

## Peer Tutoring Program Tutor Procedures Checklist

- Tutoring sessions are offered in the form of Drop-In, group or individual formats.
- The number of hours may not exceed 3 hours per week.
- Tutoring is a supplement to class preparation, attendance and office hours assistance from faculty--It is not intended to replace any of these critical academic responsibilities.

### Checklist for Becoming a Tutor:

- ☐ Professor's nomination.
- ☐ Complete online [Tutor Application](#).
- ☐ Make an appointment with Jennifer DeConde in the QUEST SUITE for an interview (x3150).
- ☐ Take the following documents to Human Resources Office (119 Moore St.). *If you have worked on campus before, please disregard this step.*
  - Social Security Card
  - Driver's license or Passport
  - Blank Deposit Slip or Voided Check
- ☐ Complete the [Online Authorization Form](#).
  - List Jennifer DeConde (decondj) in Academic Support Services (code# 11-453300)
  - Hire date as the day of your interview and select "Academic Year"
- ☐ Wait ONE business day upon receiving the confirmation email that you have been approved for Kronos before proceeding.
- ☐ Complete [Kronos Training](#) through Moodle.
  - Tutors are now responsible for entering their own tutoring hours
  - Hours entered should be reflected on the Follow-Up Reports
  - Make sure to clock in and clock out

**Follow-Up Reports and Payment Procedures on back.**

Contact Jennifer DeConde, you need assistance or have questions about these instructions: [decondj@juniata.edu](mailto:decondj@juniata.edu) or (814.641.3491)

# Follow-Up Reports and Payment Procedures

## 1) Complete electronic Follow Up Reports

**Follow-Up Reports MUST be completed within 12 hours of a tutoring session.**

- Complete an electronic [Follow-Up Report](#).
- You will not be able to record your tutoring hours in Kronos if they overlap with hours from another on campus position. Please be mindful of this when arranging tutoring times.
- The Peer Tutoring Follow-Up Reports are designed to give tutors an opportunity to briefly recap the content of the session, track sessions as well as inform the faculty of areas that students may be experiencing difficulty. Finally, the reports document the sessions should any additional questions arise.
- It is helpful to write in an objective, professional and clear manner when including comments or describing problems.

## 2) Tutors will enter tutoring hours into Kronos based on Follow-Up Reports

- Tutors are responsible for entering tutoring hours into Kronos.
- Hours entered into Kronos should reflect hours indicated on Follow-Up Reports.
- Tutors will receive email from Quest Tutoring Services outlining any discrepancies.
- It is strongly suggested to immediately input hours into Kronos after each tutoring session.

## 3) Approve your timecard in Kronos

- You will be emailed a reminder every two weeks when the pay period needs to approve your timecard in [Kronos](#). If you do not approve your timecard, your payment cannot be processed for that time period.
- Log into Kronos.
- Select My Information from the top bar menu; select My Timecard from the drop-down menu.
- Under Time Period at the top of the screen, select previous pay period from the drop down menu.
- Review your hours that are listed for the previous two week pay period for ALL the jobs you have on campus, not just those for the tutoring program. If there are any discrepancies on any of your hours, contact the supervisor of the department to inform him or her of the error, and then he/she may make the proper adjustments.
- After the adjustments have been made and your hours are correct, click on the Approval tab at top of screen. From this drop-down menu, select approve. After you AND your supervisor's have approved your timecard, you cannot make changes!
- If you need to remove your approval to make changes BEFORE your supervisor's approval, you can do this by selecting Approval from the menu bar and selecting Remove Approval.