



## TIMESHEETS AND LOGSHEETS

**T**IMESHEETS are filled out **ONLINE** twice a month, once in the beginning of the month, once in the middle. If you didn't tutor during a payperiod, then you don't need to fill out a timesheet for that payperiod. The PLTC will send you an email reminding you to submit your timesheets and bring in your logsheets a couple of days before they are due.

You will find your timesheet on Banner:

[https://banners.wellesley.edu:4453/dbprod/twbkwbis.P\\_GenMenu?name=homepage](https://banners.wellesley.edu:4453/dbprod/twbkwbis.P_GenMenu?name=homepage)

Simple step by step instructions for filling out your timesheet can be found in the student Employment website:

<http://www.wellesley.edu/SFS/StudentEmployment/bannerwebtime.html>

**I**f your name does not show up on Banner, then you need to check with Student Employment and/or the Payroll office to find out what paperwork is missing.

### W-4 Form

A student must complete a W-4 form before she can get paid. Information from the W-4 determines the correct amount of Federal Income tax to be withheld. This form need only be completed once during your time at the College but a new one may be submitted with changes. W-4 forms are available in the Student Employment and Student Payroll Offices.

### I-9 Certification

All employees are required to complete the I-9 Employment Eligibility Verification Form to certify eligibility to work in the United States. A student only has to complete this once for the whole time she is employed at the College. It is a Federal requirement that an employee complete this documentation within three days of being hired. Failure to provide this documentation will result in termination of employment and any work performed will be considered "volunteer." Documents for I-9 certification must be presented to the Student Employment staff member.

## Why Do We Need LogSheets?

The PLTC collects logsheets to compile data on the number of tutoring contacts and the type of help requested. In order to generate accurate data on the use of peer tutoring programs, it is important that tutors fill out the logsheets *completely* and submit them to the PLTC *twice each month* if you tutored during that time period.

## Which LogSheet Should You Use?

There are three types of logsheets. Please make sure you are completing the correct one(s). If you have questions about which logsheet to use, please contact the PLTC.

<b>Drop-in &amp; Attached Tutoring LogSheet</b>	Use this logsheet if you are a Drop-in Tutor or an Attached Tutor*. If you work a session with other tutors, use one log sheet for the session and put <u>all</u> your names on the log sheet. Use one logsheet per tutoring session.  *An attached tutor is a student who tutors for a specific course.
<b>Assigned Tutoring LogSheet</b>	Use this logsheet if you have been assigned a tutee through the PLTC for one-on-one tutoring. Use one logsheet per tutee.
<b>English Department Tutoring LogSheet</b>	Use this logsheet only if you are an English Department Tutor.

**Logsheets should be submitted to the PLTC twice each month, the same time you submit your online timesheet.**

- The number of hours reported on your online **timesheet** must match the number of hours on your **logsheet(s)**.
- Below is a chart explaining when you need to submit **timesheets** and **logsheets**.

When	What you need to do	What the PLTC does
Mid-month and	Complete your online <b>timesheet</b>	The PLTC will match the

End-of-month	and submit it online, <b>AND</b> Complete your <b>logsheet(s)</b> and drop them off at the PLTC.	hours reported on your timesheet with the hours reported on your logsheet(s). Your timesheet <b>will not be approved</b> without logsheet(s).
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# ASSIGNED TUTORING LOGSHEET

<i>For PLTC Use Only</i>
Date Entered: _____
Page(s): _____
Logged By: _____

Student Name: (First and Last)	
Mailbox Unit #	Class Year

Tutor Name: (First and Last)
Department: _____
Course #: _____
Professor: _____

**Instructions for Tutors:**

- Fill in all the columns. Print legibly.
- Turn in your logsheet(s) to the PLTC by the 16th and 1st of each month.
- If the student requests more help after the second session, inform the course instructor.

Session #	Date (mm/dd/yy)	Time (start - end)	Location (room, building, etc.)	Comments	Tutoring will continue?
1					<input type="checkbox"/> Yes <input type="checkbox"/> No
2					<input type="checkbox"/> Yes <input type="checkbox"/> No
3					<input type="checkbox"/> Yes <input type="checkbox"/> No
4					<input type="checkbox"/> Yes <input type="checkbox"/> No

I have informed the professor that the tutee and I have completed two sessions and the tutoring will continue:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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