DEPARTMENT OF RECRUITMENT AND STUDENT LIFE

SSD EXAM RECORDING (.MP3) TIME LOG

NAME _____ DATES _____ TO _____

PAY PERIOD FROM _____ TO _____

The purpose of the *SSD Exam Recording (.mp3) Time Log* is to accurately document the audio recording of exams in .mp3 format, support information provided on your *Consolidated Time Log* and *NAIT Time Sheet*, and facilitate NAIT's billing of student funding sources for this service.

1. When an *SSD Exam Recording (.mp3) Time Log* is full, start another. Combine days.
2. **To calculate Total Recording Time**: to the next quarter-hour (i.e., .25, .5, .75, or .0), record the number of hours between your recording session's Start and End Times.
3. Attach all *SSD Exam Recording (.mp3) Time Log*s to your *NAIT Timesheet*.
4. Submit everything to SSD reception on or before the last Friday of the pay period. Fax: 780-471-7093. E-mail: ssd@nait.ca.

STUDENT INFORMATION			RECORDING INFORMATION				TOTAL RECORDING TIME
LAST NAME	**FIRST NAME**	**ID#**	**COURSE CODE**	**DATE**	**START TIME**	**END TIME**	**# OF HOURS**
(e.g.) KAPUSNIAK	*SUSIE*	*2001234567*	*ASM 201*	*DEC 2/09*	*8:30 a.m.*	*9:35 a.m.*	*1.25*