Time Sheet Instructions
UNIVERSITY TUTORING

If you’re a CAT tutor or a tutor meeting individually with math students, you’ll record all tutoring sessions on a paper “Tutor Time Sheet” which your tutees will initial. That timesheet is turned in to the CAT office at 9:00 every other Monday morning. It includes all the tutoring you did beginning on the first Sunday of the pay period and ending on the Saturday two weeks later.

Before turning it in, you must enter the hours on it into your online BengalWeb time sheet. **If you don’t turn in your paper timesheet, we can’t approve your online timesheet; if you don’t complete your online timesheet, we have nothing to approve!**

To fill out the paper timesheet, please follow the examples below. As always, **all entries must be accurate to the nearest 5 minutes**. You will compute the total time for each entry by using the following chart, which the BengalWeb system requires.

<table>
<thead>
<tr>
<th>5 min.</th>
<th>10 min.</th>
<th>15 min.</th>
<th>20 min.</th>
<th>25 min.</th>
<th>30 min.</th>
<th>35 min.</th>
<th>40 min.</th>
<th>45 min.</th>
<th>50 min.</th>
<th>55 min.</th>
<th>60 min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>.2</td>
<td>.3</td>
<td>.3</td>
<td>.4</td>
<td>.5</td>
<td>.6</td>
<td>.7</td>
<td>.8</td>
<td>.8</td>
<td>.9</td>
<td>1</td>
</tr>
</tbody>
</table>

**Individual Tutoring Entry**
- Put an “I” in the left column. Have the tutee fill in the start time, stop time, and his or her initials.
- Later, you will enter the individual tutoring time on your **SSC Tutor** BengalWeb Timesheet.

<table>
<thead>
<tr>
<th>Time sheet</th>
<th>Date</th>
<th>Tutee’s First and Last Names</th>
<th>Course Name and Number</th>
<th>Start Time</th>
<th>Stop Time</th>
<th>Indiv. Total</th>
<th>Group Total</th>
<th>Tutee Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>9/14</td>
<td>Cary Wilcox</td>
<td>Chem 101</td>
<td>11 am</td>
<td>12:20</td>
<td>1.3</td>
<td></td>
<td>CW</td>
</tr>
</tbody>
</table>

**Group Tutoring Entry**
- Fill out a paper time sheet, putting a “G” in the left column for each group member.
- Each tutee must fill in his or her own start time, stop time, and initials.

**If everyone arrives and leaves at the same time:**
- Write the total time spent tutoring the group in the top person’s the “group tutoring” column. Leave other “Total” columns blank.
- Later, you will enter your “Group Total” hours on your **Sm. Grp Tutoring** timesheet.

<table>
<thead>
<tr>
<th>Time sheet</th>
<th>Date</th>
<th>Tutee’s First and Last Names</th>
<th>Course Name and Number</th>
<th>Start Time</th>
<th>Stop Time</th>
<th>Ind. Total</th>
<th>Group Total</th>
<th>Tutee Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>9/16</td>
<td>Cary Wilcox</td>
<td>Chem 101</td>
<td>11 am</td>
<td>12:15</td>
<td>1.3</td>
<td></td>
<td>CW</td>
</tr>
<tr>
<td>G</td>
<td>9/16</td>
<td>Nate White</td>
<td>Chem 101</td>
<td>11:00</td>
<td>12:15</td>
<td></td>
<td></td>
<td>NW</td>
</tr>
</tbody>
</table>
If tutees arrive and leave at different times:

