

IMPERIAL VALLEY COLLEGE

Apprentice Tutor Time Sheet

G# _____ Pay Period: _____ 16, 20__ to _____ 15, 20__

Last Name _____ First Name _____ MI _____

Department _____ Position _____

Date	In	Out	Total Hours
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			

Date	In	Out	Total Hours
27			
28			
29			
30			
31			
01			
02			
03			
04			
05			

Date	In	Out	Total Hours
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			

Total Hours for Pay Period: _____

Enter hours daily in ink (press hard). Round-off minutes to nearest 1/4 hour. Employee and supervisor both sign completed timesheet and return it to IVC Human Resources Office. Checks can be picked up in the Human Resources Office on the last working day of the month after 10:00 a.m. **The timesheet is to be completed and submitted to Human Resource by the 5th of each month.**

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Name (Print): _____ Supervisor Extension: _____

Account Code: _____ Pay Rate: _____ per _____ Total Gross: _____