



Tutors Unlimited

Tutor Submission Form

1. Submit this form on the 15th and last of each month, along with your Tutor Record Card.
2. Refer to your “Tutor Guidelines” for instructions.

Name: _____ **Period:** _____

Calculations of earnings:

Total number of hours listed on the Tutor Record Card: _____

Times (x) rate/hour \$ 24.00

Equals (=) Total earnings; \$ _____

Please choose one: _____ Send an e-transfer for this amount on the next payroll date.

_____ Hold this amount until a future payroll date.

Declaration and Signature:

I hereby declare that this is a complete, accurate and truthful account of all tutoring performed during this period.

Signature: _____