

Learning Support Services - Santa Barbara City College

Tutor Handbook



SBCC Vision Statement

Santa Barbara City College strives to build a socially conscious community where knowledge and respect empower individuals to transform our world.

SBCC Mission Statement

As a public community college dedicated to the success of each student . . .

Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.

History of Tutoring Program

The College recognizes tutoring as an important component among the reasons for student success. The tutoring program at Santa Barbara City College is free for all students. The tutors are selected based on a peer model, in which many of the tutors are students or near-peers. Therefore, tutoring not only positively impacts the student but also develops the skills of the individual serving as the tutor.

Since 2005, Santa Barbara City College has invested in the Partnership for Student Success as part of the Student Success Initiative. During the last 13 years, the Gateway program has expanded from an initial 60 courses to average 300 courses per a semester. In addition to the Gateway Program, students are also able to see Drop-In/General tutors in the Writing Center, Math Lab, EOPS Lab, STEM Center, Academic Achievement Zone as well as a department subject tutor. In order to match the needs of the students, SBCC tutors are located throughout campus, in two dozen different locations.

Table of Contents

SBCC Tutor Hiring & Employment Information

| | |
|--|-------|
| Tutoring Programs Overview | 4 |
| New Tutor Hiring Process | 5—6 |
| Returning Tutor Hiring Process | 7 |
| Tutor Training Requirements | 8 |
| Optional Tutor Training Videos | 9 |
| Expectations of the Tutor- The Do's of Enjoying My Tutoring Experience | 10 |
| General Guidelines for Tutors | 11 |
| National Tutoring Association Code of Ethics | 12 |
| Acceptance of Employment at SBCC by Student & Hourly Workers | 13 |
| Lunch and Breaks | 14 |
| Sick Leave | 14 |
| Parking Permits | 14 |
| SBCC Non-Discrimination /Sexual Harassment Policy | 15—17 |
| Tutor Pay Rate Classifications | 18 |
| Tutor Pay Rate Increase Flowchart | 19 |

Campus Resources

| | |
|-----------------------------------|-------|
| Encouraging Students to Seek Help | 21—23 |
| CLRC Services | 24 |
| Meet the CLRC Staff | 25 |

Tutoring Information

| | |
|--|----|
| The SBCC Tutor Network | 27 |
| SBCC Designated Tutoring Locations | 28 |
| SBCC Map | 29 |
| Tutorial Center Drop-In Tutoring Schedules | 30 |

Timesheets and Pay Dates

| | |
|-----------------------------------|-------|
| Online Timesheet Instructions | 32—36 |
| Tutor Payroll Schedule | 37 |
| Direct Deposit Authorization Form | 38 |

