CLAS
MATH-PHYSICS-ENGINEERING,
ECON-STATS & BIO-CHEM
TUTOR TRAINING

Timesheets 101
Timesheets & Paperwork

• Basics
  • Timesheets must be complete, accurate & filled out in ink by the tutor
  • Timesheets must be signed by the tutor
  • Hours must be rounded off to nearest quarter decimal hour
  • Timesheets need to be turned in on time to the coordinator: Every Other Friday!
    (bi-weekly@ the end of the pay period)
  • Paychecks are issued biweekly on every other Wed.
  • Your check will be mailed to you unless you have direct deposit.
Individual Tutorials

*Timesheets must always include:*

- Student Name & Perm Number
- Course Name & Number
- Student’s Signature for each session
- A brief description of material covered for each session
- Information regarding No-shows as needed
- The Tutor’s Signature
# Campus Learning Assistance Services
## Individual Tutorial Sessions
(One Student per Sheet)

**Tutor:** Mary Tutor  
**Student:** Studentbody, John  
**ENR##:** 445546-7  
**Course:** Chem 1A

**Month:** Apr  
**Date:** 20  
**Time:** 12

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**Please read carefully and follow the procedures for completing this sheet.**

1. **Complete** information **legibly** in the above boxes in ink.
2. In the boxes below, fill in date & time for each tutorial session to the nearest quarter hour (e.g., .25, .50).
3. Have your student **sign** after each session. You will not be paid unless the student has signed for each tutorial session.
4. Fill in the "Material Covered" line, briefly indicating what you worked on each session.
5. Indicate a No-Show when a student fails to show up or cancel at least an hour prior to scheduled appointment by writing "NO-SHOW" on the Materials Covered line and the student Signature line.
6. Add up Hours Tutored and No-Show Hours at the bottom of the timesheet before turning in. Also indicate if it the 2nd No-Show for this student for the current quarter as needed.
7. Do NOT use this form when tutoring more than one student during a session. Use a pink group timesheet for sessions when 2 or more students are tutored at the same time.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Hrs</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/17/12</td>
<td>5-6</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>4/24/12</td>
<td>5-6</td>
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</tr>
<tr>
<td>5/1/12</td>
<td>5-6:15</td>
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<tr>
<td>5/3/12</td>
<td>5-6:30</td>
<td>1.5</td>
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**Material Covered:**
- 4/17/12: Stoichiometry
- 4/24/12: No-Show
- 5/1/12: Gas Laws
- 5/3/12: Exam Review

**Total Hrs Tutored:** 3.75  
**Total No-Show Hrs:** 1.0

**Check Student Status:**
- [ ] Athlete
- [ ] DSP
- [ ] Other

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*Tutor's Signature: Mary Tutor*

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**FOR WORK STUDY:** I hereby certify that this is true statement of hours worked & that the work was performed in a satisfactory manner.
Notes regarding Private Tutoring

• Private Tutoring is when students pay their tutor directly.

• CLAS does NOT provide referrals for students requesting private tutoring.

• Private referrals and solicitation through CLAS are considered a conflict of interest and violate university policy.

• Private Tutoring may NOT take place in CLAS facilities or use any CLAS resources such as computers, copiers, office supplies and equipment.

• Violation of these policies leads to dismissal from CLAS.
Group Tutorials

*Timesheets must always include:*

- Dates & Times of all sessions
- Times that are rounded to the nearest quarter hours, however a 50 minute session is rounded up to 1.0 hour
- Totaled hours for the group & each student
- Names & Perms for all newly added students
- The tutor’s signature
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Perm #</th>
<th>TOTAL HRS</th>
<th>Tutor MT</th>
<th>Check Mark Student Attendance for Each Session</th>
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<td>1.   Doe, John</td>
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<tr>
<td>20.  Doe, John</td>
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**Meeting Dates:**
- 4/16
- 4/18
- 4/23
- 4/25

**Meeting Time:**
- 2 to 3

**Group Hours:**
- 1.0

**Total Group Hours:**
- 4.0

**Tutor's Signature:**
- Mary Doe

**Sign Every Page:**
- Indicate Excused Absence
- Indicate No-Show if Zero Students Attend a Scheduled Session

**Add Up Your Hours:**
- Add up all the students' hours

**Add Any New Students as They Attend:**
- Include full name & perm

**Complete Time & Date Info on All Pages:**
- Please complete all fields.
Group Tutorials

• Be sure to take roll during every session
• Students can be dropped from the group if they have 2 consecutive or 3 total unexcused absences during the quarter
• Coordinators will be checking group timesheets and making drops as appropriate
• If a student has an excused absence place an “E” in the box, so the coordinator knows not to drop them.
• Dropping students is especially important when groups are full, since it allows other students to officially enroll
• Students must re-enroll in person at CLAS if they want to attend the group they were dropped from.
Review Sessions

