

# STUDY 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.

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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 |
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Payroll Approval                      Extension Approval