CLAS
MATH-SCIENCE-ECON
TUTOR TRAINING

Timesheets 101
Timesheets & Paperwork

**Basics**

- Timesheets must be **complete, accurate & filled out in ink**
- 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: Usually the **1st & 15th** of each month
- Paychecks are issued on the **1st of the month**. You can pick them up from Dan, the program assistant
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
- The Tutor’s Signature
FILL OUT STUDENT INFO COMPLETELY

STUDENT MUST SIGN AFTER EACH SESSION

ALWAYS INCLUDE BRIEF DESCRIPTION OF WHAT YOU DID

TOTAL YOUR HOURS

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.
• 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
- **Course:** CHEM 1A
- **Time:** MW 2:00-2:50PM
- **Building:** 300 Rm 102

**Tutor:** 02140

**Mary Anderson**

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

**SUPERVISOR’S SIGNATURE**

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<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>4/16</th>
<th>4/18</th>
<th>4/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEETING TIME</td>
<td>2 to 3</td>
<td>2 to 3</td>
<td>2 to 3</td>
</tr>
<tr>
<td>GROUP HOURS</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Group Hours:** 3.0

---

<table>
<thead>
<tr>
<th>STUDENT NAME (Last, First)</th>
<th>PERM #</th>
<th>TOTAL HRS</th>
<th>Tutor's Signature</th>
<th>check mark student attendance for each session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Paredes, Johanna, Jean</td>
<td>53803367</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.  Reyes, Jessica, Lee</td>
<td>5380340</td>
<td>3</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>3.  Paredes, Antonio</td>
<td>5380343</td>
<td>3</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>4.  Paredes, Ryan, Francisco</td>
<td>5380349</td>
<td>2</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>5.  Paredes, Vivon, Dodson</td>
<td>5380356</td>
<td>2</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>6.  Paredes, Lauren, Marie</td>
<td>5380366</td>
<td>3</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>7.  Paredes, Alexandra, Michelle</td>
<td>538037</td>
<td>3</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>8.  Paredes, Elizabeth, Stone</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9.  Paredes, Hugo, Ernesto</td>
<td>5380395</td>
<td>0</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>10. Paredes, Marisa, Nicol</td>
<td>5380404</td>
<td>2</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>11. Paredes, Allen, Patrick</td>
<td>5380410</td>
<td>1</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>12. Paredes, Rachel, Taylor Irby</td>
<td>5380423</td>
<td>3</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>13. Paredes, Jorge</td>
<td>5380439</td>
<td>2</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>14. Paredes, Eileen, Tulio</td>
<td>5380449</td>
<td>2</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>15. Paredes, Geoffrey, Scott</td>
<td>5380457</td>
<td>2</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>16. Paredes, Justin, Jiayao</td>
<td>5380499</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Doe, John</td>
<td>456789-0</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**PLEASE COMPLETE ALL FIELDS.**

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

**ADD UP YOUR HOURS**

**SIGN EVERY PAGE**

**INDICATES EXCUSED ABSENCE**

**ADD UP ALL THE STUDENTS’ HOURS**

**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.
Timesheets & Paperwork

• No-Show Forms
  • To be completed when:
    • A student fails to show up for an individual session
    • A student fails to cancel at least an hour before a scheduled appointment
    • A group has zero attendance
  • Tutors are obliged to wait 15 minutes before declaring the session a no-show
  • Tutors are paid for an hour session at the appropriate individual or group rate
  • Let your coordinator know immediately if you have had 2 no-shows for an individual student within a quarter
**INSTRUCTIONS:**
- A NO-SHOW IS DECLARED UNDER THE FOLLOWING CIRCUMSTANCES:
  - A STUDENT FAILS TO NOTIFY THE TUTOR AT LEAST 1 HOUR BEFORE A SCHEDULED APPOINTMENT.
  - A STUDENT (OR GROUP) IS MORE THAN 15 MINUTES LATE FOR A SCHEDULED APPOINTMENT.
- NOTIFY YOUR COORDINATOR IMMEDIATELY OF ANY SECOND NO-SHOWS IN THE SAME QUARTER.
- TURN IN COMPLETED NO-SHOW FORMS ON THE TIMESHEET DUE DATE.

**TUTOR NAME:** Mary Tutor

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>John Studentbody</th>
<th>COURSE:</th>
<th>Chem 1A</th>
</tr>
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<tbody>
<tr>
<td>NO SHOW DATE:</td>
<td>5/22</td>
<td>TIME:</td>
<td>5:00</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>5EB</td>
<td></td>
<td></td>
</tr>
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</table>

Second No Show for This Student? ☐ Athlete? ☑

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th></th>
<th>COURSE:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>NO SHOW DATE:</td>
<td></td>
<td>TIME:</td>
<td></td>
</tr>
<tr>
<td>LOCATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second No Show for This Student? ☐ Athlete? ☐

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th></th>
<th>COURSE:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NO SHOW DATE:</td>
<td></td>
<td>TIME:</td>
<td></td>
</tr>
<tr>
<td>LOCATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second No Show for This Student? ☐ Athlete? ☐

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th></th>
<th>COURSE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO SHOW DATE:</td>
<td></td>
<td>TIME:</td>
<td></td>
</tr>
<tr>
<td>LOCATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second No Show for This Student? ☐ Athlete? ☐

Total Individual No-Show Hours 1.0
Total Group No-Show Hours 0

Tutor Signature: [Signature]
Date: 5/23/15

Office Use
Supervisor Signature: [Signature]
Date: [ ]
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 in advance
  - Place requests in the envelope on Amy’s door
- 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

Overestimating can limit your room choices

Accuracy counts!