Room Reservation:
• Use the appropriate form
  • Write neatly
  • Include course and professor’s name
  • Double check your date—be accurate!
• Complete & submit to Amy in advance
  • Make requests a week or more in advance
  • Place requests in the envelope on Amy’s door (SRB 3248)
• Pick up your Confirmation Sheet
  • You will be notified via e-mail that your request has been filled
  • Confirmation sheets will be placed in the CLAS mailboxes for you to pick up
  • Be sure to double check your confirmation for any potential changes made by Campus Scheduling
  • The confirmation sheet has information regarding who to contact if your room is locked
• Reserving rooms on holidays is not allowed (University is closed)
Note these instructions & deadlines

Include professor’s name

Overestimating can limit your room choices

Accuracy counts!

Room assigned
Review Sessions

• Green Review Session timesheets are used when a tutor combines multiple groups into one large session.

• Timesheets must include: (on every page)
  • Tutor name & signature
  • Course name & number
  • Date & Time
  • Total hours
  • Numbers for multiple sheets

• Student names and perm numbers are transferred onto the timesheet from the individual attendance slips collected at the review.

• Collect & transport slips in an envelope...available along with attendance slips in the CLAS mailbox area.
Fill out info completely on ALL pages.

NOTE: This form is 2 sided with room for 94 student names & perms.

Total hours on page 1: 2.0

* CLAS Review Session Attendance *
Please fill out this form & hand it in to the CLAS Tutor at the Review Session. Print clearly!

Student Name: John Studentbody
Student Perm Number: 445566-7
Course Name & Number: Chem 105B
Date: 4/23/13 Time: 6:00
Regular Tutorial Group Time: none (Write “none” if not currently enrolled in a CLAS group for this course)
Review Session Tutor: Mary T.

Pass out & collect attendance slips;
Transfer student data onto timesheet.
Turn in completed & blank slips to your coordinator.
Drop-in

• Timesheets are located in binders in the drop-in area & are filed alphabetically in the binder.
• Timesheets remain in the binder until collected by the coordinator.
• Be sure to sign the timesheet whenever you begin a new one.
• Record the time and hours worked on the timesheet by rounding to the nearest 0.25 hour.
  • **Bio-Chem & Econ-Stats Tutors**: Make sure students have signed in at the computer station before assisting them with their course work.
  • **Math-Physics Tutors**: Assist students in order by checking the sign-in queue screen and following the priority courses policy as needed.
**Bio-Chem DROP-IN TIMESHEET**

**Tutor Name (Print):** Mary Tutor  
**Tutor Signature:** [Signature]

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**INSTRUCTIONS:**
- Enter time worked for each shift before you leave the drop-in area
- Enter shift times and hours worked rounded to the nearest 0.25 hour
- File the timesheet in the drop-in binder under the first letter of your last name
- Start a new timesheet for each pay period (when the old one is collected by the coordinator)

**DATE** \| **SHIFT START TIME** \| **SHIFT END TIME** \| **DROP-IN HOURS WORKED**
---
9/23/2019 | 2:00 | 3:30 | 1.5
4/25/15 | 4:00 | 5:00 | 1.0
4/26/15 | 10:00 | 12:00 | 2.0
4/27/15 | 4:00 | 5:00 | 1.0
4/28/15 | 10:00 | 12:00 | 2.0

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**FILL OUT COMPLETELY AT THE BEGINNING OF A SHIFT.**

**ROUNDING TIME OFF TO NEAREST QUARTER HOUR.**

**FILE IN THE DROP-IN BINDER UNDER YOUR LAST NAME.**

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**WHEN HELPING STUDENTS:**

**MAKE SURE THEY HAVE SIGNED IN ON THE COMPUTER FIRST.**

**EMPLOY PRIORITY COURSE POLICIES IF APPLICABLE**

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**[ECON-STATS & MATH-PHYS DROP-IN TIMESHEETS HAVE SAME FORMAT]**
Timesheets & Paperwork

**Timesheet Summary**

- It is essential to collect attendance data for all students who attend CLAS sessions.
- Accuracy is important.
- Drop-in Timesheets should be filled out completely and left in the designated binders.
- Individual, Group, Review Session Timesheets are all turned in to your coordinator on the appropriate Fridays.
- Tutors who do not submit timesheets on time or submit them with incorrect information risk delaying the payroll dates.
Timekeeping & KRONOS

An online electronic system (Kronos) will be used to track hours worked for payroll.

