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 Friday!
- 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  
- The Tutor’s Signature
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Hrs</th>
<th>Signature</th>
<th>Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/17/12</td>
<td>5 to 6</td>
<td>1.0</td>
<td>John L.</td>
<td>Stoichiometry, limiting reagents</td>
</tr>
<tr>
<td>4/24/12</td>
<td>5 to 6:30</td>
<td>1.5</td>
<td>John L.</td>
<td>Gas laws</td>
</tr>
<tr>
<td>5/1/12</td>
<td>5 to 6:15</td>
<td>1.25</td>
<td>John L.</td>
<td>Review for exam</td>
</tr>
<tr>
<td>5/15/12</td>
<td>5 to 6</td>
<td>1.0</td>
<td>John L.</td>
<td>Equilibrium</td>
</tr>
<tr>
<td>5/18/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hrs: 4.75

TUTOR’S SIGNATURE: Mary Tutor

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

SUPERVISOR’S SIGNATURE: _

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

STUDENT MUST SIGN AFTER EACH SESSION.

ALWAYS INCLUDE BRIEF DESCRIPTION OF WHAT YOU DID.

FILL OUT STUDENT INFO COMPLETELY.

DON’T FORGET TO SIGN!
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
• Tottaed hours for the group & each student
• Names & Perms for all newly added students
• The tutor’s signature
Spring
September 16, 2013

CLAS Group Attendance

Group: 104T  Time: MW 2:00-2:50PM  Roster #: 8  Building 300 Rm 102

WORK STUDY: I certify that this states the true hours worked & performed satisfactorily.

PLEASE COMPLETE ALL FIELDS.

<table>
<thead>
<tr>
<th>STUDENT NAME (Last, First)</th>
<th>PERM #</th>
<th>TOTAL HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Perla, Johanna, Jean</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>2  Perla, Jessica, Lee</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>3  Perla, Antonio</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>4  Perla, Ryan, Francisco</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>5  Perla, Vivon, Derson</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>6  Perla, Lauren, Marie</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>7  Perla, Alexandra, Michelle</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>8  Perla, Elizabeth, Stone</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>9  Perla, Hugo, Ernesto</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>10 Perla, Marisa, Nicol</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>11 Perla, Allen, Patrick</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>12 Perla, Rachel, Taylor Irby</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>13 Perla, Jorge</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>14 Perla, Eileen, Tulio</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>15 Perla, Geoffrey, Scott</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>16 Perla, Justin, Jiayao</td>
<td>5038297</td>
<td>2</td>
</tr>
<tr>
<td>17 Doe, John</td>
<td>4547890</td>
<td>1</td>
</tr>
</tbody>
</table>

Meeting Date  4/16  4/18  4/23  4/25
Meeting Time  2 to 3  2 to 3  2 to 3  2 to 3
Group Hours   1.0  1.0  1.0  1.0

Total Group Hours: 3.0

TUTOR’S SIGNATURE: Mary  Tutor’s signature check mark student attendance for each session

SUPERVISOR’S SIGNATURE: Mary

COMPLETE TIME & DATE INFO ON ALL PAGES
ADD UP YOUR HOURS
SIGN EVERY PAGE
INDICTATES 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

STUDENT NAME: John Student Body
(Course or Tutorial Group Code)

NO SHOW DATE: 5/22 TIME: 5:00 LOCATION: SEC

SECOND NO SHOW FOR THIS STUDENT? ☐ ATHLETE? ☐

STUDENT NAME: (Course or Tutorial Group Code)

NO SHOW DATE: TIME: LOCATION:

SECOND NO SHOW FOR THIS STUDENT? ☐ ATHLETE? ☐

STUDENT NAME: (Course or Tutorial Group Code)

NO SHOW DATE: TIME: LOCATION:

SECOND NO SHOW FOR THIS STUDENT? ☐ ATHLETE? ☐

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

TUTOR SIGNATURE: Mary Tutor DATE: 5/23/15

NOTE INSTRUCTIONS
BE SURE TO INDICATE IF THIS IS AN ATHLETE
ALSO INDICATE ANY SECOND MISSED APPOINTMENTS
SIGN AS USUAL
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 (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)
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 3PM are generally not possible.

