

Academic Skills Centre

Peer tutoring:
How to keep records
and get paid?

DAWSON
COLLEGE



How does it work?



STEP 1: KEEP RECORDS OF YOUR SESSIONS

In WCONLINE



STEP 2: ENTER YOUR HOURS

In the Omnivox tab called Time
Management



STEP 3: VERIFY PAYMENTS

Make sure you understand how to
check if payment has been
approved



Step 1: Keeping records of your work

Existing Appointment

Placeholder
CREATED: Aug. 18, 2023 1:51 pm by [REDACTED]
LAST EDITED: Aug. 21, 2023 5:02 pm by [REDACTED]

Hold for Peer Tutoring Work

Division: Day
Program and Profile: --Don't Know/Other--

Wednesday, August 23, 2023 | 3:00 pm to 4:00 pm
Ania Marczevska | ASC Staff Appointments
Staff/Resource Email: [REDACTED]@dawsoncollege.qc.ca
Location: 6D.2

Appointment Tools

- Mark as a No-Show
- Manage Client Account
- CLIENT REPORT FORMS**
- Add New Report
- View Existing Reports

Add a Report

In WCONLINE, after each appointment, add a new report.

This will be the official record of your work.

We will check each report before approving your hours.

Be accurate!

Fill in carefully:

- Add the actual appointment length
- In NOTES, make sure you add the name of the class, the topics covered, and anything else that will help you remember and plan for the next time. You can also add what you plan to do during the next session.
- Check sections on the left that apply

Add New Client Report Form

Fill out the form below to record post-session information about a meeting with a client. Questions marked with a * are required.

Client
[Redacted]

Appointment Date
Thursday, July 30, 2020
4:30pm to 5:30pm

Actual Appointment Length *
60 minutes

Staff or Resource *
[Redacted] Your name

What did you address with the student? (check all that apply)

- ☐ Corrected work
- ☐ Assignment in progress
- ☐ ESL-level English skills
- ☐ Grammar/punctuation/mechanics/spelling
- ☐ Sentence structure
- ☐ Essay structure
- ☐ Research skills/documentation
- ☐ Reading comprehension
- ☐ Time management/organization
- ☐ Study skills
- ☐ Literary terms/concepts
- ☐ Exit Exam preparation
- ☐ CV/Letter of intent

Describe the session:
- class
- topics covered
- any other comments
that will help you plan the next session

Notes

B I U A 11pt

Be like this tutor!

Remember! We read your reports!



View Existing Client Report Form

[VIEW  OTHER REPORTS]

Client




Appointment Date

July 30, 2020
4:30pm to 5:30pm

Actual Appointment Length

120 minutes

Staff or Resource

 (Peer Tutoring Summer 2020)

What did you address with the student?

Notes

Appointment lasted from 4:30 PM - 6:30 PM:
Helped tutee in 201-NYB-05 (Calculus II Science).

**Example
of a report**

*** Note: student was unaware of the fact that peer tutoring was on-going in the summer and only found out today.

Details, helped with:

- integration by parts
- recognizing when to use what method of integration
- drawing out the differences between u-substitution and integration by parts
- helping the tutee complete various integration (anti-derivative) exercises with a focus on how to choose the correct method of integration



Is everything clear so far?

Next:
Step 2: Enter the hours in Omnivox

Step 2: Enter your hours

Omnivox

Once your hiring documents are processed, you will have a new module activated in Omnivox.

It is called **My HR Payroll Services/Time Management**.



Add New Timesheet

This needs to be done every two week at the end of each pay period (see the end of this document for the list of deadlines).

A few days before each deadline, you will receive a MIO with a reminder.

Click on "New time sheet."



Time management
Used to manage time sheets, absences and vacation request.

Please see these useful guides for more information.
[Guide for Students](#) [Guide for Occasionals](#) [Guide for Employees](#)

Display parameters

Group	<input type="text" value="All"/>
Transaction type	<input type="text" value="All"/>
Status	<input type="text" value="All"/>
Employee	<input type="text"/>
Transaction number	<input type="text"/>
Period	<input type="text" value="All"/>
Interval of names	from <input type="text"/> to <input type="text"/>
Display only the transactions to be processed	<input type="text" value="No"/>

This is how it looks

Enter:

- Start Date - the date of the first session to record

(end date will be entered automatically, so don't enter it)

- Service/discipline

(should show up automatically, but if it doesn't, choose the options indicated on the image on the right)

- Hours

(exactly as recorded in WCONLINE)

Start date

2019-09-03

(yyyy-mm-dd)

Enter a start date

End date

2019-09-03

The end date corresponds to the end date of the period for this transaction

Group

05131 - Student Services (Director)

Choose the group for the selected function

Service/discipline

3012 - Academic Skills Centre

Choose a service/discipline for the selected group

Function

554-002 - Peer tutor (one on one)

Choose the function for the selected employee

Status

ZZ1 - Peer tutor (non-unionized)

Earnings

1081

Student (non-union)

Enter an earnings number for the time sheet

Replacement for

Select the replaced employee

Justification

Enter a justification for the transaction

Detailed schedule

Date	Start	End	Start	End	Start	End	Start	End	No. hours
2019-09-03	11:30	12:00	02:00	03:00					1.50
2019-09-04									0.00
2019-09-05									0.00
2019-09-06	02:30	3:30							0.00
2019-09-07									0.00

Stat. holidays

Detailed schedule

Remember, each pay period is maximum 2 weeks long!

