Welcome to the Peer STEM Tutoring Program!

As a successful student you probably already know that much of the learning process takes place outside of the classroom. As a peer tutor you will play a critical role in this part of the educational experience of your fellow Middlebury students. Moreover, you will undoubtedly learn more about your subject—and yourself!

This handout provides an overview of policies and procedures for CTLR STEM tutors at Middlebury (math, science, social science, and philosophy). In it you will find information about

• Documents and forms you’ll need before you may begin working as a tutor
• Record-keeping and reporting: when, where, how, and by whom
• Receiving your paycheck (Banner)

Documents you’ll need before you may begin working at Middlebury

Required Legal Forms
All students are required to complete both an I-9 (proof of citizenship) and a W-4 (federal tax withholding) in the Student Employment Office (SEO), which is located at 161 Adirondack View, next to the Robert A. Jones House. You will only need to fill out these forms once during your time at Middlebury. After the forms are processed you will be issued a student employment card.

Be sure to bring the following documents with you to the SEO:

U.S. Citizens: Bring 1, 2, or 3

1. A valid passport
2. A picture ID and your Social Security card
3. A picture ID and your birth certificate or a certified copy

International Students: Bring 1, 2, and 3 (or contact the SEO if you have questions)

1. A valid passport
2. I-94 form (usually will be stapled to your passport upon entry)
3. I-20 form
Documents you’ll need to submit before you can work as a CTLR Peer Tutor

**Student Payroll Authorization**
Please complete the online *Tutor Information Form* (go/TutorInfoForm) as soon as possible. The information you submit is used (in part) for payroll authorization. All STEM tutors must submit the form once per year.

**Faculty Recommendation**
Many CTLR Peer Tutors come to us through a recommendation by a professor. If you have not already received such a recommendation you must obtain one from a professor who knows your work. Please ask the professor to send a brief reference (via email) to Jeanne Albert (jalbert). (If you are not sure if you’ve been recommended already, please talk to Jeanne.)

**Required online record-keeping**

There are two types of online forms, available at go/STEMtutors and go/tutorforms:

- **one for students** to submit when they attend a tutoring session (aka the “sign-in log sheet”)
- **one for tutors** to submit at the end of their session (aka the “tutor activity log”)

**Overview: how and when to use the online forms**

**Students attending a drop-in guided study session**

▷ Students should complete the sign-in log when they arrive at the session, or at the very least, before they leave.

**Students attending a one-on-one (by appointment) tutoring session**

▷ During your first meeting, students should complete the sign-in log when they arrive at the session, or at the very least, before they leave. They do not need to submit the form during subsequent meetings.

*It is your responsibility to make sure that students who attend tutoring sessions complete the appropriate form.*

**Peer tutors**

▷ Peer Tutors should complete the appropriate form immediately following the end of the session (drop-in and individually scheduled tutoring).

See the Tutor Responsibilities Handout (a separate document) for more detailed information about using the online forms.
**Entering your hours on Banner**

**Overview: how and when to enter your hours**
Access to your online time sheet is through Banner, and you will have a separate pay line for each job at Middlebury, including different tutoring subjects. The time sheet lists a single, two-week pay period over two pages (one week per page.) For each day there is a box to enter the number of hours worked.

You may begin reporting your hours once you have completed the I-9 and W-4 forms and after the Student Employment Office has processed the information from the online Tutor Information Form. You may enter hours online as soon as you finish your shift; be sure to click the save button before you exit the time entry page. After you have completed all the hours for the given pay period, click the submit button. Remember: do not submit your hours until your work for the entire two-week pay period is completed.

Once your hours have been submitted, you cannot enter more hours or make changes. If you have prematurely submitted your hours and I have not yet approved them, contact me and I can return your time sheet for correction. Please submit your hours by the Sunday at the end of a pay period so we can approve your hours by the Tuesday, Noon deadline. If you have completed your tax forms and submitted your online Tutor Registration form and still cannot access your timesheet, call the Student Employment Office at x5377 for help.

**Pay Periods**

Each pay period covers two weeks and runs from Monday through Sunday. Paychecks are distributed on Fridays. Please see the last page of this handout for the pay schedule. (If you want the checks deposited directly into a bank account, contact the Student Employment Office.)

