CLAS
MATH-SCIENCE-ECON
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)

<table>
<thead>
<tr>
<th>Tutor:</th>
<th>Mary Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td>Studentbody, John</td>
</tr>
<tr>
<td>Perm#:</td>
<td>475544 - 7</td>
</tr>
<tr>
<td>Course:</td>
<td>Chem 1a</td>
</tr>
</tbody>
</table>

**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 pick group timesheet for sessions when 2 or more students are tutored at the same time.

### Session Details

<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 to 6</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>Material Covered:</td>
<td>Stochiometry</td>
<td></td>
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<th>Date</th>
<th>Time</th>
<th>Hrs</th>
<th>Signature</th>
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<tbody>
<tr>
<td>4/24/12</td>
<td>5 to</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>No-Show</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Covered:</td>
<td>No-Show</td>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Hrs</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>5/1/12</td>
<td>5 to 6:15</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>Material Covered:</td>
<td>Gas Laws</td>
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<th>Time</th>
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<td>5/3/12</td>
<td>5 to 6:30</td>
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<tr>
<td>Material Covered:</td>
<td>Exam Review</td>
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<th>Time</th>
<th>Hrs</th>
<th>Signature</th>
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</table>

### Total Hours Tutored & No-Show

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

**Check Student Status:**
- **ATHLETE**
- **DSP**
- **OTHER**

**Tutor’s Signature:** Mary Tutor

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

- **Student Status:**
- **Second or More No-Shows for this student?** □

---

**INDICATE NO-SHOWS AS NEEDED**

**ALWAYS INCLUDE BRIEF DESCRIPTION OF WHAT YOU DID**

**TOTAL HOURS TUTORED & NO-SHOW**

**DON’T FORGET TO SIGN!**

**INDICATE STUDENT STATUS**
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
### CLAS Group Attendance

**For office use:**
- **Grp:** 
- **Indiv:**

**Group:** 104T  
**Roster #:** 8

**Time:** MW 2:00-2:50PM  
**Building:** 300 Rm 102

**Tutor:** 02140, Mary

**Date:** September 16, 2013  
**Month:** April

**Course:** CHEM 1A  
**Instructor:** Anderson

**Work Study:** I certify that this states the true hours worked & performed satisfactorily.

**SUPERVISOR’S SIGNATURE:**

---

### Meeting Dates

<table>
<thead>
<tr>
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<th>4/16</th>
<th>4/18</th>
<th>4/23</th>
<th>4/25</th>
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<td>2 to 3</td>
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<tr>
<td><strong>Group Hours</strong></td>
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<td>1.0</td>
<td>1.0</td>
<td><strong>4.0</strong></td>
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**INDICATE NO-SHOW IF NO STUDENTS ATTEND A SCHEDULED SESSION**

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>LAST, FIRST</th>
<th>PERM #</th>
<th>TOTAL HRS</th>
<th>Tutor</th>
<th>vsed</th>
<th>vsed</th>
<th>vsed</th>
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<tr>
<td>1</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
<td>✔</td>
<td>NS</td>
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<tr>
<td>2</td>
<td>Doe, Jessica, Lee</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<td>✔</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<tr>
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<td>✔</td>
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<tr>
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<td>✔</td>
<td>✔</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>15</td>
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<td>2</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<td>✔</td>
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<tr>
<td>16</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>17</td>
<td>Doe, John</td>
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<td>1</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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</tr>
</tbody>
</table>

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**COMPLETE TIME & DATE INFO ON ALL PAGES**

**ADD UP YOUR HOURS**

**ADD UP ALL THE STUDENTS’ HOURS**

**SIGN EVERY PAGE**

**ADD ANY NEW STUDENTS AS THEY ATTEND. INCLUDE FULL NAME & PERM**
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)
Include professor’s name

Note these instructions & deadlines

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

Total hours on page 1

Fill out info completely on ALL pages

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 Tutors: Make sure students have signed in at the computer station before assisting them with their course work.
  • Math-Physics-Pstat Tutors: Assist students in order by checking the sign-in queue screen and following the priority courses policy.
**Bio-Chem DROP-IN TIMESHEET**

[**ECON DROP-IN TIMESHEET HAS SAME FORMAT**]

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

For work study: I hereby certify the accuracy of this record of hours worked in a satisfactory manner.

