



Distance Learning Online Course Development Adjunct Time Tracking Sheet

Please Print

Name: _____ ID# _____

Department: _____ Location/Campus: _____

Semester: _____ *(please complete a new sheet for each semester a stipend is received)*

Please list each date of course development 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 ¼ hour)

(attach additional sheets as needed)

I certify the information here to be correct.

Employee Signature _____ Date

Supervisor Signature _____ Date