Info For Newbies

Signing In

At the beginning of every shift you must sign in at the computer and put on your name tag. Any students coming for tutoring must sign in as well (make sure to double check that your students have signed in before they leave tutoring, you may also sign in your students as long as you have their UT EID).

Tardiness and Absences

Make sure to arrive on time for your shift. A point system will be implemented to keep track of tardiness and absences. Arriving late (showing up 10 minutes later than the start of your shift) will result in a loss of points. Disciplinary action will be taken after several late/missed shifts (see FirstMeetingHandout form for further details).

Cancellations/Substitute Requests

If you cannot make your scheduled shift, there are several steps to finding a substitute. First, try to get your own sub using the contact information that was sent to you at the beginning of the semester (contact a manager if you don't have the list of emails for your subject). If you have found your own sub - then please fill out the Cancellation/Substitute Request Form so that the Manager can change it on the schedule. But if you have not found a sub on your own - then you must fill out this form AT LEAST 3 days in advance of your projected cancellation date.

Timesheets

Timesheets are due by noon on the 1st and 16th of every month, and can be picked up/submitted at the reception desk in WCH. If the 1st or 16th falls on a weekend, then submit your timesheet on the following Monday. Your submitted hours will be crosschecked against our own records to ensure accuracy. Additional information can be found in the following links: Timesheet Pay Periods and Due Dates (see bottom of link), CNS Hourly Timesheet Info Fall 2013.