

## RECORDING YOUR HOURS SUBJECT-AREA TUTOR INSTRUCTIONS

Each time you tutor a student you will need to record your time in two places

1. Peoplesoft (<http://catalyst.uvm.edu>)

2. Tutor Trac (<http://tutoring.uvm.edu>)

Instructions for both will always be available on the tutor blog (<http://subtutor.blog.uvm.edu/>)

IF YOU EVER HAVE ANY QUESTIONS DO NOT GUESS! PLEASE EMAIL PATIENCE.

### PEOPLESOFT DIRECTIONS

Peoplesoft is where you'll need to submit your time to get paid. Once there, do the following:

1. Log in under "Human Resources" using your UVM NetID and password
2. Once you've logged in, click on "Self Service" in the menu on the left side of the screen
3. Under "Self Service," click on "Time Reporting"
4. Under "Time Reporting," click on "Report Time"
5. Under "Report Time," click on "Timesheet"
6. Now, if you are working multiple campus jobs, you'll need to select your tutoring job at the learning co-op out of a list. Just look for Patience to be listed as your employer and you should be set. Click on your learning co-op job and then you'll be taken to the timesheet. If you are working only one campus job, once you click on "Timesheet" you'll be here.
7. Enter in your hours under the days that you worked. Remember that time needs to be entered in portions of an hour. So, if you worked for an hour and a half, you would enter 1.5 not 1.3.
8. Once you've entered in your hours for a given week, you would click on the "Time Reporting Code" drop-down menu and select either "Work Study Earnings" if you are using work study money or "Temporary Employee" if you are earning wages.
9. Under "Combo Code," click on the box with the magnifying glass icon to look up your combo code. If you are working multiple campus jobs, there will be multiple combo codes. Just guess and check until you find the right one. The system will tell you whenever you pick the wrong one, so it's pretty easy. If you are only working one campus job, there is only one combo code. So, just click it and it should work.
10. Click "Submit"

If you are entering hours for a week other than the current one, you can click "Previous Week" to move back in the schedule or you can click on the calendar icon next to the date to jump to a day in the calendar.



## TUTOR TRAC 4.0 DIRECTIONS

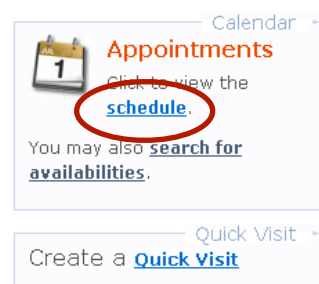
Please note you will need to accept a security certificate to log onto the tutor trac website (<http://tutoring.uvm.edu>) this can sometimes look like an error message so read carefully. You will also need to set up your preferences the first time you log in by going to the “trac man” in the top left hand corner of your screen. Instructions for both of these tasks is on the tutor blog.

**Logging in:** Use your UVM NetID and Password to login to tutor trac

**Co-op based tutoring appointments:** Appointments that are scheduled by the Co-op for tutors who offer regular hours on our schedule.

### How to check your appointments

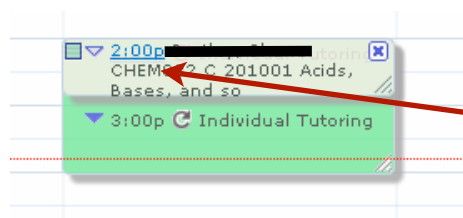
Click on “schedule” in the left hand side of your screen to view your schedule. You should see your regular weekly hours and if you have any appointments scheduled.



No appointments scheduled	Appointment scheduled at 2p

If you are unable to check your appointments online or have any questions at all please call the Learning Co-op front desk.

## How to log your appointments after a scheduled co-op based appointment



1. Click on the blue hyperlink “time” to open the appointment details

Appointment Info	Visit Info	Document
Center: SUBJECT-AREA	Location: Cubicle 2	
Subject: CHEM032 C 201001	Fund:	
Reason: Individual Tutoring	Status: Attended	
Date: 3/9/2010	Time: 2:00p To: 2:50p	

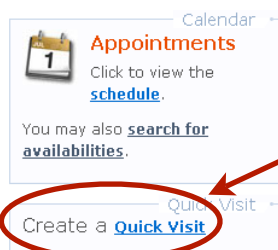
2. Under the “appointment info” tab turn the **status** to **attended** and verify time in/out is correct.

\*\*Please note you must change “status” to attended the same day as the appointment. If you fail to do so the student will get a noticed that they missed the appointment and could be charged

3. Under the “visit info” tab complete all fields

Appointment Info	Visit Info	Document
Date: 3/2/2010	Time In: 2:52p	
Center: SUBJECT-AREA	Time Out: 4:04p	
Reason: Individual Tutoring	Subject: PHYS031 A 201001	
Notes: Went over maximum angular velocity, critical velocity, curved embankments and solving for forces using free body diagrams.		
		Save

Click Save to save changes.



## Logging a campus wide visit

Choose **quick visit** from the menu on the left.

**Visits Entry**

Visit Info | Student Info | Prev Visits

Student ID: [REDACTED] Student Name: [REDACTED]

Date: 03/03/2010

Time In: 3:58 PM

Time Out: 4:58 PM

Center: SUBJECT-AREA

Reason: Individual Tutoring

Subject: CHEM142 A 201001

Consultant: [REDACTED]

Notes: Worked on a fancy organic chem concept. Used problems from the book similar to homework.

Choose a center and click Save before custom visit fields will appear.

Save

Complete all the following fields

*If you cannot complete this form completely (i.e. course do not load or consultant doesn't load DO NOT click save. Try to reload the page and if the error still occurs please be in contact with Patience. If you save complete lognotes without student & subject we have to go back by hand and fix them!!!*

1. Student ID: Click on the blue hyperlink. You can look up students by either their studentID or their netID
2. Date
3. Time in
4. Time out
5. Center = SUBJECT-AREA
6. Reason = Individual Tutoring/Group Tutoring
7. Subject
8. Consultant = Find your name in the drop down menu
9. Notes: Brief description of the sessions