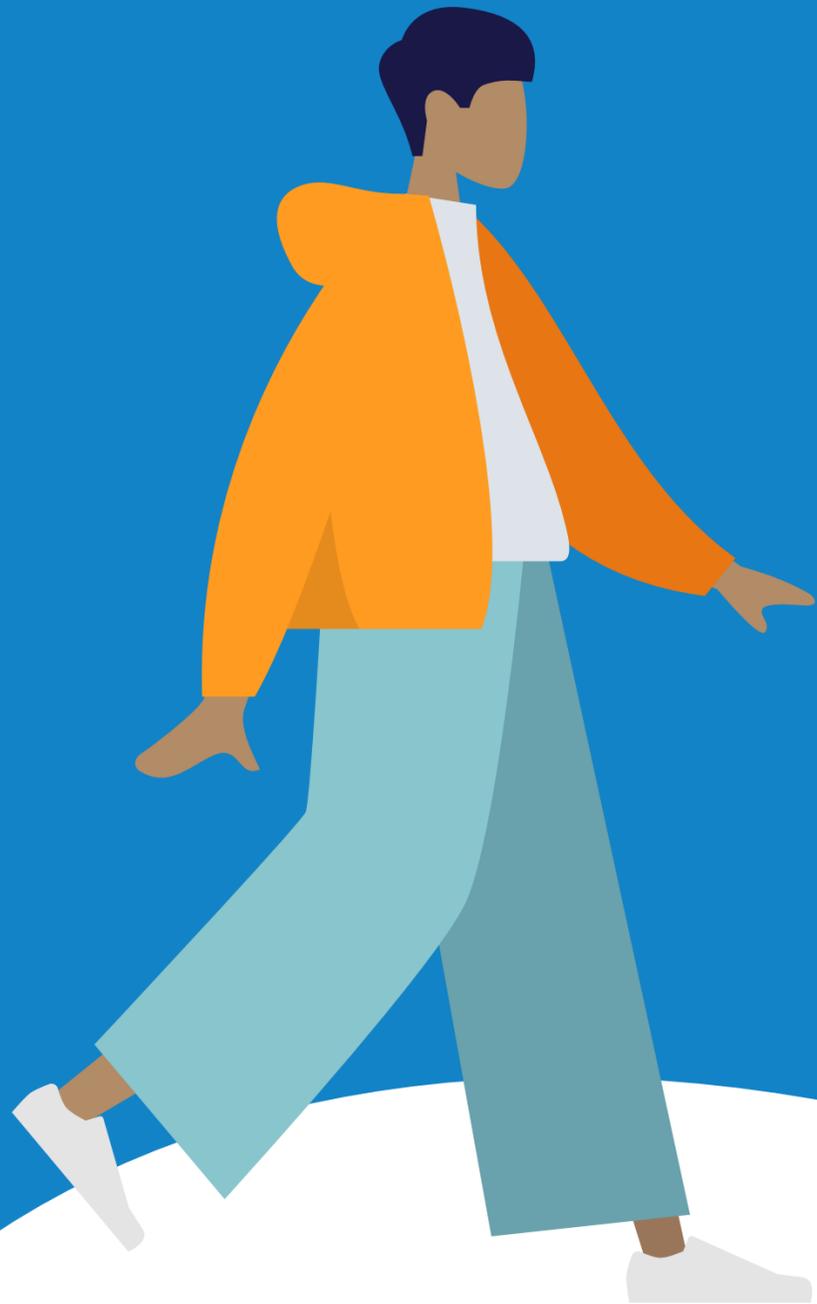


Academic Skills Centre

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 component 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

View Existing Appointment

Client
[REDACTED]

Appointment Date
Monday, August 3, 2020
4:30pm to 5:30pm [MARK MISSED]

Staff or Resource
[REDACTED]

ONLINE
CREATED: Jul. 30, 2020 8:41pm by [REDACTED]

Post-Session Client Report Forms
Add New or View Existing

Social Science: Western Civilization, Psychology and Economics

MEET ONLINE? ONLINE
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CONSULTATION

Add a Report

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

This will be the official record of your work.

We will check it each time before approving your hours.

Be accurate!

Fill in carefully:

- Add actual appointment time
- 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

Enter the real length of the ap

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

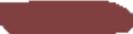
B I U A A - 11pt

Be like this tutor!

Remember! We look at it!



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: All
Transaction type: All
Status: All
Employee:
Transaction number:
Period: All
Interval of names: from to
Display only the transactions to be processed: 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 (yyyy-mm-dd)
Enter a start date

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

Group
Choose the group for the selected function

Service/discipline
Choose a service/discipline for the selected group

Function
Choose the function for the selected employee

Status ZZ1 - Peer tutor (non-unionized)

Earnings **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: 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



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' **Step 2** → [Submit](#)

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

Number: FTS000903 **IN PREPARATION (A)**

Employee: 93225 Suban, P.K.

