



ATHLETIC DEPARTMENT BI-WEEKLY TUTOR LOG

Thursday, _____ – Wednesday, _____

PLEASE TRANSFER YOUR HOURS AND SIGN YOUR TIME SHEET BY NOON, _____

I understand and will abide by the academic honesty policies set forth by the University and the Athletic Academic Staff. I understand the rules and policies of the Athletic Tutoring Program and am in compliance with them.

SIGNATURE: _____ **Total Hours Submitted:** _____ **Classes You Check:** _____

Please keep track of the hours you work on this time sheet. On the Friday that you are paid a University Time Sheet will be placed in your folder. Please transfer your hours from this Tutor Log to the University Payroll Sheet and sign both sheets. Leave both forms in your folder.

WEEK 1			WEEK 2		
<i>Day and Time</i>	<i>Students You Worked With</i>	<i>Total Hours</i>	<i>Day & Time</i>	<i>Students You Worked With</i>	<i>Total Hours</i>
Thurs.			Thurs.		
Fri.			FRI	PAY DAY	
Sat.			Sat.		
Sun.			Sun.		
Mon.			Mon.		
Tues.			Tues.	PAYROLL DUE	
Weds.			Weds		
TOTAL WK 1			TOTAL WK 2		

Time is to be recorded to the nearest tenth of an hour according to the chart below (provided by the UGA Payroll Department):

0-2 min = .0	9-14 min = .2	21-26 min = .4	33-38 min. = .6	45-50 min = .8	57-60 min. = 1.0
3-8 min = .1	15-20 min.= .3	27-32 min = .5	39-44 min. = .7	51-56 min = .9	