

TUTOR INSTRUCTIONS AND PAYROLL PROCEDURES

HOW TO APPLY

When you come in to apply, you should fill out the following forms:

- ◆ Application
- ◆ Tutoring Contracts
- ◆ Availability Schedule
- ◆ Tax forms and I-9 with 2 forms of I.D. as listed (only if you have never worked at UMass before)
- ◆ Personnel Action Form and conditions for employment (grad students only)

HOW IT WORKS

Our program works on a supply and demand basis, so you will only be contacted if you are needed. When we receive a request for a subject that you can tutor, our Tutorial Coordinator will contact you via email. At this time, a weekly meeting will be set up. *For your own convenience, as well as the student's, we highly recommend that you do not change this agreed-upon time.* If it does become necessary to change your weekly appointment, please notify our office so that we can keep our database current. . We occasionally add one or more student-athletes to an existing appointment. Also, please inform us if you and your student would like to meet more than once per week.

MISSED APPOINTMENT POLICY

If you need to cancel, you must call/email the student 24-hours in advance, and vice-versa. If a student-athlete misses an appointment, you must indicate this on your "Tutor Session Overview/Time Sheet." Please wait 10 minutes before you leave. You may record one hour for a missed appointment, but should not show up again for that appointment until you are contacted by our office. If a Monday (or other) holiday will affect your appointment, please decide the week before whether or not you will meet.

WHERE TO TUTOR

If you are tutoring a student from sports other than hockey or basketball:

- ◆ Meet your student in the waiting area of the Academic Enhancement Center in 236 Boyden. Hours are Sundays from 6-9 p.m., Monday through Thursday from 8 a.m.-9 p.m., and Fridays from 8 a.m.-5 p.m.
- ◆ Tutor in classrooms 249, 251, or 253 (alternate space is available if rooms are full; please see a staff member for assistance)
- ◆ If you require the use of a lab or other area for your session, please see the Tutorial Coordinator for prior approval.
- ◆ If you meet outside of our operating hours, you may meet at an alternate site, but must still turn in your "Tutor Session Overview/Time Sheet" within 24 hours of your appointment.

If you are tutoring a student from hockey or basketball:

- ◆ Meet your student in the Academic Center on the third floor of the Mullins Center

HOW TO FILE HOURS

Each time you meet with a student, you must fill out a combined "Tutor Session Overview/Time Sheet." You should leave this form in the designated area in 236 Boyden. If you tutor in the Mullins Center, you may leave the form in the designated area there. Paychecks are distributed every other Friday. Please note:

- ◆ Checks/direct deposit stubs should be picked up in 206 Boyden on Fridays or Mondays.
- ◆ Your "Tutor Session Overview/Time Sheet" must be submitted within 24 hours of your appointment.
- ◆ If you have more than one job, your checks will be combined.

*Want more students? Have enough? Keep in touch – stop in, call, or email!
545-2919 or 5-9460.*

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