HELP DESK TIMESHEET

Pay Rate: $15.00 Per Hour *Checks will be issued according to the biweekly payroll schedule.

To be processed this form must include the **completed** attendance section, signed and returned to Cornerstone.

_____ _____ _____ _____
Mentor Name Mentor ID# Course Name Course #

_____ ____/____/____ _____
# of Hours Date of Session Signature of Mentor **Signatures verify that this record is accurate.*

*No session can exceed two **2** hours in length without prior written approval by the Academic Programs Coordinator.

Name	Wash U ID	Course Name	Course #

Please attach additional names on a second sheet.

_____ _____
Payroll Approval Extension Approval

Cornerstone: The Center for Advanced Learning, Washington University in St. Louis,
One Brookings Drive, Campus Box 1135, St. Louis, MO 63130, 314-935-5970, cornerstone.wustl.edu