SBCC Tutor Hiring and Employment Information

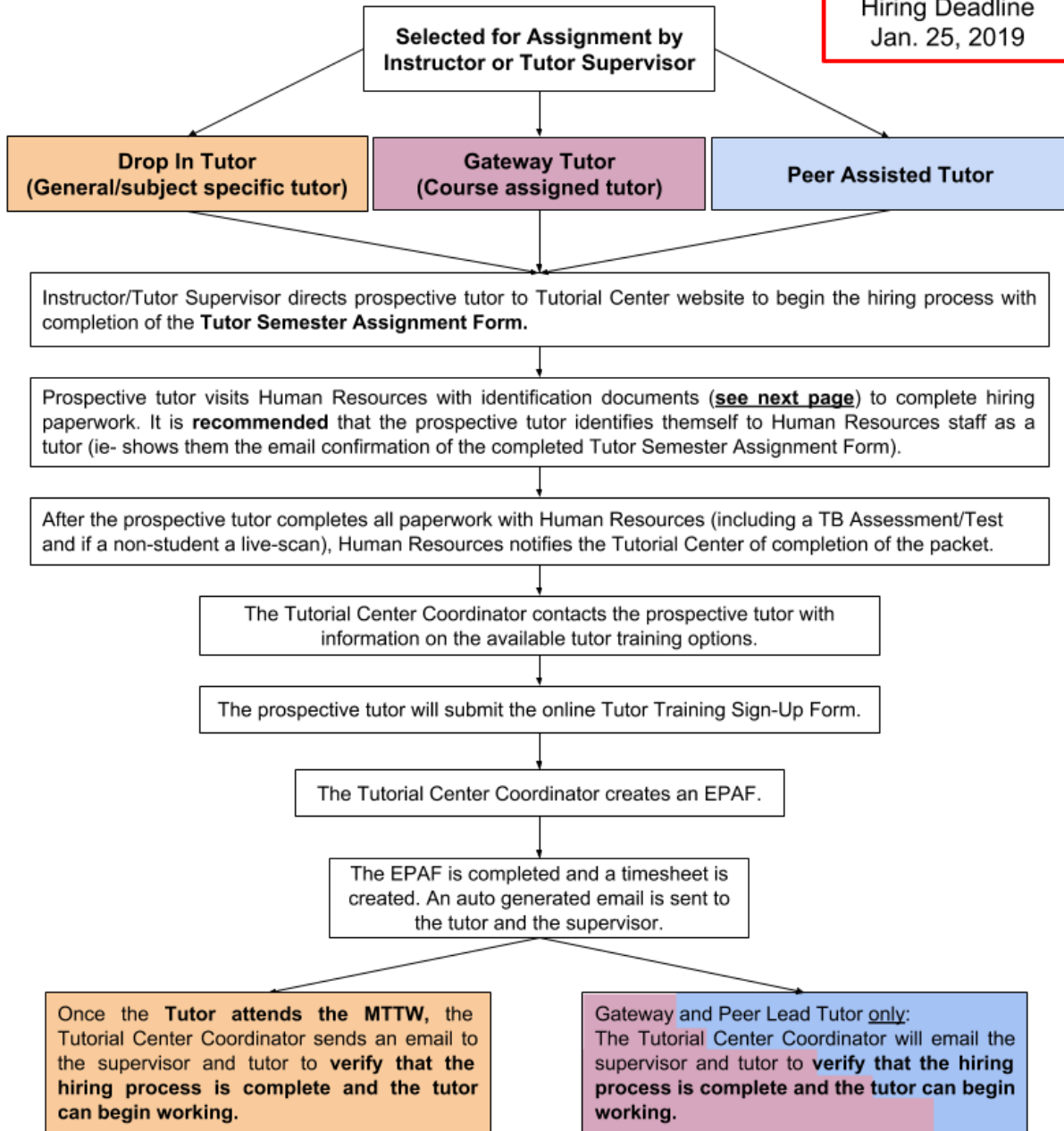
Tutoring Programs Comparison Overview

Learning Support Services encompasses two unique tutoring programs. This graph contains the important differences between our Drop-In/General Tutoring vs. Gateway Tutoring. Once you are selected as a tutor, please refer to these distinctions.

| | Drop-In/General | Gateway |
|--|---|--|
| What type of tutoring assignment are you selected for? | I have been selected as a tutor for an academic department or general area. | I have been assigned to a specific class section (CRN). |
| Who selected you to tutor? | Department Tutor Supervisor | Instructor |
| Who is your supervisor? | Department Tutor Supervisor | Instructor |
| What is the tutor training requirement? | Mandatory Tutor Training Workshop | Tutor Training Seminar |
| Am I required to be a student? | No. You can be either a student or non-student. | Typically you are a former student of the class and familiar with the instructor's pedagogy. |
| What is my allocation of hours? | This depends on the tutoring allocation and the individual(s) pay rate. The department or general area receives a dollar amount. | This depends on the tutoring allocation for the course and the individual(s) pay rate. |
| When can I begin tutoring? | This depends on when the allocation begins and whether the tutor has a completed personnel action form (EPAF) for the particular job assignment. Tutors cannot begin working until the EPAF is completed and a timesheet is available to enter hours in Workforce (Time and Attendance System). | |

New Tutor Hiring Process

Spring 2019
 Hiring Deadline
 Jan. 25, 2019



You will not be cleared to begin working until the process is complete: an EPAF is completed and a timesheet is created.

New Tutor Hiring Process

Spring 2019
Hiring Deadline
Jan. 25, 2019

Documents you should bring to Human Resources

Option 1: (**One** of the following items):

- US Passport or US Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document Card (Form I-766)
- Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record and containing an endorsement to work. Or Form I-551 stamp (or printed notation)

Option 2: (**Two** items, one each from the following sections):

- US Social Security Account. Number card
- Birth Certificate (Form FS-240, FS-545, or DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the US bearing an official seal
- Native American tribal document (Form I-197)
- Employment authorization document issued by Department of Homeland Security (DHS).