This means that "Detailed schedule " will have different number of days depending on the starting date.
It could show as little as one day, or as many as 14 days.

In exceptional circumstances (for example, when you enter your hours for the first time), you may need to create more than one timesheet, one for each pay period. After that, you must enter your hours regularly every two weeks.

Start date

2019-09-03

(yyyy-mm-dd)

Enter a start date

End date

2019-09-03

The end date corresponds to the end date of the period for this transaction

Group

05131 - Student Services (Director)

Choose the group for the selected function

Service/discipline

3012 - Academic Skills Centre

Choose a service/discipline for the selected group

Function

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2019-09-04									0.00
2019-09-05									0.00
2019-09-06	02:30	3:30							0.00
2019-09-07									0.00

Stat. holidays



Save + submit



Save and submit is a TWO STEP process!!!!

- Save the timesheet
(bottom of the page)
- Wait until it reloads
- Click submit now!
(top of the page)

2019-08-22									0.00
2019-08-23									0.00
2019-08-24									0.00

☒ Stat. holidays

Total number of hours 0.00

Amount 0.00 \$

Logged on as an employee.

[Schedule](#)

Step 1 → [Save](#) [Cancel](#)

wait....

Time sheet 'FTS000903'

Attention: This transaction is currently in preparation. Transactions in preparation must be submitted to confirm their payroll.

Number FTS000903

Employee 93225 Suban, P.K.

Date time created 2016-01-08

Last modified 2016-01-08

Created by

IN PREPARATION (A)

Consult coordinates Status of banks

Step 2 → [Submit](#)



**Record
keeping
+
timesheets
=
getting paid!**

Do you want to check if everything was submitted correctly?

Next:
Step 3: Verify payments



Verify your timesheet

To see what happens to your timesheet, go to the function called "Display parameters"

You will get one of two views, so just click on "display" in either view. To narrow down your search, you can choose additional parameters for your search, such as period of time . To see all your timesheets (paid, processed, or lost), choose "No" in the parameter called "Display only the transactions to be processed".

Time management

Used to manage time sheets, absences and vacation request.

Please see these useful guides for more information.

[Guide for Students](#)

[Guide for Occasionals](#)

[Guide for Employees](#)



Display parameters

Modify the transactions displayed

this or this

Time management

Used to manage time sheets, absences and vacation request.

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[Guide for Employees](#)



Display parameters

Group

All

Transaction type

All

Status

All

Employee

Transaction number

Period

All

Interval of names

from to

Display only the transactions to be processed

No

✓ Display

Cancel

Troubleshoot!



Time management
Used to manage time sheets, absences and vacation request.

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check this

Display parameters
Modify the transactions displayed

+ New time sheet **+ New absence** **+ New vacation request**

Check all Unchecked

			Number ▲	Employee	Start	End	Function
<input type="checkbox"/>			[REDACTED]	[REDACTED]	2019-08-16	2019-08-16	554-001
<input type="checkbox"/>			[REDACTED]	[REDACTED]	2019-08-19	2019-08-19	554-001
<input type="checkbox"/>			[REDACTED]	[REDACTED]	2019-09-13	2019-09-18	554-001

There are several icons that indicate where you are in the process. Hover with a mouse over the icon to see what it means. It will tell you if the document is in preparation (you need to submit it), approved (several steps), awaiting payment or paid.

If you get a \$ sign - your timesheet was processed for payment. It does not always mean that you got paid! Your payment will always happen every 2nd Thursdays, but the icon can appear a few days earlier.

Time management

Used to manage time sheets, absences and vacation request.

Please see these useful links for more information.

[Guide for Students](#)

[Occasionals](#)

[Guide for Employees](#)

check it out!

[Display parameters](#)

Group	<input type="text" value="All"/>
Transaction type	<input type="text" value="All"/>
Status	<input type="text" value="All"/>
Employee	<input type="text"/>
Transaction number	<input type="text"/>
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Interval of names	from <input type="text"/> to <input type="text"/>
Display only the transactions to be processed	<input type="text" value="No"/>

[+ New time sheet](#)

[+ New absence](#)

[+ New vacation request](#)

Need more info?

For more information, check out the Guide for Students that is available in Omnivox.



