

Payroll Form

In order to make the weekly payroll record keeping efficient and accurate, please provide the information requested below, and place this sheet on Jan's blue office chair each week by **noon on Thursdays**.

Tutor's Name _____ Week Ending _____
Please Print

Day of the Week Number of Sessions Worked

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Tutor's Signature _____ Date _____