- Log on to Kronos (https://timekeeping.ucsb.edu/) using your UCSBNetID
- Enter your hours worked every week:
  - Enter time worked to the nearest quarter hour
  - Select the correct pay rate under the transfer column
    - Group rate (higher amount) for group sessions, review sessions & group no-shows
    - Individual rate (lower amount) for all other tasks/sessions
  - Add a brief comment by right clicking on the time for any task that is not regularly scheduled:
    - Regular hours = group and drop-in hours → no comment required
    - Other hours = individual sessions, no-shows, review sessions, substitutions, training hours, lecture attendance → comment required
- Approve your timecard by Saturday at the end of the bi-weekly pay period after you enter your hours worked for that week.
  - For any work completed on an end of a pay period Saturday: Enter the hours for that day on your timecard before approving and turn in any corresponding timesheets to your coordinator ASAP Monday morning.
- Supervisors (coordinators) will check, verify and approve hours on Monday mornings. They will alert you if an adjustment is needed &/or made.
Cancellations

• For Groups & Drop-in:
  • **Unplanned:** If you are sick call 893-3269 and leave a message ASAP. **DO NOT RELY ON EMAIL!**
  • **Planned:** Fill out and submit the proper form in advance

• For Individual Tutoring:
  • Ask students to contact you in advance if they need to reschedule appointments
  • If possible give students 24 hour notice when you need to cancel a session
# Cancellation Request Form

~ Two Days Advance Notice Required ~

## Steps for Cancellation:
- **First:** Complete form at least two days in advance of requested cancellation date.
- **Second:** If Drop-in is cancelled, please fill out DROP-IN Cancellation box.
- **Third:** Place completed form in the envelope on your coordinators office door.

**NAME:** Mary Tutor  
**TODAY'S DATE:** 4/30

**REASON FOR CANCELLATION:** midterm

## GROUP TUTORIAL CANCELLATION

<table>
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<tr>
<th>COURSE</th>
<th>CODE</th>
<th>TIME</th>
<th>BLDG</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>Chem 1A</td>
<td>108T</td>
<td>1:00</td>
<td>300</td>
<td>104</td>
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**CANCEL DATE:** 5/2  
**DAY:** M - T - W - R - F -

**COMMENTS:**

<table>
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<tr>
<th>COURSE</th>
<th>CODE</th>
<th>TIME</th>
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<tr>
<td>Chem 1A</td>
<td>104T</td>
<td>2:00</td>
<td>300</td>
<td>102</td>
</tr>
</tbody>
</table>

**CANCEL DATE:** 5/2  
**DAY:** M - T - W - R - F -

**COMMENTS:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>TIME</th>
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<td>108T</td>
<td>1:00</td>
<td>300</td>
<td>104</td>
</tr>
</tbody>
</table>

**CANCEL DATE:** 5/3  
**DAY:** M - T - W - R - F -

**COMMENTS:**

## DROP-IN CANCELLATION

<table>
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<tr>
<th>MATH / SCIENCE</th>
<th>ECON</th>
<th>BIO / CHEM</th>
</tr>
</thead>
<tbody>
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</table>

**Cancel Date:** ______  
**DAY:** M - T - W - R - F -  
**Time:** ______ to ______

**Cancel Date:** ______  
**DAY:** M - T - W - R - F -  
**Time:** ______ to ______

**Cancel Date:** ______  
**DAY:** M - T - W - R - F -  
**Time:** ______ to ______

## OFFICE USE

**COORDINATOR APPROVAL:**  
**DATE:**

**ADMINISTRATIVE:**  
**EMAIL:**  
**POST NOTICES:**  
**NOTIFY INTAKE:**
SIGN POSTED BY CLAS:

GROUP CANCELLATION
(ONE TIME ONLY)

COURSE: CHEM 1A

TUTOR: MARY TUTOR

DAY: Wed. DATE: 5/2/13 TIME: 1:00

REMARKS:

CLAS will also notify your groups of all cancellations via email
Questions?

Be sure to consult your coordinator or mentor when you get confused!