- Figure out how much time you spent with only one person present and list that number in the top person’s “individual tutoring” column.
- Figure out how much time you spent with more than one person present and list that number in the top person’s the “group tutoring” column.
- Leave the other group members’ “Totals” columns blank.
- Later, you will enter the “Group Total” hours on your SSC Sm. Group Tutoring online timesheet.
- Later, you will enter any individual time on your SSC Tutor online timesheet.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Tutee’s First and Last Names</th>
<th>Course Name and Number</th>
<th>Start Time</th>
<th>Stop Time</th>
<th>Indiv. Total</th>
<th>Group Total</th>
<th>Tutee Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>9/16</td>
<td>Cary Wilcox</td>
<td>Chem 101</td>
<td>11 am</td>
<td>12:15</td>
<td>.4</td>
<td>1.2</td>
<td>CW</td>
</tr>
<tr>
<td>G</td>
<td>9/16</td>
<td>Nate White</td>
<td>Chem 101</td>
<td>11:05</td>
<td>12:10</td>
<td>---</td>
<td>--</td>
<td>NW</td>
</tr>
<tr>
<td>G</td>
<td>9/16</td>
<td>Ana Garcia</td>
<td>Chem 101</td>
<td>11:05</td>
<td>12:30</td>
<td>---</td>
<td>--</td>
<td>ACG</td>
</tr>
</tbody>
</table>

“No Show”: Individual Appointment

- Fill out paper time sheet as usual. The missing tutee’s initials are still required at right, so get them the next time you see him or her.
- Later, you will enter 1 hour on SSC Tutor online timesheet.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Tutee’s First and Last Names</th>
<th>Course Name and Number</th>
<th>Start Time</th>
<th>Stop Time</th>
<th>Indiv. Total</th>
<th>Group Total</th>
<th>Tutee Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>9/14</td>
<td>Cary Wilcox</td>
<td>Chem 101</td>
<td>NO SHOW</td>
<td></td>
<td>1</td>
<td></td>
<td>CW</td>
</tr>
</tbody>
</table>

“No Show”: Group Appointment

- Fill out paper time sheet as usual. All tutees’ initials are still required at right.
- If two or more people do show up, the absence of the “noshow” tutee does not change your pay rate. Add up the rest of the members’ time as you would for any other group.
- If only one person shows up, put down one hour at the higher rate and list the rest of the time you spent with the remaining person as individual tutoring time. The missing tutee’s initials are still required at right, so get them the next time you see him or her.
- Later, you’ll enter “Group Total” hours on your SSC Sm. Group Tutoring online timesheet.
- Later, you’ll enter any individual time on your SSC Tutor online timesheet.
Tutor Training

- Fill out tan paper time sheet. Initials are not required unless you’re interviewing a professor by prior arrangement with the CAT office.
- If you are late for a workshop or leave it early, round your actual arrival and departure times to the nearest 5 minutes. All modules are worth .5 hours and observations are worth 1 hour.
- Enter these hours on your Tutor Timesheet, which is your individual tutoring position.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Tutee’s First and Last Names</th>
<th>Course Name and Number</th>
<th>Start Time</th>
<th>Stop Time</th>
<th>Indiv. Total</th>
<th>Group Total</th>
<th>Tutte Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/30</td>
<td>Workshop 3</td>
<td>2:15</td>
<td>4</td>
<td>1.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/18</td>
<td>Module 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/1</td>
<td>Observation Sue Chen</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When your paper time sheet is complete, you must enter your hours into your BengalWeb timesheets and click the “Submit for Approval” button on each online timesheet. If you make an appointment with the CAT office on the previous Thursday or Friday, we’ll be happy to help you do this. Bring your initialed paper time sheet and make sure you know your ISU email login and password.

Your BengalWeb Timesheet

All ISU employees must enter their own hours online through BengalWeb every two weeks. You can find the BengalWeb homepage, which comes with lots of video and written instructions, by clicking the “BengalWeb” link at the top of the ISU homepage.

