

Distance Learning Online Course Development Adjunct Time Tracking Sheet

Please Print

Name:	ID Number:
Department:	Location/Campus:
	se complete a new sheet for each semester a stipend is received)
	pment and amount of work time for that date.
Date Working on Course Development (month/day/year)	Related Time Worked This Date in Hours and Minutes (round to the nearest ½ hour)
(attach additional sheets as needed)	
I certify the information here to be correct.	
Employee Signature	
Supervisor Signature	Date

 $Please \ send \ completed \ form \ to \ Carrie \ Haefner, \ Compliance \ Coordinator \ Human \ Resources \ at \ cahaefner @dmacc.edu.$