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 tutor’s mentor: *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.
Group Tutorials

*Timesheets must always include:*

• Dates & Times of all sessions
• Times that are rounded to the nearest quarter hours. [A 75 minute session is 1.25 hours.]
• Totaled hours for the group & each student
• Names & Perms for all newly added students
• The tutor’s signature
Completion of time & date info on all pages.

Add up your hours.

Add up all the students' hours.

Sign every page.

Indicate a no-show if zero students attend a scheduled session.

Indicates excused absence.

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
• Tutor Mentors 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.
Drop-in

• Fill out your shift information on your work log form as soon as possible after completing your session
• For in-person drop-in sessions be sure to have students sign in on the computer in SRB 3274 before you assist them with course work.

Review Sessions

• Use the Review Session portion of the work log/timesheet when combining multiple groups into one large session (in-person or online)
• Remember that Review Sessions are optional & subject to approval; submission of a Request Form to the coordinator is required.
# Bio-Chem Tutor TIMESHEET & WORK LOG

**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 information for each shift or review session as soon as possible after completion.
- Enter shift times and hours worked rounded to the nearest 0.25 hour.
- Enter Drop-in/classroom under location for in-person sessions; enter “Zoom” for online sessions.
- Enter the number of students assisted; if no students attend the session, enter zero.
- Turn in completed timesheet/log to your CLAS mentor at the end of the pay period.
- Start a new timesheet for each pay period.

## DROP-IN HOURS

<table>
<thead>
<tr>
<th>DATE</th>
<th>SHIFT START TIME</th>
<th>SHIFT END TIME</th>
<th>DROP-IN HOURS</th>
<th>LOCATION OF SHIFT</th>
<th>NUMBER STUDENTS ASSISTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/23/2019</td>
<td>2:00</td>
<td>3:30</td>
<td>1.5</td>
<td>SRB 3274</td>
<td>3</td>
</tr>
<tr>
<td>10/4/2021</td>
<td>3:00</td>
<td>4:00</td>
<td>1.0</td>
<td>SRB 3274</td>
<td>2</td>
</tr>
<tr>
<td>10/5/2021</td>
<td>2:00</td>
<td>3:00</td>
<td>1.0</td>
<td>Zoom</td>
<td>0</td>
</tr>
</tbody>
</table>

## REVIEW SESSION HOURS

<table>
<thead>
<tr>
<th>DATE</th>
<th>REVIEW START TIME</th>
<th>REVIEW END TIME</th>
<th>HOURS WORKED</th>
<th>LOCATION OF REVIEW</th>
<th>NUMBER STUDENTS ATTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/6/2021</td>
<td>7:00</td>
<td>9:00</td>
<td>2.0</td>
<td>Broida 1640</td>
<td>65</td>
</tr>
</tbody>
</table>

FILL OUT TIME DATE & SHIFT INFO  
INCLUDE LOCATION  
INDICATE # STUDENTS ASSISTED  

Note these instructions  

INCLUDE LOCATION  
INDICATE # STUDENTS AT THE REVIEW (TAKE A HEAD COUNT!)
Review Sessions

Request for Session approval:

- 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
  - Submit requests in envelope on Amy’s door (SRB 3248) or via email (amyliest@ucsb.edu)

Check your Confirmation

- You will be notified via e-mail when your request has been approved and filled
- Be sure to double check your confirmation for any potential changes made by Campus Scheduling for room requests
- The confirmation sheet has information regarding who to contact if your room is locked

**NOTE:** Reserving rooms and holding sessions on holidays is not allowed (University is officially closed)
NOTE THESE INSTRUCTIONS & DEADLINES

CHECK EVENT TYPE
(in-person sessions will also involve a room request)

OVERESTIMATING CAN LIMIT YOUR ROOM CHOICES

ACCURACY COUNTS!
Maximum time allowed is 2 hours

Room assigned
(online sessions are conducted on zoom using your drop-in link)
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
Timesheets & Paperwork

**Timesheet Summary**

- It is essential to collect attendance data for all students who attend CLAS sessions
- Accuracy is important
- Group, Drop-in & Review Session Timesheets are all turned in to your mentor 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/](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
    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 = 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.
  o 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 mentor ASAP Monday morning.

• Supervisors (coordinators) will check, verify and approve hours by Monday morning. They will alert you if an adjustment is needed &/or made.
Cancellations

- For Groups & Drop-in:
  - **Unplanned:** If you are sick call 893-7996 and leave a message ASAP.
  - **Also:** Email Amy & your Mentor
  - **Planned:** Fill out and submit the proper form in advance

NOTE INSTRUCTIONS
INCLUDE REASON
FILL OUT COMPLETELY
INCLUDE DROP-IN INFO IF NEEDED

SIGN POSTED BY CLAS:

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

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