Steps for Filling Out Time Cards

You can be paid for training, some preparation, and tutoring time, "as well as for travel time" (we will obtain estimates of avg. travel time for each program, and let you know so you will always bill for that amount). Note: you must have had your work-study forms from the SSO signed by us before you can submit time cards.

1. **Upper left-hand corner**: undergraduates check Harvard, grad students check grad.

2. **Agency**: Write your program name. For example:
   - America Counts/PBHA/[name of program]
   - America Counts/HAND
   - America Reads/PBHA/[name of program]
   - America Reads/HAND

3. **Specific Hours Worked**: Record the hours that you worked, rounding to the nearest fifteen minutes. For example, Monday, 3:15 to 4:45. (Daily total: 1:5)

4. **Week ending**: put the date of the Saturday of the week that you worked. Example: if you worked on Wednesday, October 17, 2001, your week ending will be 10/20/01.

5. **Prep time**: For every four hours that you work, include another hour on your time card, on the same day as your tutoring as you would for any other tutoring time. **Do not label this time as "Prep Time" on the card itself.**

6. **Training time**: Include training hours on the day you attended training. Write them in as regular hours. **Do not label as "Training" on the card.**

7. **Travel time**: Include these hours on the day you tutor—you may bill up to 60 minutes of travel for each session. **Do not label as "Travel" on the card.**

8. **Total**: Add up weekly hours, multiply by $9.10 if you're an undergrad, $13.4 if you're a grad student, and write the total under Gross.

9. **Deadline**: Turn in time cards to the top black tray on my desk by 12:00 noon on Fridays in order to have them signed and processed by the following Monday. You need to turn them in on time to make sure you get paid on time.

10. **Check-in System**: In order to be paid, you MUST write a brief check-in e-mail to me, at harvardcrosede@yahoo.com or harvardcounts@yahoo.com (depending on which program you're with), walking me through the time card: **when you tutored, where, with whom, and what you did.** In your e-mail, please tell me which hours you record as being paid for training or prep time or travel time. Please also include any information about materials you need, help you could use, or comments you have. **CHECK-INs ARE DUE AT 12 NOON ON FRIDAYS ALONG WITH YOUR TIME CARDS.** Your timecard cannot be processed without this check-in note from you.