

TIME SHEET WORKSHEET

(Actual Hours Worked)

Peer Assisted Study Sessions - Student Equity Plan

Employee Name: _____ Pay Period: ____/20/____ - ____/19/____

Employee ID #: _____ Week Period: Mon ____/____/____ - Fri ____/____/____

Course: _____ Section #: _____

DAY	DATE	PROFESSOR'S SIGNATURE	ACTIVITY	HOURS		HOURS WORKED	TOTAL DAILY HOURS	COMP HOURS
				TIME IN	TIME OUT			
Monday	____/____/____		Class Attendance					
			PASS Session					
			Instructor Meeting					
			Staff Meeting					
			Session Prep					
			Prep Explanation					
Tuesday	____/____/____		Class Attendance					
			PASS Session					
			Instructor Meeting					
			Staff Meeting					
			Session Prep					
			Prep Explanation					
Wednesday	____/____/____		Class Attendance					
			PASS Session					
			Instructor Meeting					
			Staff Meeting					
			Session Prep					
			Prep Explanation					
Thursday	____/____/____		Class Attendance					
			PASS Session					
			Instructor Meeting					
			Staff Meeting					
			Session Prep					
			Prep Explanation					
Friday	____/____/____		Class Attendance					
			PASS Session					
			Instructor Meeting					
			Staff Meeting					
			Session Prep					
			Prep Explanation					
TOTAL HOURS:								

*Round your "Time In" and "Time Out" to the nearest 15-minute interval.

*Write your "Hours Worked," "Total Daily Hours," and "Total Hours" in decimal form.

I certify, under penalty of termination, that these hours _____
are a true statement of hours I worked. Signature _____ Date _____

EXPLANATIONS (reasons why you did not clock in and/or out and other scenarios: _____

