CLAS
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 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
<table>
<thead>
<tr>
<th>STUDENT NAME (Last,First)</th>
<th>PERM #</th>
<th>TOTAL HRS</th>
<th>4/16</th>
<th>4/18</th>
<th>4/23</th>
<th>4/25</th>
<th>NS</th>
<th>Tutor note</th>
<th>check mark student attendance for each session</th>
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<tbody>
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</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:** 4.0

**Tutor's Signature:** Mary Jane

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

**ADD UP YOUR HOURS**

**INDICATE A NO-SHOW IF ZERO STUDENTS ATTEND A SCHEDULED SESSION**

**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
• 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>

**Note these instructions**
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)

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**CLAS EVENT & ROOM REQUEST FORM**

PLEASE NOTE THE FOLLOWING BEFORE SUBMITTING FORM:

- Submit all requests to Amy at SRB 3248 or amyliest@ucsd.edu
- Submit at least one full week in advance if a room is required for the event.
- Requests submitted after 3PM will not be processed until the following day.
- Requests submitted with less than a week notice that require a room may not be accepted.
- Neatness and accuracy count!
- Remember: requests for rooms M-R before 5PM are NOT possible!

<table>
<thead>
<tr>
<th>TUTOR NAME:</th>
<th>Mary Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE:</td>
<td>Chem 1A (Andersen)</td>
</tr>
<tr>
<td>EVENT TYPE:</td>
<td>Review Session (in-person)</td>
</tr>
<tr>
<td>MAX # STUDENTS:</td>
<td>80</td>
</tr>
<tr>
<td>DATE:</td>
<td>Wed Oct 6th</td>
</tr>
<tr>
<td>TIME:</td>
<td>Start: 7:00 End: 9:00 pm</td>
</tr>
<tr>
<td>OTHER COMMENTS:</td>
<td></td>
</tr>
</tbody>
</table>

Room assigned:

Broida 1640

FOR OFFICE USE ONLY

DATE RECEIVED: 9/27/21

EVENT APPROVED: YES

ROOM ASSIGNED: Broida 1640

OTHER COMMENTS:
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/) 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.
• 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

**Cancellations**

**Cancellation Request Form**

- **Complete form at least two days in advance of requested cancellation date.**
- **First**: Name: Mary Tutor
- **Reason for Cancellation**: midterm
- **Course**: Chem 1A
- **Code**: 1038
- **Time**: 1:00
- **Building**: 300
- **Room**: 104
- **Cancel Date**: 5/2
- **Day**: M - T - W
- **Comments**:
- **Course**: Chem 1A
- **Code**: 1044
- **Time**: 2:00
- **Building**: 300
- **Room**: 102
- **Cancel Date**: 5/2
- **Day**: M - T - W
- **Comments**:
- **Course**: Chem 1A
- **Code**: 1038
- **Time**: 1:00
- **Building**: SH
- **Room**: 442
- **Cancel Date**: 5/3
- **Day**: M - T - W
- **Comments**:

**Drop-in Cancellation**

- **Math/Science**
- **Econ**
- **BIO/Chem**
- **Cancel Date**: _______ DAY: M - T - W - R - F
- **Time**: ________
- **Cancel Date**: _______ DAY: M - T - W - R - F
- **Time**: ________
- **Cancel Date**: _______ DAY: M - T - W - R - F
- **Time**: ________

**Office Use**

- **Coordinator Approval**: ________
- **Date**: ________
- **Administrative**: EMAIL
- **Post Notices**: ________
- **Notify Intake**: ________

**Sign Posted by CLAS**

- **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!