



## Completing The Tutoring/Coaching Hours Report Form:

**Line 1:** Indicate whether the form covers the 1<sup>st</sup> or 2<sup>nd</sup> half of a month. Insert the month & year in the space provided.

**Line 2:** Insert the client name and the student's name.

**Line 3:** Insert your name and the subject(s) covered by the report.

### The "This Section To Be Completed By Client" Section/Box:

- Your client **MUST sign and date the form in the designated space inside the box on EVERY** form submitted.

### The "Service Delivery Log" Section:

- The Four Columns to the Left ("Service Delivery Log):
  - Insert the date of service, the time service began, the time service ended, and the total time for that session.
- The Client Signature Column: **Please have clients sign-off each day**, initials will not be accepted.

### Payroll Reminder:

- Your Hours Report is to cover ONE pay period only. Pay periods are from the 1<sup>st</sup> of the month to the 15<sup>th</sup> of the month, and from the 16<sup>th</sup> of the month to the close of the month.
  - 1) 1<sup>st</sup>-15<sup>th</sup> Hours Reports are to be in our hands by the 23<sup>rd</sup> of the month. You will be paid on the 1<sup>st</sup>.
  - 2) 16<sup>th</sup> to close-of-the-month Hours Reports are to be in our hands by the 8<sup>th</sup> of the following month. You will be paid on the 15<sup>th</sup> of the month.
- To ensure that you are paid on time, please email all documents to [billing@actual-solutions.com](mailto:billing@actual-solutions.com). Please be sure to review your paperwork to ensure all signatures are included.
- Your Hours Report shall not include erasures, white-out, etc. If a correction is necessary, have your client acknowledge the correction by signing next to the correction or complete a new form.
  - If your report is considered unacceptable, you will not be paid and the form will be sent back to you.
- Late Hours Reports create significant problems for your clients and significant problems for us. Late Hours Reports cause problems for us because our accounting system is based on Hours Reports and client bills being processed regularly, twice a month, please be sure to submit all sheets in a timely manner.