~Thank you!

Tutor Name: Mary Tutor  

Course: Chem 109B (Russak)  

Event Type: Review Session  

Max # Students: 80  

Date: Tues  

Start: 6:00  

End: 8:00 pm  

Other Comments:  

Note these instructions & deadlines  

Include professor's name  

Overestimating can limit your room choices  

Accuracy counts!
~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 3PM ARE GENERALLY NOT POSSIBLE
  ~THANK YOU!

TUTOR NAME: Mary Tutor
(Please Print!)

COURSE: Chem 109B (Rossak)
(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)

Scheduling: CLAS Tutorial Sessions

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

Processing Time: 5 business days

SUBMITTED BY
Amy [last name]@as.ucsb.edu
Apr 11, 2013, 04:14PM PDT

Tutorial Details

[Required] Tutor Name: Mary

[Required] Course Department, Number, and Instructor: Chem 109B (Rossak)

[Required] Maximum Number of Students: 80

[Required] Day of Week: [ ] Tuesday

[Required] Requested Start Date / Time: 4/23/13 - 6:00 PM

Requested for room: Monday - Thursday before 5pm 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 location but will select the best possible venue for your tutorial based on availability. Venue capacities are listed in parenthesis. Room layouts and media capabilities are listed in the CLAS Classroom Attribute Database. To reserve a room not listed here, please see the Scheduling Guide.

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

If you have specific needs (e.g., large chalkboard, whiteboard, etc.), please describe them here.

[Admin Use Only] Space Scheduled: Brodia 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 vacant when you arrive, please call the Community Service Organization (CSO) at 805-893-3000.
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

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

Student Name: John Studentbody
Student Perm Number: 4455606-7
Course Name & Number: Chem 103B
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.
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.
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
(Print clearly!)

Student Name: John Doe

Student Perm Number: 456789-0

Course Name & Number: Chem 1A

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

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.
# BIO-CHEM DROP-IN Attendance/TIMESHEET

[ECO DROP-IN TIMESHEET HAS SAME FORMAT]

Tutor’s Name (Print): Mary Tutor  
Tutor’s Signature: [Signature]

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>OUT</th>
<th>TOTAL HOURS</th>
<th>PERM #</th>
<th>STUDENT’S NAME PLEASE PRINT</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>456789-0</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>455454-7</td>
<td>Joey Price</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>578957-0</td>
<td>John Studentbody</td>
<td>Chem 1A</td>
</tr>
<tr>
<td>4/28/15</td>
<td>10:00</td>
<td>12:00</td>
<td>2.0</td>
<td>578957-0</td>
<td>Joe Cruz</td>
<td>Chem 109A</td>
</tr>
</tbody>
</table>

*Enter your drop-in shift info here...once per shift!*

*Don't let students write on this sheet! Transfer the information from the individual attendance slips onto here before your shift is over.*

Supervisor’s Signature: ___________________________  Date: __/__/___
**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:**

---

**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.

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**SIGN EACH NEW SHEET**

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

**ROUNDING TIME OFF TO NEAREST QUARTER HOUR**
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 Fridays
• Tutors who do not submit timesheets on time or submit them with incorrect information risk delaying their 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/](https://timekeeping.ucsb.edu/)) using your UCSBNetID
- 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
    - 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
- 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:  108T  
TIME:  1:00  
BLDG:  SH  
ROOM: 412

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:

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>CHEM 1A</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUTOR:</td>
<td>MARY TUTOR</td>
</tr>
<tr>
<td>DAY:</td>
<td>Wed.</td>
</tr>
<tr>
<td>DATE:</td>
<td>5/2/13</td>
</tr>
<tr>
<td>TIME:</td>
<td>1:00</td>
</tr>
</tbody>
</table>

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

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