

CAT TIME SHEET INSTRUCTIONS

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 going to the "Faculty and Staff" page at the ISU homepage or directly at [Hhttps://bengalweb.isu.edu/cp/home/displaylogin](https://bengalweb.isu.edu/cp/home/displaylogin)

Every CAT tutor should have links to three separate electronic timesheets available in the BengalWeb system. You may have to adjust the display settings to see them all: we can help you do this! Each electronic timesheet reflects a separate pay rate. You should have:

- CTL CAT Tutor (individual tutoring at your base pay rate)
- CTL Sm. Group Tutoring (tutoring groups of 2-6 people at your base rate + \$2/hr)
- CTL Tutor Training (training activities at \$7.50/hour)

You will also record all your tutoring sessions on a tan paper "Tutor Time Sheet," which your tutees will initial. You must turn that timesheet in to the CAT office every other Monday morning so that we can approve your electronic timesheet.

Before you turn it in, however, you must enter all the hours on it into the appropriate BengalWeb timesheets and click the "Submit for Approval" button on each 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. Just bring your initialed paper time sheet and make sure you know your ISU email login and PIN number.

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

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 is the only format the BengalWeb system will accept.

5 min. = .1	20 min. = .3	35 min. = .6	50 min. = .8
10 min. = .2	25 min. = .4	40 min. = .7	55 min. = .9
15 min. = .3	30 min. = .5	45 min. = .8	60 min. = 1

Individual Tutoring Entry

- Put an "I" in the left column below. Have the tutee fill in his or her own start time, stop time, and initials.
- Enter the individual tutoring time on your **CTL CAT Tutor** BengalWeb Timesheet

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
I	9/14	Cary Wilcox	Chem 101	11 am	12:20	1.3		CW

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.
- Enter "Group Total" hours on your **CTL Sm. Group Tutoring** online timesheet.

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
G	9/16	Cary Wilcox	Chem 101	11 am	12:15		1.3	CW
G	9/16	Nate White	Chem 101	11:00	12:15			NW

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.
- Enter "Group Total" hours on your **CTL Sm. Group Tutoring** online timesheet.
- Enter any individual time on your **CTL CAT Tutor** online timesheet.

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
G	9/16	Cary Wilcox	Chem 101	11 am	12:15	.2	1.1	CW
G	9/16	Nate White	Chem 101	11:05	12:10	---	--	NW
G	9/16	Ana Garcia	Chem 101	11:05	12:30	---	--	ACG

"No Show": Individual Appointment

- Fill out paper time sheet as usual. The tutee's initials are still required in the right column.
- Enter **1 hour** on **CTL CAT Tutor** online timesheet.

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
I	9/14	Cary Wilcox	Chem 101	NO	SHOW	1		CW

"No Show": Group Appointment

- Fill out paper time sheet as usual. All tutees' initials are still required in the right column.
- If two or more people do show up, the absence of the "noshow" tutee does **not** change your pay rate. Just add up the rest of the members' time as you would any other group appointment.
- If only one person shows up, the absence of the "noshow" tutee does **not** change your pay rate for the first hour. 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.
- Enter "Group Total" hours on your **CTL Sm. Group Tutoring** online timesheet.
- Enter any individual time on your **CTL CAT Tutor** online timesheet.

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
G	9/14	Cary Wilcox	Chem 101	NO	SHOW	.2	1	CW
G	9/14	John Ruiz	Chem 101	11:10	1:20			JR

Tutor Training Entry

- Fill out tan paper time sheet. Put "T" in left column for all training hours. 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 training modules are worth .5 hours of paid training time and observations are worth 1 hour.
- Enter these hours on **CTL Tutor Training** online timesheet.

Time sheet	Date	Tutee's First and Last Names	Course Name and Number	Start Time	Stop Time	Indiv. Total	Group Total	Tutee Initials
T	1/30	Workshop 3		2:15	4	1.8		
T	1/18	Module 1				.5		
T	2/1	Observation	Sue Chen			1		