PAYROLL

POLICIES AND PROCEDURES

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INTRODUCTION

SASC tutors take on the challenging and important task of helping their peers succeed. This booklet outlines the basic steps you must take to help us pay you accurately for your hard work.

TIME RECORDS

Time records document your working hours, training attendance, and prep hours. If you are an individual tutor, they also document your tutees’ attendance. The time records you submit will be used to determine your pay for a specific time period. **You must correctly mark your tutees’ attendance in order for your time cards for the period to be approved.** Failure to update attendance will delay your pay.

Accuracy, legibility, and punctuality in submitting time records are vital because they serve as permanent documents for pay purposes. Time records will be returned to your mailbox until any necessary corrections or changes have been made.

At UC Davis, every other Friday marks the end of a pay period. Time Records are due on these Fridays by 1:00pm. If a pay period ends on a holiday, then Time Records are due by 1:00pm on the last business day before the holiday. Pay checks are issued two Wednesdays—12 days—later.

The following items must be included on each time record:

1) Enter your name (last name first, first name last).
2) Enter your current wage.
3) Enter the pay period ending.
4) Enter the date submitted.
5) Circle your position: tutor or reader.
6) Check this box if you are Work Study.

What Is Work-Study?
The Federal Work-Study Program was created to stimulate and promote part-time employment for students who have financial need and who need earnings to pursue a college education. It allows students to meet their educational expenses without incurring a lot of debt and is intended to provide worthwhile job opportunities for qualified students. To participate, you must be a financial aid recipient with Federal Work-Study (Work-Study) award eligibility. For more information about the Federal Work-Study Program, please visit [http://financialaid.ucdavis.edu/employment/UGWSGuide.html](http://financialaid.ucdavis.edu/employment/UGWSGuide.html).

7a) CIRCLE ONE: DROP-IN TUTORING / SEGUNDO / TERCERO / QUARTO / CAMP / SRRC / ENG / LEADR / ATHLETE / MCNAIR / BUSP / TRiO / LFA

7b) TUTEE NAME for individual scheduled tutoring.

Enter the full name of the individual scheduled tutee.

7c) Enter the day/time of the tutoring session.

7d) Enter the specific course information.
8) Enter the total amount of time in the day boxes that corresponds to the dates you tutored. Since some sessions do not use the full hour, you must record actual time worked to the nearest quarter hour. **All entries must be numerical.**

**All time entered must be rounded to the nearest quarter hour:**

15 or .25 minutes
30 or .5 minutes
45 or .75 minutes

9) In the smaller boxes below the hourly boxes, indicate any absent codes that occurred for either an individual tutee or an entire group tutoring session. **It is extremely important that you mark your tutees’ attendance correctly.**

- A = Tutee Absence
  - Your individual tutee was absent, and you did NOT partake in the “Instructional Materials Development” option.

- T = Tutor Absence
  - You were unable to attend a tutoring session and followed policies to report the absence to the SASC.

- H = Holiday

- I = Instructional Materials Development
  - Your individual tutee was absent, but you stayed the full length of your scheduled appointment to participate in the “Instructional Materials Development”.

10) Enter the total hours based on the hour entered in the daily boxes.

**Enter the number of hours you spent in the following:**

11) New Tutor Orientation
12) Union Meeting
13) Segundo/Cuarto/Tercero/Alder Meeting
14) Special Funded Program meeting (McNair, BUSP, TRiO, Athlete)
15) Introduction to the SASC—General Training
16) Sexual Harassment—General Training
17) Cultural Diversity—General Training
18) Other general training
19) Discovery Training AND Presentation Prep—Training
20) Trainers Meeting and Presentation Prep—Training
21) Writing Training—Training
22) Subject Prep (One hour per week)
23) Trio Prep (15 minutes per progress report)
24) Grand Total of hours worked
25) Print your name
26) Sign your name
PREPARATION TIME

Preparation, or “prep”, time is paid time each week that you can use to review subject material. Preparation time can be done at your convenience. Only certain tutoring positions are eligible for paid prep time:

- Math/Science Drop-In tutoring positions are eligible for one hour of paid prep per week*. Drop-In locations/assignments include, but are not limited to, Residence Halls, South Hall, Dutton Hall, Sciences Laboratory Building, LEADR, Black Community of Science, and Student Recruitment and Retention Center.
  
  o *A tutor who works multiple Math/Science Drop-In and/or Residence Hall tutoring positions is eligible for a total of one hour of paid prep time per week.

- Individual tutoring programs provide one hour of paid prep time per subject per week. These programs include but are not limited to Intercollegiate Athletes, TRiO Scholars, Linda Francis Alexander Program, and McNair Scholars.

- Writing tutors are not eligible for paid prep time.

For any tutor eligible for paid prep, the maximum number of prep hours allowed per week is three hours.

<table>
<thead>
<tr>
<th>Tutoring Position</th>
<th>Paid Prep?</th>
<th>How to Calculate Paid Prep Hours</th>
<th>Max Allowable Paid Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math/Science Drop-In</td>
<td>Yes</td>
<td>1 hour/week</td>
<td>1</td>
</tr>
<tr>
<td>Writing Drop In</td>
<td>No</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Individual Tutoring</td>
<td>Yes</td>
<td>1 hour/subject/week</td>
<td>3</td>
</tr>
</tbody>
</table>

*No tutor may be paid for more than 3 hours of prep/week.