



TUTOR CLEARINGHOUSE TIMESHEET INSTRUCTIONS

Dear Tutor/Study Group Leader:

If you are leading a study group or tutoring a student who is receiving financial aid, you need to submit timesheets every other Thursday by noon (see dates below) to the Academic Skills Center (not the Payroll Office) in 301 Collis. An example of a correctly filled out timesheet can be found at <http://www.dartmouth.edu/~acskills/tutors/resources.html>.

You will not be paid unless your timesheet is filled out completely. FOLLO THESE STEPS!

1. Pick up your timesheets from the Academic Skills Center or online at <http://www.dartmouth.edu/~acskills/tutors/resources.html>.
2. Fill out one for each of the students or study groups you are tutoring/leading.
3. Sign your name on the “Tutor Signature” line. Have your tutee sign his or her name on the “Tutee Signature” line (not necessary for study group leaders).
4. Print the tutee’s name on the “Tutee’s Name” line.
5. Have you filled out an I-9 Employment Eligibility Verification AND a W-4 form?

Timesheets are due on the following Thursdays ***by noon*** (Be sure to include the week-ending dates!)

Timesheets Due:

January 19, 2012
February 2, 2012
February 16, 2012
March 1, 2012
March 15, 2012

For Pay Period:

Weeks ending 01/14 and 01/21
Weeks ending 01/28 and 02/04
Weeks ending 02/11 and 02/18
Weeks ending 02/25 and 03/03
Weeks ending 03/10 and 03/17

Be sure to put dates on the timesheet. Please submit them to the Academic Skills Center on time! **Timesheets turned in directly to the Payroll Office will be returned to the Academic Skills Center for proper processing, thereby delaying payment.** Do **not** wait until the end of the term to turn in all timesheets at once! Thank you!