

Larner College of Medicine

Employee: _____

Date Submitted:

Manager: Tim Moynihan, PhD - Director of Academic Achievement

Date	"Prep" or "Tutor"	Student Name and Year	Course	Hours
			Total Hours:	

Employee signature _____

Supervisor signature _____

() Check here if you would like to schedule a tutor support check-in or to discuss your ongoing work with students
 Briefly indicate reason:

Timesheet Instructions *(revised August 2019)*

1. Peer Tutors are now required to submit a timesheet every week
2. All weekly sessions must be documented on a timesheet and submitted **by 8am every Friday** to Summer Griffin, Student Services Administrative Coordinator. Email your timesheets to: summer.griffin@med.uvm.edu. Please differentiate "prep" and direct "tutor" time on the timesheet.
3. The UVM payroll cycle is still every two weeks
4. If you have any questions or concerns about the timesheet, please contact Tim Moynihan timothy.m.moynihan@med.uvm.edu