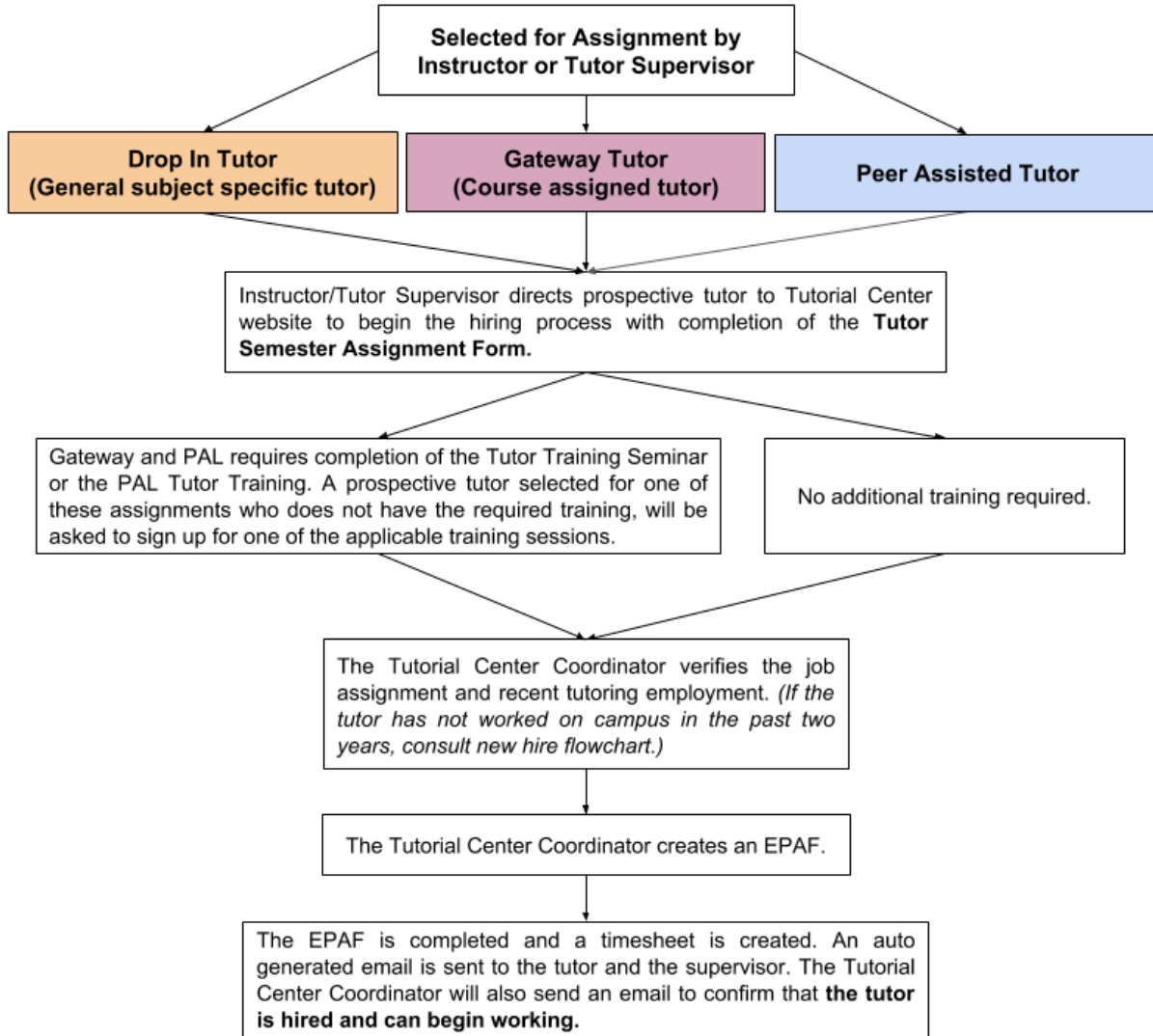
AND

- US or Canadian Driver's License or US ID Card
- School ID card with photograph
- US voter registration card
- US military card or draft card
- Military dependent's ID card
- US Coast Guard Merchant Mariner Document card
- Native American Tribal document

Returning Tutor Hiring Process

Whether a new or returning tutor, the prospective tutor is directed to Tutorial Center website **EACH SEMESTER** to complete online **Tutor Semester Assignment Form**. *(If the tutor has not worked on campus in the past two years, refer to the new hire flowchart.)*

Spring 2019
Hiring Deadline
Jan. 25, 2019



You will not be cleared to begin working until the process is complete: an EPAF is completed and a timesheet is created.

