

How to Fill Out Tutor Appointment Reports on Wufoo

Tutor Appointment Reports help the Tutor Supervisory Committee to keep track of hours for certification and other records. You can also use them when recording your own timesheets to copy down the information about the appointments with your tutee.

It may be easiest to submit this form **on the day of your appointment**. Your timesheet **cannot** be processed until the reports are submitted before the pay period ending deadline. You can find the link to the form on the Peer Tutoring Moodle page:

<https://brynmawr.wufoo.com/forms/zk4lofw1q6mlou/>

If you have any questions or concerns on how to fill out the appointment report form, please do not hesitate to contact the Training and Development Coordinator (evaldivies@brynmawr.edu).

The image shows a screenshot of a web form titled "Tutor Appointments Report". The form includes several fields and a dropdown menu, with numbered arrows pointing to specific parts. The instructions are as follows:

1. Enter **your first and last name**: Points to the "Tutor's Name" field, which is split into "First" and "Last" sub-fields.
2. Enter your **BMC email address**: Points to the "Tutor's Email" field, which contains "@brynmawr.edu".
3. Select the **type of meeting**: Points to the "Type of Meeting" dropdown menu, which currently shows "Tutor Meeting". A list of options is provided: "Tutor Meeting" and "Tutor Training (for both group and alternative)".
4. Enter your **tutee's first and last name**: Points to the "Tutee's Name" field, which is split into "First" and "Last" sub-fields.
5. Enter your **tutee's home institution**: Points to the "Tutee's School" field, which has two radio button options: "Bryn Mawr" (selected) and "Haverford".

At the top of the form, there is a note: "Please remember to consult the Peer Tutor webpage for information on policies: <https://www.brynmawr.edu/academicsupport/academic-and-student-support-services/peer-tutors/essential-information-tutors>".

Date of Meeting (in MM/DD/YYYY format) *

04/14/2019

6. Enter the **date your meeting took place**

Time of the Meeting (i.e. 3:30 PM – 4:30 PM)

5:00 PM – 6:00 PM

7. Enter the **time of the appointment**

Did the tutee show? *

yes

8. Indicate **whether your tutee showed up** on your scheduled appointment

Length of Appointment (in hours) *

1.00

9. Enter the **length of the appointment in hours**

Length of Preparation Time (in hours) *

0.50

10. Enter the **length of the preparation time in hours** (should be no more than half the time of the appointment)

Subject Tutored or Scheduled to be Tutored (if a Bryn Mawr course) *

Psychology

11. Select the **subject your tutored for**

Psychology Courses

B105 – Introductory Psycho

12. Select the **course your tutored for the indicated subject**

If not a Bryn Mawr course, please list the Haverford Subject and Course #

13. Enter the subject and course number if the course you tutored for is not a Bryn mawr course



Peer Tutoring Program <no-reply@wufoo.com>

Mon 4/15/2019 9:18 PM

Esther Kim



Thank you for submitting your Tutor Appointments Report. Below is the information that you submitted for your records.

Tutor Appointments Report

Tutor's Name *	Tutor's Name
Tutor's Email *	
Type of Meeting *	Tutor Meeting
Tutee's Name *	Tutee's Name
Tutee's School *	Bryn Mawr
Date of Meeting (in MM/DD/YYYY format) *	04/15/2019
Time of the Meeting (i.e. 3:30 PM – 4:30 PM)	5:00 PM – 6:00 PM
Did the tutee show? *	yes
Length of Appointment (in hours) *	1.00
Length of Preparation Time (in hours) *	0.50
Subject Tutored or Scheduled to be Tutored (if a Bryn Mawr course) *	Psychology
Psychology Courses	B105 – Introductory Psychology

After you submit the Tutor Appointment Report, you will **receive an email** from Wufoo with a copy of the information you entered in it. This should be useful when **recording your timesheet** later, since you can just copy down any information you need from the form to the timesheet.

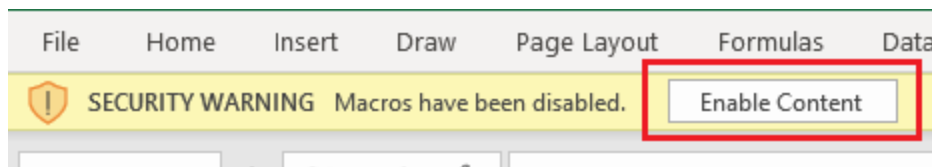
How to Fill Out the Excel Timesheet

After completing the Tutor Appointment Report, you will have to fill out a timesheet every two weeks to get compensated for the time you worked for. Timesheets are turned in **biweekly on Tuesday at noon** to the Tutor folder outside of Guild 104. Please do your best to avoid turning in several timesheets at once!

