

Tutoring Payment Form

Employee Name

Name of Student & School

Date	Description <i>*Include subject & location</i>	Start Time	End Time	Total Hours
Total Hours				

I certify this is a true and accurate record of my time worked for the period described above. Falsification of time sheets is a serious infraction, which may result in termination from employment. Time sheets are due at the conclusion of the two-week period in which the work is performed as per the State of Connecticut Dept. of Labor.

Employee Signature: _____

Date: _____

Approval of Administrator: _____