



THE UNIVERSITY of TEXAS

MEDICAL SCHOOL AT HOUSTON

A part of The University of Texas Health Science Center at Houston

Peer Tutoring Timesheet

Tutor Name (please print) _____ Pay period: From: ____/____/____ TO: ____/____/____

Individual Tutoring

Student Name (please print)	Date	Subject	# of tutor hrs	# of prep time hrs	Student Initials

Total Prep Time & Tutor Hours: _____

Group Tutoring - ICM Timesheets must be initialed by Melanie Stevenson or Dr. Oakes - not by student(s)

Date _____ # of tutor hrs _____ # of prep time hrs _____ Total _____

Student Name	Student Initials	Student Name	Student Initials

Total Prep Time & Tutor Hours: _____

Instructions:

- Record hours for **each student separately.**
- Record the hrs to the nearest quarter hour, in decimal format (.25, .50, .75,)

RETURN TO : Linda Guardiola, JJJ 315/FAX 713-500-0603

Timesheet Processing Calendar

2009 - 2010

Pay Period	Timesheets Due	Pay Day
August 16 – 31, 2009	September 4, 2009	September 16, 2009
September 1 – 15, 2009	September 18, 2009	October 1, 2009
September 16 – 30, 2009	October 2, 2009	October 16, 2009
October 1 – 15, 2009	October 23, 2009	November 1, 2009
October 16 – 31, 2009	November 6, 2009	November 16, 2009
November 1 – 15, 2009	November 18, 2009	December 1, 2009
November 16 – 30, 2009	December 4, 2009	December 16, 2009
December 1 – 15, 2009	December 18, 2009	January 4, 2010
December 16 – 31, 2009	January 8, 2010	January 19, 2010
January 1 – 15, 2010	January 22, 2010	February 1, 2010
January 16 – 31, 2010	February 5, 2010	February 16, 2010
February 1 – 15, 2010	February 19, 2010	March 1, 2010
February 16 – 28, 2010	March 5, 2010	March 16, 2010
March 1 – 15, 2010	March 19, 2010	April 1, 2010
March 16 – 31, 2010	April 9, 2010	April 16, 2010
April 1 – 15, 2010	April 23, 2010	May 3, 2010
April 16 – 31, 2010	May 7, 2010	May 17, 2010
May 1 – 15, 2010	May 21, 2010	June 1, 2010
May 16 – 31, 2010	June 4, 2010*	June 16, 2010

**Timesheets will not be accepted after this date*