You should have a link to at least one timesheet in the BengalWeb system. CAT tutors should have at least two; tutors with workstudy or CPI funding may have more but may have to adjust the display settings to see them all. Individual and small group timesheets represent different pay rates. To find your BengalWeb timesheets,

1. Start at the ISU home page: click on the “Faculty & Staff” link at left.
2. On the “Faculty & Staff” page, click on the “BengalWeb” link in the screen’s middle.
3. On the BengalWeb login page, enter your usual ISU email (lastfirst) and PIN number.
4. On the BengalWeb home page, click on the “Employees” tab at the screen’s top left.
5. On the “Employees” page, find the “Time Reporting” box at left.
6. In the “Time Reporting” box, you should see one or more timesheets, as follows:

**Individual Tutoring**
For time spent tutoring in the Math and Writing Centers and individual students by themselves.

<table>
<thead>
<tr>
<th>STU Tutor ACDC02</th>
<th>CPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDWS Tutor LCTL01</td>
<td>State Workstudy</td>
</tr>
<tr>
<td>CWS Tutor LCTL01</td>
<td>Federal Workstudy</td>
</tr>
<tr>
<td>STU TUTOR LCTL01</td>
<td>All Others</td>
</tr>
</tbody>
</table>

Use this timesheet if you have it. Use this timesheet if you have it. Use this timesheet if you have it. Use this timesheet if you don’t have the others.
7. If you believe that you should have more timesheets than you can see, follow these steps to reset your display:

- Look at the gray header bar on the "Time Reporting" Box. On the left are the words "Time Reporting" and on the right is a row of four icons.
- The first icon looks like a diagonal line in a box. Click on it.
- Next to the words "Number of rows" is a data entry field that probably says "2."
- Change it to a larger number—maybe 7, just to be on the safe side.
- Below the data entry box is a row of three blue links: "Back," "Reset," and "Apply."
- Click "Apply" and then "Back."
- Now do you see more than two positions? If not, get in touch with Haydie.

**Entering Time on your BengalWeb Timesheet**

Let’s say you tutored one student (or worked in the Math Center) for 2 hours and 5 minutes on the first Tuesday of the pay period and for 1 hour and 55 minutes on the second Tuesday of the pay period.

- Click on the blue current pay period link under your “SSC Tutor” timecard.
- You can now see Week One of the pay period. Look for the Tuesday of that week, and click the blue “Enter Hours” link on that date.
- Above the display of calendar dates, at center left, you’ll see

  Shift: 1
  Hours: 

- Enter 2.1 in the “Hours” box and then click the “Save” button at the far left. Now if you look at the Tuesday entry, you’ll see it’s changed from “Enter Hours” to “2.1”
- Scroll down to the row of buttons below the display of calendar dates, and click the “Next” button. (Do NOT click “Submit for Approval”).
- The dates now show the dates for the second week of the pay period. Notice how the “Next” button just changed to “Previous.” You can switch back and forth between the two weeks using Next/Previous as many times as you want.
- Look for the Tuesday of Week Two, and click the blue “Enter Hours” link on that date. Enter 1.9 hours in the “Hours” box above and click “Save.”

If you tutor at two separate times during the same day, add all the time together and enter the total as shown above.

\[2.1 + .9 = 3\]

Do not enter later tutoring hours as a second shift.
Submitting your BengalWeb Timesheet

When you have entered all your tutoring hours for both weeks of the pay period, **and not before**, click “Submit for Approval.” Once you do that, you will no longer be able to make any changes to your timesheet unless you click the “Return Time” button. If you enter everything correctly for the pay period but do not hit “Submit for Approval,” your time can’t be approved… so don’t forget!

Logging Out or Switching between Timesheets.

When you have clicked “Submit for Approval,” you can log out of BengalWeb by clicking the “Logout” icon at the top right of the screen or you can enter your hours for another position by clicking the “Previous Menu” or “Position Selection” button towards the bottom of your screen and going back to the “Time reporting” box on your BengalWeb Employee Page.

Back Time.

If you forgot to enter time for a previous pay period, you cannot reopen the sheet for that pay period. You can still get paid, however. Enter the past time on the first Sunday of the current timesheet, then click the “Comment” button. You’ll see a box in which you’ll type your explanation: for example, “The 4 hours on 9/22 represents 2 hours I worked on 9/14 and 2 hours on 9/16.”

Both your paper and your online timesheets must be submitted by 9 am every other Monday Morning