

Focused Tutoring Timesheet

Tutor: _____

TIME CONVERSIONS			
Min	Hr	Min	Hr
0-6	0.1	31-36	0.6
7-12	0.2	37-42	0.7
13-18	0.3	43-48	0.8
19-24	0.4	49-54	0.9
25-30	0.5	55-60	1.0

Pay Period: _____
 Month, 1st – 15th or 16th – 30th, Year

POSSIBLE STATUS									
AT	Attended	RS	Rescheduled	NS	No Show	CN	Cancelled	LC	Late Cancelled
TCN	Tutor Cancelled	TLC	Tutor Late Cancelled	TNS	Tutor No Show	TRS	Tutor Rescheduled	TL	Tutor Late

TTC	Date	Student's Name (First then Last)	Have Student Initial	Status	Subject and Number	Tutor Comments (There must be an explanation for any Status besides AT.)	Student Start Time	Student Stop Time	Tutor Paid Time
Total									

Tutor Signature

Date