

Timesheet Instructions and Reminders

1. Complete your timesheet everyday with the number of **Direct Service** hours and **Training** hours you completed that day:
 - **Direct Service:** hours you spend working directly with students, such as one-on-one or small group tutoring AND Literary Assistance: any service that ultimately ends up benefiting your students (includes time spent mentoring in a large group setting or lesson preparation).
 - **Training Hours:** site meetings, training held by Experience Corps Twin Cities, and any community trainings you choose to attend (i.e. Minnesota Literacy Council, district trainings, community speakers, etc. For outside trainings, please get a training certificate, program or registration confirmation and email it to your site coordinator or turn it in with your monthly timesheet).

* Training hours cannot exceed 20% of your total service hours for the year (60 hours for AmeriCorps members).

If you have Training Hours for the day, please include a brief description of the meeting or the training you attended (Example: ECTC Comprehension Training or Site Meeting) on your timesheet.

2. Please use either black or blue ink to complete your timesheet. If you make an error, please cross out the incorrect information and initial and date the change.
3. Enter hours as decimal of the hour (15 minutes = .25, 30 minutes = .5, 45 minutes = .75)
4. Round the time in/out to the nearest quarter hour (e.g., 8:50 = 8:45, 8:55 = 9:00). Make sure to include any preparation time as **Direct Service** hours!
5. **At the end of the month:**
 - You will receive an email reminder from your site coordinator about when they will be picking up time sheets.
 - You do NOT need to total your hours—EC staff will take care of this.
 - Your signature should be at the bottom of the timesheet. DO NOT sign your timesheet until after you have completed your final tutoring hours for the month (i.e., if you tutor on the 31st of the month, do not date the 30th). Your teacher does not need to sign the supervisor line—EC staff will sign.
 - If you want a copy, make your own on last day of month.
 - Leave completed timesheet in your school's Tutor Mailbox for pickup. If you miss the pickup, you will be asked to submit your hours ASAP by email or phone call and then mail your timesheet to our office.

Tutor Logs Instructions and Reminders

Tutors are also asked to complete Tutor Logs to keep track of the students they work with each month.

1. The names of the students you are assigned for this month should be written in the left-hand side columns. **Make sure you include first and last name.** If you are given a new student in the middle of the month, please add their name to your log and notify your site coordinator.
2. For each day that you tutor this student, write the number of **minutes** you spend with him or her under the correct day of the month.
3. There are a few circumstances under which, if you do not tutor a student, something should still be marked for the day. This includes a student's absence, your absence, or if there is a special event that bars you from tutoring that day. A key is included on the log for your reference.
4. If you are performing Literary Assistance Tutoring and one of your focus list students is a part of that class, please indicate this time under their name/names in the tutor log for the day.
5. As with your timesheet, please complete the log in blue or black pen. If there are any errors you need to complete, cross it out and initial and date the change.
6. Your Tutor Log will also be picked up by your site coordinator after the last day of the month.