CAT TIME SHEET

PLEASE PRINT OR TYPE. List each tutoring session on a separate line and make sure that each tutee initials the time that you have worked for each tutoring session. **All entries must be accurate to the nearest 5 minutes.**

COMPUTE THE TOTAL TIME FOR EACH SESSION USING THIS CHART:

5 min. = **.1**	20 min. = **.3**	35 min. = **.6**	50 min. = **.8**
10 min. = **.2**	25 min. = **.4**	40 min. = **.7**	55 min. = **.9**
15 min. = **.3**	30 min. = **.5**	45 min. = **.8**	60 min. = **1**

HOURS WORKED

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
	9/14	*Cary Wilcox*	*Chem 101*	*11 am*	*12:20*	*1.3*		*CW*

TURN OVER

CAT TIME SHEET

HOURS WORKED, cont.

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
	9/14	*Cary Wilcox*	*Chem 101*	*11 am*	*12:20*	*1.3*		*CW*

I certify that I have worked the hours listed on both sides of this time sheet with the CAT Program. I understand that any false information will result in immediate termination from the program.

Peer Tutor:_____ Two-week pay period ending Saturday**:** _____
month / date / year

Peer Tutor's Signature: _____ Date: _____

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