

MANDATORY COURSE ATTENDANCE TIMESHEET

Mentor Name

Mentor ID

____/____/____
Date of Session

of Hours

Signature of Mentor

Day of the Week	Date	Video	Lecture
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Day of the Week	Date	Video	Lecture
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Video Hours		x \$5 =	
Total Lecture Hours		x \$10 =	
Total Amount to be Paid =			

Note: It is preferred that students attend the lecture, but it is acceptable to watch the relevant course video. Lecture attendance rate is \$10.00/lecture and video-viewing rate is \$5.00/video. Total number of weekly hours cannot exceed the total time scheduled for weekly lectures.

SIGNATURES VERIFY THAT THIS RECORD IS ACCURATE AND COMPLETE

Payroll Approval