Date time created: 2018-01-08
Last modified: 2018-01-08
Created by:



**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"

Yes, it's not the clearest name.

You will get one of the 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.

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"/>

Display

Cancel

Troubleshoot!



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 Er](#)

 **Display parameters**
Modify the transactions displayed

check this

 **New time sheet**

 **New absence**

 **New vacation request**

Check all Unchecked

		Number ▲	Employee	Start	End	Function
<input type="checkbox"/>	 	██████████	████████████████████	2019-08-16	2019-08-16	554-001
<input type="checkbox"/>	 	██████████	████████████████████	2019-08-19	2019-08-19	554-001
<input type="checkbox"/>	 	██████████	████████████████████	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 on Thursdays, but the icon can appear a few days earlier.

Time management

Used to manage time sheets, absences and vacation request.

Please see these user guides for more information.

[Guide for Students](#) [Guide for Occasionals](#) [Guide for Employees](#)

check it out!

Display parameters

Group

Transaction type

Status

Employee

Transaction number

Period

Interval of names from to

Display only the transactions to be processed

Need more info?

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



DEADLINE	PAY PERIOD / TIMESHEET	PAY DATE
Friday, October 16	October 2 -16, 2020 + all previous pay periods	October 29
Friday, October 30	October 17-30, 2020	November 12
Friday, November 13	October 31-November 13, 2020	November 26
Friday, November 27	November 14-27, 2020	December 10
Friday, December 11	November 27-December 11, 2020	December 24
Friday, December 18	December 12-18, 2020	January 7
Friday, January 8, 2021	December 18-22, 2020	January 21

Deadlines

Please note!
Friday deadlines are always at noon unless you tutor later that day.

If so, 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

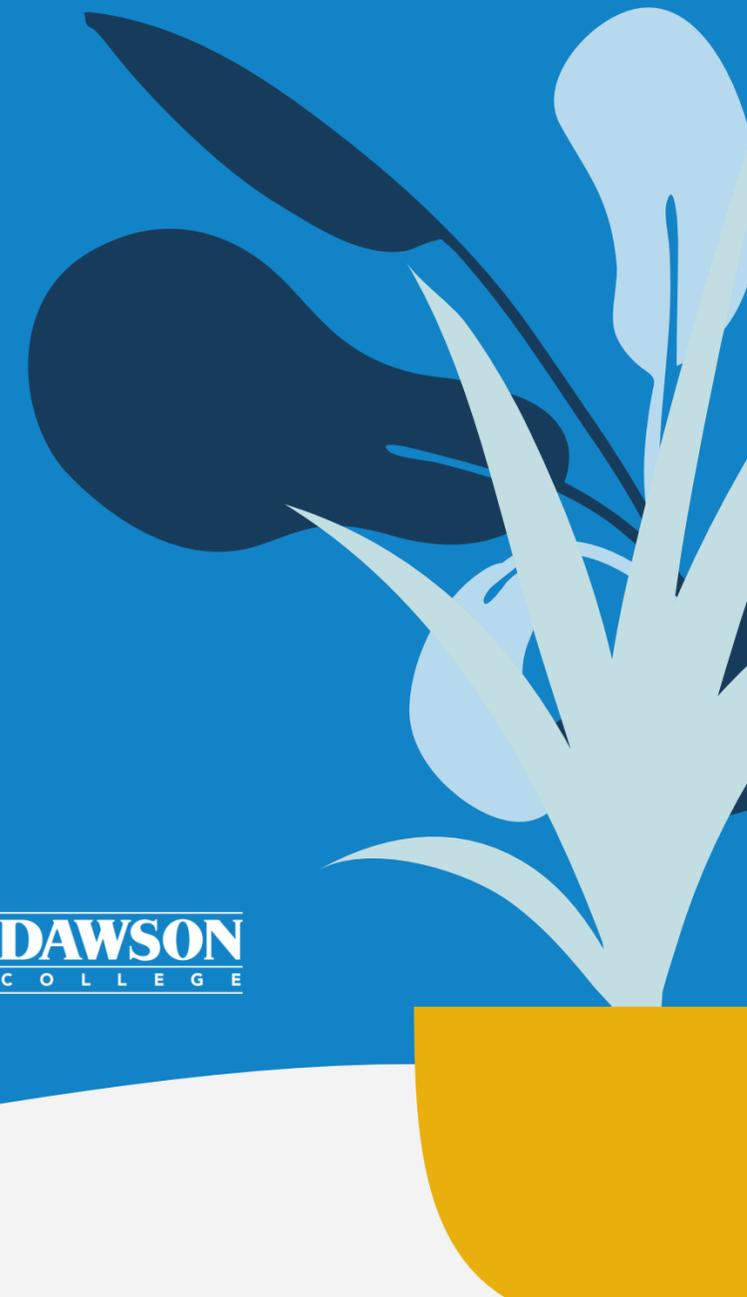
Keep records of ALL the sessions you have conducted in WCONLINE.

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 on Teams or via MIO

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

Thank you!