Note these instructions & deadlines
~CLAS ROOM REQUEST FORM~

PLEASE NOTE THE FOLLOWING BEFORE SUBMITTING FORM:

- SUBMIT ALL REQUESTS TO AMY AT SRB 3248.
- SUBMIT AT LEAST ONE FULL WEEK IN ADVANCE.
- REQUESTS SUBMITTED AFTER 3PM WILL NOT BE PROCESSED UNTIL THE FOLLOWING DAY.
- REQUESTS SUBMITTED WITH LESS THAN A WEEK NOTICE MAY NOT BE ACCEPTED.
- NEATNESS AND ACCURACY COUNT!
- REMEMBER: REQUESTS FOR ROOMS M-R BEFORE 5PM ARE GENERALLY NOT POSSIBLE

~THANK YOU!

TUTORS NAME: Mary Tutor
(Please Print!)

COURSE: Chem 109B (Rosak)
(include Professor)

EVENT TYPE: Review Session
☑ Make-up Session
☐ Other

MAX # STUDENTS: 80

DATE: Day: Tues Date: 4/23

TIME: Start: 6:00 End: 8:00 pm

OTHER COMMENTS: (optional)

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CLAS
Campus Learning Assistance Services

FOR OFFICE USE ONLY

DATE SUBMITTED: 4/11 ☑ Online ☐ Fax ☐ Manual
ROOM ASSIGNED: Broida 1640

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Scheduling: CLAS Tutorial Sessions

Use this form to schedule CLAS tutorials (one-time) ONLY.

Processing Time: 5 business days

SUBMITTED BY
Amy Last
amy.last@u.washington.edu
Apr 1, 2013, 04:44PM PDT

Tutorial Details

[Required] Tutor Name: Mary
[Required] Course Department, Number, and Instructor: Chem 109B (Rosak)
[Required] Maximum Number of Students: 80
[Required] Day of Week: [ ] Tuesday

This field helps us confirm that we are scheduling the correct date for you. Additionally, campus scheduling software requires separate input of day and date. Finally:

[Required] Requested Start Date / Time: 4/23/13 - 6:00PM
Requests for rooms on Monday through Thursday before 8PM generally cannot be fulfilled.

[Required] Requested End Time: 8:00 PM

Preferred Facility (optional): No answer submitted.

Facilities on campus are in high demand. The scheduler will give priority to your preferred facility, but will select the best possible venue for your tutorial based on availability. Venue capacities are listed in parentheses. Room layouts and audio capabilities are listed on the Classroom Attributes Database. To reserve a venue not listed here, contact the Scheduling Office.

Comments for the Campus Events Scheduler (optional): No answer submitted.

If you have any other requirements (e.g., large classroom, digital projector, etc.), please describe them here.

[Admin Use Only] Space Scheduled: Broida 1640 from 6-8pm
[Admin Use Only] Confirmation Number: 897479
[Admin Use Only] NOTES: No answer submitted.

PRINT the PDF version of this confirmation and BRING IT WITH YOU to the event. You may be asked to show verification of your room reservation.

If your scheduled room is indeed when you arrive, please call the Community Services Office (CSO) at 425-864-2000.
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

Fill out info completely on ALL pages

Instructions: Transfer student names & perms onto this sheet from the collected attendance slips. Do NOT allow students to write on or view the timesheet.

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

<table>
<thead>
<tr>
<th>STUDENT PERM</th>
<th>STUDENT NAME (Last, First)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0070070</td>
<td>Givens, D</td>
</tr>
<tr>
<td>1231877</td>
<td>Carlos, C</td>
</tr>
<tr>
<td>0077889</td>
<td>Elizabeth, A</td>
</tr>
<tr>
<td>5937721</td>
<td>Landeck, Jeff</td>
</tr>
<tr>
<td>8675309</td>
<td>Stemme, J</td>
</tr>
<tr>
<td>04221990</td>
<td>Cristofani, E</td>
</tr>
<tr>
<td>1234567</td>
<td>Engel, E</td>
</tr>
<tr>
<td>3334449</td>
<td>Zaccone, V</td>
</tr>
<tr>
<td>3444613</td>
<td>DeAnda, L</td>
</tr>
<tr>
<td>1111111</td>
<td>Bonderson, G</td>
</tr>
<tr>
<td>666777B</td>
<td>Bohr, N</td>
</tr>
<tr>
<td>6021023</td>
<td>Avogadro, A</td>
</tr>
<tr>
<td>4455667</td>
<td>Studentbody, J</td>
</tr>
</tbody>
</table>

