**Swinburne University of Technology**

**Moondani Toombadool Centre**

**Indigenous Academic Success Program (IASP)**

**IASP Tutoring Log**

**Please use this form to log the details of each tutorial session. This form must be attached to your time submission through Workday whenever you are submitting a claim for pay. Workday time submissions not accompanied by this form will result in delay of processing and payment.**

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| **Student Name** |  | **Student ID** |  |
| **Tutor Name** |  | **Workday Position Number*****(MTC Sessional IASP Tutor Position Number)*** | **P\_\_\_\_\_\_\_\_\_\_** |

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| --- | --- | --- | --- | --- | --- |
| (Unit) Code | Date | Time - Start | Time - Finish | Duration | Student Signature |
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**Tutor to Complete: *I certify that the information above is true, accurate and correct.***

**Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* Tutors, please ensure you attach this document to your time submission in Workday and all details are correct.**

**\*\* Incorrect logs and time entries will be sent back for re-submission.**

**\*\*\* Tutors must submit time entries every fortnight in line with Swinburne’s pay dates.**