SASSI Tutor Timesheet Packet

Tutors,

In order to be paid please follow these directions:

- **Submit your payroll information by the deadline shown on the back of the timesheet.**
- **Sign and date your timesheet but do not fill out any other information on it.**

SASSI will use the following sheets to fill in your timesheet properly.

- **For INDIVIDUALS, please use the individual Student Form and fill in all requested information.**
- **For GROUPS, do the same. Just make sure every student signs in.**

A maximum of one hour of preparation time per tutoring session will be paid contingent upon tutors submitting prep work documentation for all sessions (both individual and group). Acceptable documentation is of the tutor's creation, and can include PowerPoint slides, handouts, practice or review questions, quizzes, etc.

Improperly filled out or late forms may result in a delay in pay.

If you have any questions, please contact the SASSI Tutoring Coordinator, Sarah Dunnavant at sdunnava@uthsc.edu or 901-448-5056.

Thanks,

SASSI staff

Individual Student(s)

Name of Tutor______________________________

College____________________________________

Date turned into SASSI office__________________

Date	Number of hours	Tutee’s Name	Subject	Comments

Group(s)

Name of Tutor_____

College_____

Date turned into SASSI office_____

Date	Name	Number of Hours	Number in Group	Subject

Large Group Tutoring Additional Information

Date_______________________________________

***Student must sign this timesheet legibly in order for you time to be entered by SASSI*

Name of Tutee’s Attending Group(s) 30-60

Biweekly Time Report

Pay Period Ending _____

Employee Name _____ Cost Center/WBS _____

Personnel Number or SSN _____ Position _____

Weekly Work Hours _____ Rate / hour _____

Week # 1								
Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Total:								

Special Pay Units	
Code	Units

YCL2	Call Pay – 2
YCLB	Call Pay – B
YCLF	Call Pay – F
YCLI	Call Pay – I
YCLJ	Call Pay – J
YCLK	Call Pay – K
YCLL	Call Pay – L
YCLS	Call Pay – S
YCLT	Call Pay – T
ZCGM	Charge Pay – M

Week # 2								
Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Total:								

Special Pay Units	
Code	Units

Notes:

1) Report all time in hours and hundredths of hours.
2) Use decimals rather than fractions.
3) This report should include absence and attendance hours **only for this position.**
4) Account for all hours in the employee's normal work day and work week.

Absence Types x = shift indicator (1,2,3)

ACx	Admin Close (Scheduled)	DHx	Deferred Holiday
UACx	Admin Close (Unscheduled)	HLx	Holiday
ALx	Annual Leave	MLx	Military Leave
FLx	Bereavement Leave	PDx	Personal Day
CTOx	Compensatory Time Off	SLx	Sick Leave
CLx	Court Leave	VLx	Voting Leave

Attendance Types

CTBx	Comp Time Banked
FML	Family Medical Leave
RGx	Regular Hours
WKCR	Workers' Comp

The above is a true statement of hours for attendances/absences for the University of Tennessee for the weeks ending on the dates listed above. Signed and certified to be correct.

Employee Signature _____ Date _____

Departmental Approver _____ Date _____