

Academic Mentor Time Verification Sheet

Academic Mentor's Name

Pay Period

In order to pay you from the CAE funds, the Tutor Time Verification Sheet must be submitted to the Coordinator by 12pm Friday at the end of each pay period. If you tutor more than one student, please use additional forms. PAYROLL CANNOT BE PROCESSED WITHOUT STUDENT'S SIGNATURE.

Student Name

| Week 1 | | | | | Week 2 | | | | |
|--------|--------|------------|----------|-------------|--------|--------|------------|----------|-------------|
| Date | Course | Start Time | End Time | Total Hours | Date | Course | Start Time | End Time | Total Hours |
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Week 1 Prep Time: _____

Week 2 Prep Time: _____

Total Prep Time: _____

TOTAL HOURS FOR 2 WEEKS: _____
(Not including Prep time)

I attest to the complete accuracy of the hours and tasks indicated above.

Academic Mentor's Signature

Date

Student's Signature

Date

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