**SO let’s review**

1. **To begin working at Middlebury** you’ll need to bring the appropriate documents to the Student Employment Office and get your student employment card (see page 1.)

2. **To begin working as a tutor** you’ll need to submit payroll information via the Tutor Information and Form and make sure that a faculty member has recommended you (see page 2.)

3. Make sure there is a computer at each tutoring session and that you can access both the **student sign-in log** and the **peer tutor log** for your discipline (or for one-on-one tutoring.) Students attending sessions should sign-in when they arrive; tutors should complete the Peer Tutor form at the end of the session (see page 2.)

4. You may **enter your hours on Banner** as soon as your tutoring session is complete. Be sure to save these hours before exiting (see above.)

5. Once you have entered all your hours for a given pay period, **be sure to hit “submit”** (see above.)
BannerWeb Time Entry Instructions for Student Employees

go/bannerweb

Click on Employee

Click on Time Sheet

Select the pay period from the drop-down list. If you have more than one position, click the radio button under My Choice to select the desired position.

Note: You can use the drop-down list to select and view past time sheets but once the deadline for a pay period has passed the time sheet cannot be changed or submitted.

Click Time Sheet

To enter hours:
Locate the correct date that you worked (listed in column format). ①
In the first row labeled “Student Academic Year” ② of the date column, click Enter Hours. ③
In the Hours field, type the number of hours (in quarter-hour increments, i.e.; 2.5, 3.25, 1.75, etc.) that you worked and click Save.
Each pay period covers 2 weeks. Click Next ④ and Previous to navigate between the first and second week of the pay period.

If you have hours to enter from a previous pay period, enter them in the second row labeled “Student Academic Year Prev. Pay.” ⑤

Click Comments ⑥ to leave messages for your supervisor concerning your time sheet. If submitting Prev. Pay hours make sure to record the dates and hours actually worked.

At the end of the pay period click Submit for Approval ⑦. You must submit your time sheet by 5pm Monday following the close of the pay period (or earlier if requested by your supervisor). Once submitted you cannot add hours. If you submit too early, contact your supervisor or the Student Employment Office to have your time sheet returned to you. Once the time sheet is approved by your supervisor no further changes can be made.

Sample Time Sheet

Time and Leave Reporting

① Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

<table>
<thead>
<tr>
<th>Time Sheet Title and Number</th>
<th>Department and Number</th>
<th>Time Sheet Periods</th>
<th>Submitted By Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>②</td>
<td>2009/08/01</td>
<td>2009/08/31</td>
<td>1</td>
</tr>
<tr>
<td>③</td>
<td>Student Academic Year</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>④</td>
<td>Total Hours</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Student Employment Office — 900130-00
Student Employment Office 208130
Nov 03, 2008 to Nov 16, 2008
Nov 18, 2008 by 12:00 P.M.

Student Employment Office · 802.443.5377 · SEO@middlebury.edu
Spring, 2017
Bi-Weekly Pay Calendar

<table>
<thead>
<tr>
<th>Pay Period #</th>
<th>First Day of Pay Period (Monday)</th>
<th>Last Day of Pay Period (Sunday)</th>
<th>Final deadline to submit hours (Monday)</th>
<th>Date Pay Check Issued (Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>2/13/17</td>
<td>2/26/17</td>
<td>2/27/17</td>
<td>3/03/17</td>
</tr>
<tr>
<td>6</td>
<td>2/27/17</td>
<td>3/12/17</td>
<td>3/13/17</td>
<td>3/17/17</td>
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<tr>
<td>8</td>
<td>3/27/17</td>
<td>4/09/17</td>
<td>4/10/17</td>
<td>4/14/17</td>
</tr>
<tr>
<td>10</td>
<td>4/24/17</td>
<td>5/07/17</td>
<td>5/08/17</td>
<td>5/12/17</td>
</tr>
<tr>
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<td>5/08/17</td>
<td>5/21/17</td>
<td>5/22/17</td>
<td>5/26/17</td>
</tr>
</tbody>
</table>

*Please submit hours on or before*

Thanks for your interest in Tutoring!