

Tutor Hiring Process

The following is a guide for hiring and supervising School of Media Arts class tutors.

Each instructor is responsible for his or her tutors' hours, and each chair is responsible for distributing tutor hours and secondary approval of timesheets every month.

This process is similar to the Gateway tutor program, but is unrelated. (Gateway classes are marked with a "GW" in the online class schedule. Check with your department chair if you are unsure.)

For Foundation Interns, send students to Ursula Rouland x2604 in the Foundation office (top floor of the Admin building, at the end of the hall closest to the East Campus entrance).

Part time employees are not legally allowed to work until HR has processed their paperwork. Ineligible students that are allowed to work may result in serious consequences for the student and supervising faculty. International students in particular have more steps than noted below before being allowed to work for the first time, a process which may take weeks.

1. Confirm with your department chair that your class will get a tutor, and for how many hours.
2. Find a tutor. Planning ahead and checking with students from your previous semester works well.
3. Direct the tutor to Human Resources, room SS230, located on the second floor of the Student Services building. Human Resources will give them an overview of the process and return them to the instructor with paperwork.
4. Sign and return the tutor's paperwork to HR. The main triplicate forms are either JRFs (Job Referral Forms for students taking 6 or more units) or PAFs (Personnel Authorization Forms hourly employees taking less than 6 units) depending on the tutor's enrollment status. Certain fields are described below.
 - **Gray Box:** Student contact info. Make sure it's filled out legibly so it's easy for HR.
 - **DEPT:** Use the appropriate department listed below.
 - **SUPV:** The instructor of the class who works with the tutor.
 - **Program Administrator:** Your Department Chair.
 - **CHOOSE/Select ONE:** **NEW STUDENT WORKER** **RETURNING** **ADDITIONAL JOB:** This field will need to be answered by the tutor and pertains to their employment history in any jobs on campus (security, cafeteria, internship, etc).
 - **(PAF only) Select ONE:** **Short-term assignment** OR **Substitute for: (Name of Employee)** _____: In most cases this will be "Short-term assignment" unless substituting for an absent full-time employee as directed by HR.
 - **(JRF only) TERM:** Semester working or the next semester if working during an intersession.
 - **BEGINNING DATE OF ASSIGNMENT:** This is the desired start date for the tutor. This date does not supersede HR's final processing of student paperwork. **Student employees'**

assignments end the last day of a semester, and they may not work during an intersession without registering for the following semester and a new JRF submitted to HR.

- **(PAF only) ENDING DATE OF ASSIGNMENT:** Unlike Student employees, hourly employees are not limited to working during a semester. If you plan on employing someone for a several periods throughout the year, you may fill out those periods all on one form. All dates must fall within the same Fiscal Year (7/1 – 6/30). For instance, working throughout the year requires a break during Winter Vacation and looks like this: 7/1/(year1) – 12/20/(year1); 1/6/(year2) – 6/30/(year2).
- **General type of work:** Circle Tutor/Inst Aide for class tutors.
- **Student Worker / Hourly Staff level:** Unless otherwise noted, all tutors are level III at \$10.50 per hour. Variations are up to the department chair and budgetary constraints, but the same position should be the same pay.
- **Budget Number:** You will need to know the appropriate budget number for your department and the employee type as indicated below.
- **Supervisor:** The instructor or department chair must sign here.
- **Dean/V.P./Reviewing Manager:** Completed paperwork must be forwarded to Dean Doug Hersh to sign. It will then go to HR for processing.

5. Make copies of completed paperwork before forwarding for signatures.

Budget Numbers:

Film and TV Production – FP

PAF, hourly: 11000-0613-242000-061220

JRF, student: 11000-0613-242100-061220

Graphic Design – GDP

PAF, hourly: 11000-0628-242000-103000

JRF, student: 11000-0628-242100-103000

Multimedia Arts and Technology – MAT

PAF, hourly: 11000-0618-242000-061410

JRF, student: 11000-0618-242100-061410

Photography – PHOT

PAF, hourly: 11000-0628-242000-101100

JRF, student: 11000-0628-242100-101100

Part time employees are not legally allowed to work until HR has processed their paperwork. Completion is indicated when you or your chair receive a hot pink response paper from HR with the pink page of the

triplicate PAF or JRF form. The tutor's name and start date are indicated on the hot pink page.

6. Schedule tutor hours based on your needs and your allotted budget of hours. The baseline is 30 hours per class per semester, about 2 hours per week, but it may vary according to your Department Chair.
7. Approve tutor hours every month around the 11th, according to the **Payroll Schedule for Part-Time Staff and Students** page below. **Keep track of these reported hours! Overusing hours may result in reduced or eliminated hours for subsequent semesters.**

Accessing the Timesheet system:

1. Log in to Pipeline
2. Click on the Work tab
3. Follow the timesheet directions listed on the left.

The timesheet system and pay schedule are also on the DAC site under Staff > Part Time
<http://dac.sbcc.edu/>

8. Be aware of the legal limitations for part-time workers:
 - 19.5 hours/week total for ALL part-time positions at SBCC, in total.
 - 175 days total for each period from July 1st to June 30th. Each day with reported hours, no matter how few, counts towards this total. Tutors assisting online classes should not list many .5 or 1 hour periods each week, or they will use up workable days very quickly.
 - 1000 hours for the period from July 1st to June 30th for ALL part-time positions at SBCC, in total.
 - International Students require Social Security cards to work, and must be enrolled full-time. HR can start the Social Security card process, but it may take weeks.

2013 - 2014

Payroll Schedule for Part-Time Staff and Students

PAY PERIOD (11th of month through the 10th of the next month)	TIME SHEETS DUE TO SUPERVISOR (Usually, 1st work-day after 10th of month)	PAYDAY (Last work-day of month)
June 11 - July 10, 2013	Thursday, July 11, 2013	Wednesday, July 31, 2013
July 11 - Aug. 10, 2013	Monday, August 12, 2013	Friday, August 30, 2013
Aug. 11 - Sept. 10, 2013	Wednesday, September 11, 2013	Monday, September 30, 2013
Sept. 11 - Oct. 10, 2013	Friday, October 11, 2013	Thursday, October 31, 2013
Oct. 11 - Nov. 10, 2013	Tuesday, November 12, 2013	Wednesday, November 27, 2013
Nov. 11 - Dec. 10, 2013	Wednesday, December 11, 2013	<u>Monday, December 30, 2013</u> <u>10:00 am to Noon ONLY</u>
Dec. 11 - Jan. 10, 2014	Monday, January 13, 2014	Friday, January 31, 2014
Jan. 11 - Feb. 10, 2014	Tuesday, February 11, 2014	Friday, February 28, 2014
Feb. 11 - March 10, 2014	Tuesday, March 11, 2014	Monday, March 31, 2014
March 11 - April 10, 2014	Friday, April 11, 2014	Wednesday, April 30, 2014
April 11 - May 10, 2014	Monday, May 12, 2014	Friday, May 30, 2014
May 11 - June 10, 2014	Wednesday, June 11, 2014	Monday, June 30, 2014
June 11 - July 10, 2014	Friday, July 11, 2014	Thursday, July 31, 2014

NOTE: TIME SHEETS SUBMITTED AFTER THE DUE DATE ARE SUBJECT TO PAYMENT ON THE FOLLOWING SCHEDULED PAY DATE.

STUDENTS: You can pick up your check at the **Student Services Cashier's window after 10:00 a.m.**

HOURLY: You can pick up your check at the **Payroll Office, Adm. Bldg. 130, after 12:00 p.m.**