

LANGUAGE CONSULTANT TIME CARD

Academic Year _____

UCLA Graduate Student Name: _____ Date: _____

Please use a separate Time Card for each Language Consultant

Language Consultant Name: _____ Total Hours allotted: _____

<u>DATE</u>	<u>HOURS WORKED</u>	<u>DATE</u>	<u>HOURS WORKED</u>
<u>Total Hours Worked:</u>			

Please be sure that if your Language Consultant has been HIRED, that they are properly filling out TimeSheets in order to be paid.

Once hours are complete, you must submit Time Card to Nancy Gutierrez, Academic Personnel Officer.