

PLTL GROUP 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

Payroll Approval Extension Approval