



PHSU TUTORING SERVICE TUTOR TIMESHEET

TUTOR INFORMATION

Name:	Student Id Number:	Program/Class:	Academic year: 2025-26	Month:
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TUTORING SERVICE

Student Name or Group <i>(Attach a list for groups)</i>	Date	Subject	Time			Student Sign
			<i>In</i>	<i>Out</i>	<i>Total hours</i>	
Total Hours						

TUTOR CERTIFICATION

I certify all the information contained in this timesheet to be true and correct:

Date

FOR STUDENT SUCCESS OFFICE USE ONLY

Received by	Date	Total Hours	Pay Rate	Total
			\$15.00	

****Return this form via e-mail to tutorias@psm.edu ****
 Please, submit within the first 5 business days of the following month.
 Timesheet submitted later will be processed next month.



PHSU TUTORING SERVICE
TUTOR TIMESHEET

Tutor Sign

Date