



**21st Century & SAC TUTOR/ENRICHMENT PROGRAM
TIME RECORD**

NAME _____ **SCHOOL** _____

This form is to be used by TUTOR/ENRICHMENT STAFF ONLY.

DATE	START TIME	END TIME	TYPE OF WORK DONE	NUMBER OF HOURS
TOTAL NUMBER OF HOURS WORKED				

Account Code

Employee's Signature

Date

Coordinator's Signature

Date

Administrator's Signature

Date

