

San Marcos Interpreting TSU Timesheet

Interpreter Name: _____ Interpreter Signature: _____

| | | | | | | | | | | | | |
|---|-------------|--|-------------|--|-------------|--------------------------------------|-------------|--|-------------|--|-------------|--|
| Day&Date: | Class: | | Class: | | Class: | | Class: | | Class: | | Class: | |
| | Number | | Number | | Number | | Number | | Number | | Number | |
| Service Time: | Student: | | Student: | | Student: | | Student: | | Student: | | Student: | |
| | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | |
| Prep Time: | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | |
| | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | |
| Travel Time: | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | |
| | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | |
| Total: | Total: | | Total: | | Total: | | Total: | | Total: | | Total: | |
| Comments: | | | | | | | | | | | | |
| Day&Date: | Class: | | Class: | | Class: | | Class: | | Class: | | Class: | |
| | Number | | Number | | Number | | Number | | Number | | Number | |
| Service Time: | Student: | | Student: | | Student: | | Student: | | Student: | | Student: | |
| | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | |
| Prep Time: | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | |
| | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | |
| Travel Time: | Prep: | | Prep: | | Prep: | 0 | Prep: | | Prep: | | Prep: | |
| | Travel: | | Travel: | | Travel: | 0 | Travel: | | Travel: | | Travel: | |
| Total: | Total: | | Total: | | Total: | 0 | Total: | | Total: | | Total: | |
| Comments: | | | | | | | | | | | | |
| Day&Date: | Class: | | Class: | | Class: | | Class: | | Class: | | Class: | |
| | Number | | Number | | Number | | Number | | Number | | Number | |
| Service Time: | Student: | | Student: | | Student: | | Student: | | Student: | | Student: | |
| | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | |
| Prep Time: | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | |
| | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | |
| Travel Time: | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | |
| | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | |
| Total: | Total: | | Total: | | Total: | | Total: | | Total: | | Total: | |
| Comments: | | | | | | | | | | | | |
| PG 1: Reg Hrs: _____ Night/Weekend Hrs: _____ | | | | | | FOR OFFICE USE ONLY: | | | | | | |
| PG 2: Reg Hrs: _____ Night/Weekend Hrs: _____ | | | | | | Total Reg Hours: X _____/hr= _____ | | | | | | |
| Total HRS: _____ | | | | | | Total Night Hours: X _____/hr= _____ | | | | | | |
| | | | | | | Total Due for Week: _____ | | | | | | |

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| | | | | | | | | | | | | |
|---------------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| Day&Date: | Class: | | Class: | | Class: | | Class: | | Class: | | Class: | |
| | Number | | Number | | Number | | Number | | Number | | Number | |
| Service Time: | Student: | | Student: | | Student: | | Student: | | Student: | | Student: | |
| | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | |
| Prep Time: | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | |
| | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | |
| Travel Time: | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | |
| | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | |
| Total: | Total: | | Total: | | Total: | | Total: | | Total: | | Total: | |
| Comments: | | | | | | | | | | | | |
| Day&Date: | Class: | | Class: | | Class: | | Class: | | Class: | | Class: | |
| | Number | | Number | | Number | | Number | | Number | | Number | |
| Service Time: | Student: | | Student: | | Student: | | Student: | | Student: | | Student: | |
| | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | |
| Prep Time: | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | |
| | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | |
| Travel Time: | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | |
| | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | |
| Total: | Total: | | Total: | | Total: | | Total: | | Total: | | Total: | |
| Comments: | | | | | | | | | | | | |
| Day&Date: | Class: | | Class: | | Class: | | Class: | | Class: | | Class: | |
| | Number | | Number | | Number | | Number | | Number | | Number | |
| Service Time: | Student: | | Student: | | Student: | | Student: | | Student: | | Student: | |
| | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | | Partner: | |
| Prep Time: | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | | Start/End: | |
| | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | | Class Time: | |
| Travel Time: | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | | Prep: | |
| | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | | Travel: | |
| Total: | Total: | | Total: | | Total: | | Total: | | Total: | | Total: | |
| Comments: | | | | | | | | | | | | |

PG 2: Reg HRS: _____ (Please record these totals on the applicable line on PG 1)

PG 2: Night/Weekend HRS: _____ (Please record these totals on the applicable line on PG 1)

Week Starting: _____ and Ending: _____

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