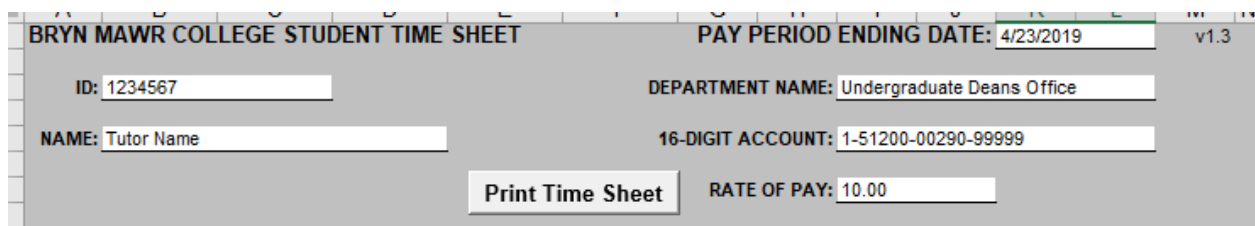
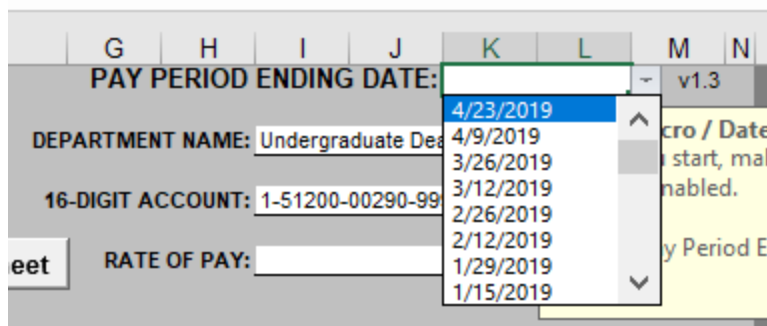
You can download a sample timesheet from the Peer Tutoring Moodle page. If you don't have Excel on your computer, you can use any computer from the computer labs or the libraries. This template already has the correct department name and 16-digit account number.

If you have any questions or concerns on how to fill out the timesheet, please do not hesitate to contact the Training and Development Coordinator (evaldivies@brynmawr.edu)

1. Be sure to **enable Macros** when you first open the Excel file! This allows the spreadsheet to fill in the correct dates and calculate your total hours.



2. Select the **correct pay period ending date** from the drop-down menu in the upper right corner. Macros must be enabled for this step. Additionally, fill in **your name**, **Student ID number**, and **rate of pay** (**\$11.40**/hour for Peer Tutors). Before you turn in your timesheet, please check these fields and make sure they are correct.



The rate of pay is **\$11.40** since Fall 2022.

3. This explanation uses the example appointment from the above Wufoo form instructions:

Let's say you prepared for the tutoring session on Wednesday, 4/10/2019, for 30 minutes. The next day (Thursday, 4/11/2019), you meet your tutee from 5:00 PM to 6:00 PM. On your Excel timesheet, instead of reporting in *two separate blocks* (one for the prep time on Tuesday and the other for the appointment time on Wednesday), please **report the total amount** (prep time + meeting) **in one block**. On the example below, the 30-minute prep time is added before the appointment time.

Record Time In and Time Out for each day worked.					
Week 1	Date	Time In	Time Out	Regular	Overtime
Thurs	4/11/19	4:30 PM	6:00 PM	1.50	
Subtotal Week 1:				1.50	

Time Entry
Enter time in the following format:

HH:MM AM or HH:MM PM

Example: 8:30 AM or 12:00 PM

Here is another important example to help you fill in the timesheet:

Let's say your pay period ends on 4/23/2019. If you have a tutoring session scheduled ***after noon on the Tuesday when payroll is due***, please submit the Wufoo appointment report with the correct date (i.e., 4/23), but **report the hours on your next timesheet** as the first Wednesday of the following pay period.

For example, an appointment at 7:00 PM - 7:45 PM with 15 minutes of prep time on Tuesday, 4/23/2019 would be **reported** as 6:45 PM - 7:45 PM **on Wednesday**, 4/24/2019 on your Excel timesheet. If you have any questions about this policy, contact the Administrative Chair (ekim@brynmawr.edu).

4. Enter the **pay period ending date** for both you and your supervisor (or another date for yourself if you printed out the timesheet on a different day). When you have finished filling in all of your appointments for the given pay period, access your timesheet on a printer-compatible computer and use the **Print Time Sheet** button to automatically print your timesheet. Macros must be enabled for this step.

The screenshot shows a timesheet form with the following fields and annotations:

- Grand Totals:** A box containing the value 1.50.
- Pay Period Total Hours:** A box containing the value 1.50.
- Print Time Sheet:** A button highlighted with a red box and an arrow pointing to it from the top right.
- Employee Signature:** A text input field highlighted with a red box and an arrow pointing to it from the left.
- Supervisor Signature:** A text input field.
- Supervisor's Printed Name:** A text input field containing the name "Rachel Heiser".
- Date:** Two date input fields, both containing "4/23/2019". The top date field is highlighted with a red box, and the bottom date field is highlighted with a green box. An arrow points from the bottom right towards the bottom date field.

5. Please make sure to sign your name next to **Employee Signature** after you have printed out the timesheet! When you're done with everything, turn in **before Tuesday at noon** to the Tutor folder outside of Guild 104.