

## **TUTORING SERVICES SUMMER 2009 SEMESTER SCHEDULE**

<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>MESSAGE</u></b>
Monday	May 18		Summer Session 1 begins First tutoring assignments made.
Monday	May 25		<b>Memorial Day</b> *University Holiday* Office Closed
Monday	June 1	4:00pm	<b>Time Sheets Due</b> Checks issued June 15
Monday	June 15		Summer Session 2 begins
Monday	June 15	4:00pm	<b>Time Sheets Due</b> Checks issued June 30
Monday	June 29	4:00pm	<b>Time Sheets Due</b> Checks issued July 15
Friday	July 3		<b>Independence Day</b> * University Holiday* Office Closed
Wednesday	July 15	4:00pm	<b>Time Sheets Due</b> Checks issued July 31
Friday	July 31	4:00pm	<b>Time Sheets Due</b> Checks issued August 14
Friday	August 14	4:00pm	<b>Time Sheets Due</b> Checks issued August 31

# Any time sheets submitted after this deadline will not be processed until the first payroll of the Fall Semester.

— Please submit time sheets every two weeks to insure timely payment.