DEADLINE (ALWAYS 10 AM)	PAY PERIOD / TIMESHEET	PAY DATE (ALWAYS ON THURSDAY)
Friday, September 16	September 4-17 + all previous pay periods	September 29
Thursday, September 29	September 18 - October 1	October 13
Thursday, October 14	October 2-15	October 27
Friday, October 28	October 16-29	November 10
Friday, November 11	October 30 - November 12	November 24
Friday, November 25	November 13-26	December 8
Thursday, December 8	November 27 - December 10	December 22
Tuesday, December 13	December 11 - 24	January 5

Deadlines

Please note!

The deadlines are always at 10 am. If you tutor later that day (but before the end of Sunday), fill out the timesheet as soon as you finish tutoring.

The first time you create a timesheet, you may need to create more than one depending on when you started tutoring. Afterwards, you need to fill out the timesheets every two weeks.

Summary

Records + pay



STEP 1

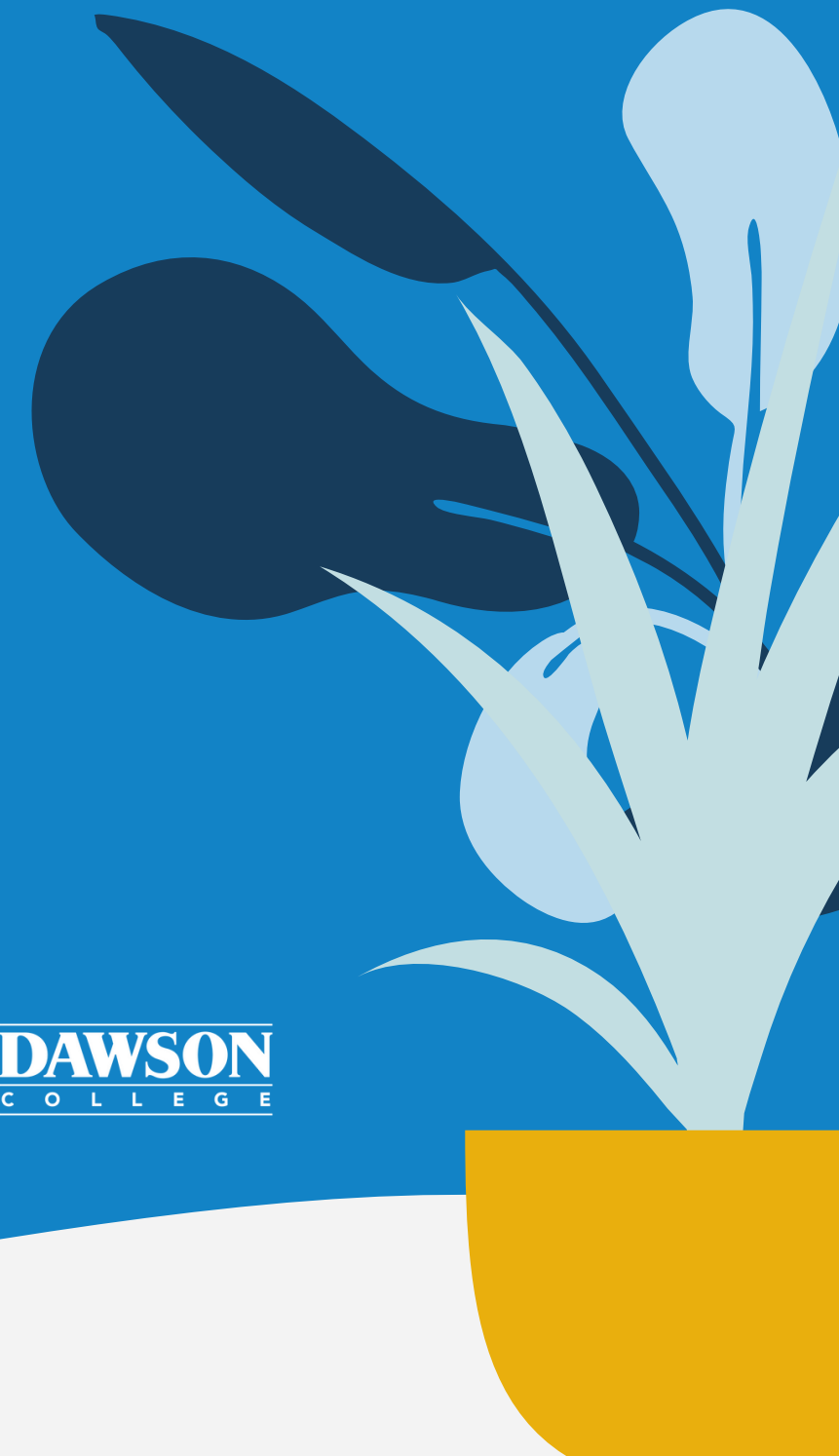
Keep records of ALL the sessions you have conducted in WCONLINE.

STEP 2

Enter your hours in Omnivox > Time Management module

STEP 3

Verify your payments to keep track of your work and earnings





Questions?

Contact Peer tutoring coordinator via MIO or in-person.

- Ania or Patrick for Content Area Tutoring
- Rashmini for Peer English Tutoring

Thank you!