

PAYROLL POLICIES AND PROCEDURES

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.

Timesheets

Timesheets document your working hours, training attendance, and prep hours. Time records you submit will be used to determine your pay for a specific time period.

Accuracy, legibility, and punctuality in submitting time records are vital because they serve as permanent documents for pay purposes. Timesheets will be returned to the tutor if any necessary corrections or changes need to be made.

At UC Davis, every other Friday marks the end of a pay period. Timesheets are due on these Fridays by 2:00PM unless otherwise stated. If a pay period ends on a holiday, then timesheets are due by 2:00P on the last business day before the holiday.

The following items must be included on each timesheet:

- 1) First and last name
- 2) Pay period end date
- 3) Date submitted
- 4) Check the box indicating your tutoring assignment (Drop-In, Individual, or Both)
- 5) Each tutoring assignment goes in a different box.
 - a. If an individual tutor: fill in subject, day/time, tutee name, and circle the tutee's program.
 - b. If a drop-in tutor: fill in subject, day/time, and circle which drop-in position you worked. If you worked in the Residence Hall, please write which Residence Hall in the space provided for tutee's name.
- 6) Enter the total amount of time in the boxes that corresponds to the dates you tutored. Since some session do not use the full hour, you must record actual time worked to the nearest quarter hour. All entries must be numerical.
 - a. All time entered must be rounded to the nearest quarter hour:
 - i. 15 minutes = .25 hr
 - ii. 30 minutes = .5 hr
 - iii. 45 minutes = .75 hr

- 7) In the smaller boxes located in the lower right corner of the hourly boxes, indicate any absent codes that occurred an individual tutoring appointment. It is extremely important that you mark your attendance and your tutee's attendance correctly.
- a. A = Tutee Absence
 - i. Your individual tutee was absent and you did NOT partake in the "Instructional Materials Development" option
 - b. T = Tutor Absence
 - i. You were unable to attend a tutoring session and followed the proper policies to report the absence to the SASC
 - c. H = Holiday
 - i. Holidays are not payed. You must put a zero for the number of hours worked if you were scheduled to work on a day in which a holiday fell.
 - d. I = Instructional Materials Development
 - i. Your individual tutee was absent, but you stayed the full length of your scheduled appointment to participate in the "Instructional Materials Development"
 - e. R = Rescheduled Appointment
 - i. Only for approved reschedules.
- 8) Enter the total hours worked for the pay period based on the hours entered in the daily boxes.
- 9) On the back of your timesheet, indicate the number of hours allotted for prep. Use this guide to help you determine how many hours of prep you can possibly be paid for each week:

Tutoring Position	Paid Prep	How to Calculate Paid Prep Hours	Max Allowable Paid Prep Hours
Math/Science/Econ Drop-In	Yes	1 hour/week	1
CAMP/APEP/LEADR	Yes	1 hour/week	1
Residence Hall	Yes	1 hour/week	1
Individual Tutoring	Yes	1 hour/subject/week	3
Writing Drop-In	No	-	-

- 10) Indicate the allotted hours of training you completed during the pay period. For certain trainings, there are allotted maximums for time spent on the training for which you will be paid. This applies to the following trainings:
- a. Online Prevention of Sexual Harassment Training— 1 hour
 - b. Ethics Training— 30 minutes
 - c. Cyber Security Training— 1 hour
- If it took you less time to finish the trainings, then you must indicate how much time actually spent on the training.

- 11) Use the notes section to explain anything that may be unclear on your timesheet. If you rescheduled an appointment, covered someone's shift, etc., then this is the place where you would explain your unique situation.
- 12) Total your hours from tutoring, training, and prep.
- 13) Print your name.
- 14) Sign your name. Timesheets cannot be processed if there is not a signature. If you forget this important step, it may delay the process, resulting in your not getting paid until the next pay period.

Pay Checks

Pay checks are issued two Wednesdays—12 days—later. We highly recommend you sign up for Direct Deposit, which you can do here: http://afs.ucdavis.edu/our_services/account_payable/help-and-resources/direct-deposit.html. If you do not utilize Direct Deposit, you can pick up a paper paycheck at the SASC Front Desk in 2205 Dutton Hall after 11:00AM on the Wednesday the pay checks are issued.