* 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: 4455667
Course Name & Number: Chem 109B
Date: 4/23/13 Time: 6:00
Regular Tutorial Group Time: none
(Wide " none" if not currently enrolled in a CLAS group for this course)
Review Session Tutor: Mary T.
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**: Enter student information on your timesheet by transferring it from each student’s attendance slip. Students should NOT write on or view the data on your timesheet.
  • **Math-Physics-Pstat Tutors**: Assist students in order by checking the sign in queue screen and following the priority courses policy. Fill out contact journal as appropriate.
Bio/Chem & Econ Drop-in Forms:

Attendance Slips

* CLAS Drop-in Attendance *
Students please fill out this form and hand it to the Drop-in Tutor on duty

Student Name: John Doe

Student Perm Number: 456789-0

Course Name & Number: Chem 1A

Date: 4/25/15 Time: 4:12

Reason for Visit: Homework problems

Tutor Name: Mary

STUDENTS FILL OUT AND HAND THIS FORM TO THE TUTOR.

TUTORS TRANSFER THIS INFO ONTO THEIR TIMESHEET BEFORE THEIR SHIFT IS OVER.

AFTER TRANFERRING THE INFO THIS FORM IS PLACED IN THE COLLECTION ENVELOPE.
<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL HOURS</th>
<th>PERM #</th>
<th>STUDENT'S NAME</th>
<th>COURSE NAME &amp; NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25/15</td>
<td>4:00</td>
<td>5:00</td>
<td>1.0</td>
<td>450789-0</td>
<td>John Doe</td>
<td>Chem 1A</td>
</tr>
<tr>
<td>4/26/15</td>
<td>10:00</td>
<td>12:00</td>
<td>2.0</td>
<td>445660-7</td>
<td>Joey Proctor</td>
<td>Chem 109B</td>
</tr>
<tr>
<td>4/27/15</td>
<td>4:00</td>
<td>5:00</td>
<td>1.0</td>
<td>445660-7</td>
<td>John Studentbody</td>
<td>Chem 1A</td>
</tr>
<tr>
<td>4/28/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TUTORS: ENTER TIME ROUNDED TO THE NEAREST 0.25 HOUR**

**SIGN EACH NEW SHEET**

**DON'T WRITE HERE!**

Transfer the information from the individual attendance sheet onto here before your shift is over.

Supervisor’s Signature: _________________________________ Date: __/__/__
**MATH-SCIENCE DROP-IN PAYROLL TIMESHEET**

Tutor's Name (Print): Ed W. Cates

Tutor's Signature: Ed W. Cates

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

**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>
</tr>
</thead>
<tbody>
<tr>
<td>4/25/15</td>
<td>11:00</td>
<td>12:00</td>
<td>1.0</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>7:00</td>
<td>10:00</td>
<td>3.0</td>
</tr>
<tr>
<td>4/27/15</td>
<td>11:15</td>
<td>12:00</td>
<td>0.75</td>
</tr>
<tr>
<td>4/28/15</td>
<td>8:00</td>
<td>10:00</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**TOTAL DROP-IN HOURS: **

**SIGN EACH NEW SHEET**

**FILL OUT COMPLETELY AT THE BEGINNING OF SHIFT ROUNDDING 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.
**MATH-SCIENCE Drop-In Attendance Sheet**

Tutor’s Name (Print): Ed U. Cates

Tutor’s Signature: Ed U. Cates

FERPA Compliance: I hereby certify the accuracy of this record and will maintain the confidentiality of the information collected.

<table>
<thead>
<tr>
<th>Date m-dd</th>
<th>Student’s Name (PLEASE PRINT)</th>
<th>Student’s Perm (Check reg. card)</th>
<th>Course Name and #number</th>
<th>Priority Course Fill in □ for YES</th>
<th>Rubric</th>
<th>Time (Start) / (End)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25</td>
<td>John Studentbody</td>
<td>445566 - 7</td>
<td>Math 3A</td>
<td>□</td>
<td>3</td>
<td>11:05</td>
</tr>
</tbody>
</table>

Fill in all info when you meet with the student. Keep data confidential!

MSE Drop-in Rubric

Please select one of the following and write the number in the “Rubric” Column on the Attendance Sheet.

1= Need help getting started
2= Started but got stuck
3= Can do similar problems but not this one
4= I did it – need someone to check my work/answer
5= Want to learn concepts better, no specific question (write concept above)
6= I want to review for a test
7= I want to work with others in my class
8= Other
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 twice per month... on or around the 1st & 15th

• Tutors who do not submit timesheets on time or submit them with incorrect information risk delaying their payroll dates
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: 103T TIME: 1:00 BLDG: 300 ROOM: 104
CANCEL DATE: 5/2
COMMENTS: 

COURSE: Chem 1A CODE: 104T TIME: 2:00 BLDG: 300 ROOM: 102
CANCEL DATE: 5/2
COMMENTS: 

COURSE: Chem 1A CODE: 105T TIME: 1:00 BLDG: SH ROOM: 4421
CANCEL DATE: 5/3
COMMENTS: 

COURSE: 
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:

CLAS

Campus Learning Assistance Services

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!