NAIT

DEPARTMENT OF RECRUITMENT
AND STUDENT LIFE

☐ NASA

☐ Professional

☐ Student

TUTOR LOG FOR INDIVIDUAL SESSIONS

PAGE 1: Please use a separate form for each student and provide all requested information. Please return this form bi-weekly along with your time sheet. Pay may be delayed due to incomplete and/or inaccurate timesheets or tutor logs.

TUTOR'S NAME (Please Print)	STAFF ID#
STUDENT'S NAME (Please Print)	STUDENT ID# # OF HRS. PER WEEK APPROVED:

FOR PAY PERIOD START DATE:	PAY PERIOD END DATE:

DATE (MM/DD/YY)	START TIME	END TIME	# HRS TUTORED	COURSE CODE OR #	STUDENT SIGNATURE IN FULL (NO INITIALS) *Signature indicates hours are accurate and individual session occurred.*	TUTOR INITIALS

TOTAL HOURS:

REMINDERS:

- No more than 5 days of tutoring in one week (Week runs from Monday – Sunday)
- No tutoring on STAT holidays
- Any overtime must be ***pre-approved*** by Coordinator, Contracted Services & Staff Recruitment