**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)

<table>
<thead>
<tr>
<th>DATE</th>
<th>SHIFT START TIME</th>
<th>SHIFT END TIME</th>
<th>DROP-IN HOURS WORKED</th>
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</thead>
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<td>9/23/19</td>
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<td>3:30</td>
<td>1.5</td>
</tr>
<tr>
<td>4/25/15</td>
<td>4:00</td>
<td>5:00</td>
<td>1.0</td>
</tr>
<tr>
<td>4/26/15</td>
<td>10:00</td>
<td>12:00</td>
<td>2.0</td>
</tr>
<tr>
<td>4/27/15</td>
<td>4:00</td>
<td>5:00</td>
<td>1.0</td>
</tr>
<tr>
<td>4/28/15</td>
<td>10:00</td>
<td>12:00</td>
<td>2.0</td>
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</tbody>
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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.**

**WHEN HELPING STUDENTS:**

**MAKE SURE THEY HAVE SIGNED IN ON THE COMPUTER FIRST.**
**TUTORS: ENTER TIME ROUNDED TO THE NEAREST 0.25 HOUR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>DROP-IN HOURS</th>
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<tbody>
<tr>
<td>4/25/15</td>
<td>11:00</td>
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<td>4/25/15</td>
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<td>3.0</td>
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<td>11:15</td>
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<td>4/28/15</td>
<td>8:00</td>
<td>10:00</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**TOTAL DROP-IN HOURS:**

*Supervisor’s Signature: __________________________  Date: __/__/__*

- **SIGN EACH NEW SHEET**
- **FILL OUT COMPLETELY AT THE BEGINNING OF SHIF**
- **ROUNDING TIME OFF TO NEAREST QUARTER HOUR**

**WHEN HELPING STUDENTS:**
- Refer to the student sign in queue screen & help students in order of sign in.
- Follow priority courses policy & group those students at the big table.
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 and any No-Show forms 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 their payroll dates
An online electronic system (Kronos) will be used to track hours worked for payroll.

• Log on to Kronos (https://timekeeping.ucsb.edu/) using your UCSB NetID
• Enter your hours worked every week by Friday afternoon:
  • Enter time worked to the nearest quarter hour
  • Select the correct pay rate under the transfer column
    o Group rate (higher amount) for group sessions, review sessions & group no-shows
    o 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:
    o Regular hours = group and drop-in hours → no comment required
    o Other hours = individual sessions, no-shows, review sessions, substitutions, training hours, lecture attendance → comment required
• Your supervisor will check & verify hours on Mondays. Do not change your hours after they have been verified. Let your supervisor know if something needs to be corrected after verification has occurred.
• Approve your timecard on Friday 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.
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

COURSE: Chem 1A CODE: 108T TIME: 1:00 BLDG: 300 ROOM: 104
CANCEL DATE: 5/2 DAY: - M - T - W - R - F -
COMMENTS:

COURSE: Chem 1A CODE: 104T TIME: 2:00 BLDG: 300 ROOM: 102
CANCEL DATE: 5/2 DAY: - M - T - W - R - F -
COMMENTS:

COURSE: Chem 1A CODE: 105T TIME: 1:00 BLDG: SH ROOM: 4421
CANCEL DATE: 5/3 DAY: - M - T - W - R - F -
COMMENTS:

COURSE: CODE: TIME: BLDG: ROOM:
CANCEL DATE: DAY: - M - T - W - R - F -
COMMENTS:

DROP – IN CANCELLATION

☐ MATH / SCIENCE ☐ ECON ☐ BIO / CHEM
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

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

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