
3. Time sheets MUST be turned in **bi-weekly** on Fridays. Submit them for approval on the Friday, before they are due, so we have enough time to check tracking sheets and process. DO NOT stockpile your time sheets. Time sheets submitted late, will not be paid until the following pay period.
4. If you have questions, please contact 612-330-1445 or tutor@augsburg.edu or Annette Carpenter.

Directions:
Please use one line for each tutoring session and complete all sections. Additional space is provided on the back. If a student "no shows" to a scheduled appointment please wait 15 minutes, record that time, and write no show in the tutee signature section. Also, Please indicate any prep time for sessions by marking "Prep" in the "Tutee Name" column.

Date of Tutoring	Tutee Name (Please Print)	Subject Tutored	Location of Tutoring	Time Begin	Time End	Tutee's Signature

Date of Tutoring	Tutee Name (Please Print)	Subject Tutored	Location of Tutoring	Time Begin	Time End	Tutee's Signature