# of excused absences _____   **MOLLOY UNIVERSITY**   # individual sessions _____

Tutoring Services   # Group Sessions _____

Session Summary Log   # of students _____

TUTOR NAME_____ MOLLOY ID # _____

(Molloy ID #)

PAYROLL DATES: _____

(from Payroll Schedule)

COUNT	SESSION DATE	SESSION TIME	STUDENT ID#	STUDENT NAME	Status of session attended, excused absence unexcused absence	COURSE (ex. NUR209)	Notes (ex. make-up or rescheduled)	Logged in ADP (✓)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Submit completed forms to the Tutoring Services Office. Tutors will only be compensated for sessions that are logged on the generated WCONLINE reports

MOLLOY UNIVERSITY
TUTORS
PAYROLL SCHEDULE
2023

PERIOD START DATE	PERIOD ENDING DATE	TIME SHEET DUE DATE	HOLIDAY	PAY DATE	
December 26, 2022	January 8, 2023	January 9, 2023		January 13, 2023	1
January 9, 2023	January 22, 2023	January 20, 2023		January 27, 2023	2
January 23, 2023	February 5, 2023	February 3, 2023		February 10, 2023	3
February 6, 2023	February 19, 2023	February 17, 2023	President's Day	February 24, 2023	4
February 20, 2023	March 5, 2023	March 3, 2023		March 10, 2023	5
March 6, 2023	March 19, 2023	March 17, 2023		March 24, 2023	6
March 20, 2023	April 2, 2023	March 31, 2023		April 7, 2023	7
April 3, 2023	April 16, 2023	April 14, 2023	Founder's Day	April 21, 2023	8
April 17, 2023	April 30, 2023	April 28, 2023		May 5, 2023	9
May 1, 2023	May 14, 2023	May 12, 2023		May 19, 2023	10
May 15, 2023	May 28, 2023	May 26, 2023	Memorial Day	June 2, 2023	11
May 29, 2023	June 11, 2023	June 9, 2023		June 16, 2023	12
June 12, 2023	June 25, 2023	June 23, 2023		June 30, 2023	13
June 26, 2023	July 9, 2023	July 7, 2023		July 14, 2023	14
July 10, 2023	July 23, 2023	July 22, 2023		July 28, 2023	15
July 24, 2023	August 6, 2023	August 5, 2023		August 11, 2023	16
August 7, 2023	August 20, 2023	August 18, 2023		August 25, 2023	17
August 21, 2023	September 3, 2023	August 31, 2023	Labor Day	September 8, 2023	18
September 4, 2023	September 17, 2023	September 15, 2023		September 22, 2023	19
September 18, 2023	October 1, 2023	September 29, 2023		October 6, 2023	20
October 2, 2023	October 15, 2023	October 13, 2023		October 20, 2023	21
October 16, 2023	October 29, 2023	October 27, 2023		November 3, 2023	22
October 30, 2023	November 12, 2023	November 10, 2023		November 17, 2023	23
November 13, 2023	November 26, 2023	November 24, 2023		December 1, 2023	24
November 27, 2023	December 10, 2023	December 8, 2023		December 15, 2023	25
December 11, 2023	December 24, 2023	December 22, 2023	Christmas	December 29, 2023	26
December 25, 2023	January 7, 2024	January 8, 2024		January 12, 2024	

** SHADED AREA DENOTES A CHANGE DUE TO HOLIDAY