

**UMSL PAY SCHEDULE FOR TUTORS—
Spring 2019**

Pay Period	Time Sheet Due on Fridays	Pay Day (Wednesday)
1/13/19-1/26/19	1/25/19	2/06/19
1/27/19-2/09/19	2/08/19	2/20/19
2/10/19-2/23/19	2/22/19	3/06/19
2/24/19-3/09/19	3/08/19	3/20/19
3/10/19-3/23/19	3/22/19	4/03/19
3/24/19-4/06/19	4/05/19	4/17/19
4/07/19-4/20/19	4/19/19	5/01/19
4/21/19-5/04/19	5/03/19	5/15/19
5/05/19-5/18/19	5/17/19	5/29/19
5/19/19-6/01/19	5/31/19	6/12/19

Time and Effort Log

NOTE: All tutors are required to keep a “Time and Effort Log”. The teacher’s signatures are mandatory for UMSL time approval. **Reminder:** Time & Effort Log form is available on the RITE website:
coe.umsl.edu/rite

Submitting Time

SCAN to e-mail : Bellin@umsl.edu

AND

ENTER hours on-line by visiting www.UMSL.edu;
click on “Faculty & Staff” and then click on “My HR”; log in. **Please be sure to click on the “Submit” button after you enter your hours.**
Your time log must align with the schedule. Remember to include a 30 min lunch period after 5 hours of work. You will be contacted if the time log and the online record do not correspond.

