

TUTOR CLEARINGHOUSE/ STUDY GROUP PROGRAM
Timesheet Instructions

Dear Tutor/Study Group Leader:

If you are leading a study group or tutoring a student receiving financial aid, you need to submit time sheets every other Thursday by noon (see dates below) to the Academic Skills Center (Not Payroll). Timesheets must be filled out like the example below:

Dartmouth ID #	Print Name (Last)		(First)		(Initial)			
	Doe		John					
Department	Contact Person - Please Print			Contact - Phone Number				
ASC	Holly Potter			646-2014				
Hours Worked - Week Ending Saturday, _____								
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
DAY	1		1			1		3
NIGHT								
Course Tutored: Econ 10							Tutee's Name: Jane Doe	
Hours Worked - Week Ending Saturday, _____								
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
DAY								
NIGHT	1		1			1		3
							Total hrs	6
STRAIGHT TIME	OVERTIME HOURS WORKED	JOBNET NUMBER	HOURLY RATE	GL or PTAE0 STRING		SIGNATURE OF SUPERVISOR VERIFYING THE ABOVE HOURS WERE WORKED IN A SATISFACTORY MANNER.		
SPECIAL AMOUNT		TIPS \$		STUDENT SIGNATURE John Doe (tutor's signature) Jane Doe (tutee's signature)				
		FICA Tips						
Total Hrs								

You will not be paid unless your time sheet is filled out completely: FOLLOW THESE STEPS!

1. Pick up your timesheets from the Academic Skills Center or offline at <http://www.dartmouth.edu/~control/payroll/forms.html>
2. Fill out one for each of the students or groups you are tutoring.
3. Sign your name in the "Signature of Student" box. Your tutee signs on the line that says "Tips" (not necessary for study group leaders).
4. Print the tutee's name and the subject in the space indicated.
5. If you are a work-study student, get a form from the financial aid office and bring it to the ASC.
6. 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!):

Fall, 2009

Oct 1
Oct 15
Oct 29
Nov 12
Nov 26
Dec 10

Weeks ending:

09.26 and 10.3
10.10 and 10.17
10.24 and 10.31
11.07 and 11.14
11.21 and 11.28
12.05 and 12.12

Be sure to put dates on the timesheet. Please submit them to the ASC on time!! Do **not** wait until the end of the term to turn in all time sheets at once! ***

Thank you!