Tutor Training Requirements

All new tutors are required to complete tutor training.

Gateway Tutor Requirements

- New tutors are required and paid to attend a five-week Tutor Training Seminar **during their first semester** of tutoring.
- Successful completion is one of the criteria for a pay rate increase.

Drop-In/General Tutor Requirements

- New tutors are required and paid to attend a three-hour Tutor Training Workshop **before they start tutoring.**
- General tutors may also voluntarily take a Tutor Training Seminar pending space availability.

Talk to the Tutorial Center Coordinator (Jason Levy) regarding the tutor training schedule and to sign up for a seminar or workshop.

Three-Hour Tutor Training topics include:

- the tutor's role
- listening skills
- questioning skills
- helping the student become an independent learner
- working with students with learning disabilities
- bridging cultural gaps
- preventing sexual harassment

Benefits include:

- ✓ an opportunity to learn effective tutoring practices
- ✓ an opportunity to get paid for the time you spend learning more about becoming an effective tutor

OPTIONAL TUTOR TRAINING VIDEOS

The following tutor training videos are optional but very valuable in enhancing tutoring skills. Please give the CLRC front counter person the video number and s/he will arrange a viewing station for you.

| Video # | Tutor Training Videos (all 15 minutes unless otherwise noted): |
|-----------------|--|
| 5155 | Introduction to Tutoring #1 |
| 5155 | The First Session #2 |
| 5155 | The Tutorial Plan #3 |
| 5155 | Diagnosis and the Socratic Method #4 |
| 5156 | Diagnosis Through Observation #5 |
| 5156 | Tutoring Learning Skills #6 |
| 5156 | Managing Group Tutorials #7 |
| 5156 | The Tutor as Counselor #8 |
| 5157 | Bridging the Cultural Gap #9 |
| 5157 | Tutoring Physical Sciences #10 |
| 5157 | Tutoring Social Sciences #11 |
| 5157 | Tutoring Humanities #12 |
| 5158 | Tutoring the Writing Process #13 |
| 5158 | Tutoring ESL #14 |
| 5112 | Editing Techniques for ESL students – Julie Alpert (50 mins) |
| 8699 | A Tutor’s Workshop: Students with Learning Disabilities (94 mins.) |
| 5300 | Dr. Stevens’ Eng. 111 Program: Critical Thinking Through Literary Criticism - Dr. Jim Stevens (28 mins.) |
| 5331 or 0345 | Convention to Mexican School System – Javier Rivera (33 mins.) |
| 0182 or 7834 | How Difficult Can This Be? (70 mins.) |
| 0425 | Writing Tutor’s Seminar – Takashi Funatogawa: Japanese Language Barriers to Writing Essays (60 mins.) |

Expectations of a Tutor

The DO'S of enjoying my tutoring experience...

BEFORE I start my tutoring job, I will do the following:

- ✓ Each semester, **whether I am a new or returning tutor**, I will submit a Tutor Semester Assignment Form.
- ✓ If I am a new general (non-Gateway) tutor, I will complete the Mandatory Tutor Training Workshop before I start my tutoring job. I understand that I am also highly encouraged to complete the five-week Tutor Training Seminar.
- ✓ If I am a new Gateway tutor, I will complete the Tutor Training Seminar my first semester of tutoring.

WHILE I am a tutor, I will do the following:

- ✓ I will **not work in excess of my allocated hours**.
- ✓ I will follow the **National Tutoring Association Code of Ethics**.
- ✓ I will be on time for my tutoring sessions and will stay for the whole session. If I am going to be late or I am not able to make a tutoring session, I will call my supervisor and the Tutorial Center to inform them. I will keep tutorial cancellations to a minimum and give 24 hours notice when possible.
- ✓ I will focus my time and attention on tutoring. I will not read papers, run errands, instruct classes, operate labs for instructors, give tests, or talk on my cell phone.
- ✓ When I am tutoring as an SBCC employee, I will only tutor on-campus Mondays through Fridays when school is in session in an approved location (see SBCC Tutoring Locations found in the Tutor Handbook). The only exception is for math tutors eligible to work in the MATH Lab when the MATH Lab has weekend hours.
- ✓ If I need to change my schedule, I will send my request to my supervisor. I will wait for a response from my supervisor to confirm the change before proceeding.
- ✓ I understand my last week of tutoring will generally be the last week of instruction unless I have made special arrangements with my Supervisor to do otherwise.
- ✓ I will submit my online time sheets by their due dates each pay period. If I miss submitting a time sheet on time, I will contact the Tutorial Center Coordinator regarding the late time sheet submission procedures.
- ✓ If I did not enroll in direct deposit, I will pick up my paycheck on or near the check issuing date. I will pick up my paycheck at the Payroll Office in the Administration Building, Room 130.
- ✓ I will contact the **Tutorial Center (Ext. 2667)** if I have any questions.
- ✓ Most importantly, I will enjoy tutoring!
- ✓ I am aware that if I do not follow any of the above procedures or guidelines, I may be subject to dismissal.

General Guidelines for SBCC Tutors

As an employee, you are expected to behave in a professional manner while working with students, even if the students are the same age as you are. Students whom you assist, in the lab, classroom, or in individual sessions, should feel comfortable and know that their needs are being met in a timely, efficient manner. You should also feel comfortable and clear about policies and practices that will ensure a safe and effective working environment. The following guidelines should be helpful to employees and students alike:

1. Your primary focus while tutoring should be on the student. Secondary focus should be the faculty and staff with whom you are working. Keep personal interruptions to a minimum during tutoring sessions. Be sure to turn your cell phone off.
2. Be on time and call well in advance if you are unable to keep your work commitment. See the staff contact list for phone numbers of supervisors. If appropriate, post a notice, or ask another employee to do so for you, in your tutorial area noting your absence.
3. Your attitude with the students and your fellow employees should always convey professional respect and courtesy. Be aware of personality and cultural differences in a way that will foster understanding, acceptance, and consideration for one another.
4. Be considerate of noise levels, behavior, or language that might compromise a learning environment. If you are working with a large group, it might be necessary to use a study room so you can carry on your discussion without interrupting others.
5. Always respect the confidentiality of the students and your fellow employees by refraining from giving out any of their personal information. Direct all such questions to your supervisor, or ask for the name of the person making the inquiry and inform your supervisor of the request.
6. Dress and personal hygiene should be consistent with what you would expect from any other professional work environment. As tutors, you are free to dress casually, but be aware of how your use of perfume, clothing, or other choices may interfere with the students' comfort level and ability to concentrate.
7. Respect the personal space and learning styles of others and familiarize yourself with the SBCC sexual harassment policy. When you are working with students whom you know as friends, be aware of your dual relationship and keep your tutoring session focused on their academic goals.
8. Remember that you are helping to empower students, not do their work for them. When giving instructions, offer clear verbal directions. When offering technical assistance, allow the student to use the equipment independently. This will foster student self-reliance and reduce over-dependence on the tutor. Do not correct work, but rather assist the student in moving through the process of discovery and adjustment that comes from your use of open-ended questions, patience, wait time, and encouragement.

National Tutoring Association Code of Ethics

The National Tutoring Association is dedicated to providing its members with opportunities to achieve and maintain high professional standards for tutors and administrators of tutoring programs and services.

- I understand that my role as a tutor is to never do the student's work for him or her.
- I will give honest feedback to the student I serve and will not insult my student with false hope or empty flattery; I will always demonstrate faith in my student's learning abilities.
- I understand that my relationship to the student is professional and not personal.
- I will show respect for my student's cultural background and personal value system.
- I recognize that I may not have all the answers to student questions. In this event, I will seek assistance in finding answers to the student's questions and/or direct the student to an appropriate resource for the information.
- I will maintain accurate records of tutoring sessions as expected and required.
- I will respect my student's personal dignity at all times.
- I will be on time for tutoring appointments, not only out of courtesy, but to be a good example for my student to follow.
- I will keep all information about the student whom I am assigned confidential.
- I understand that my ultimate goal is to assist my student in learning how he or she best learns and to help my student develop the skills to achieve his or her best, most efficient learning.
- I will share any concerns I have with my supervisor.
- I expect to learn along with my student.
- I will keep current in both my subject area(s) and learning methodologies.
- I will remain flexible to my approach to student learning, respectful of the various learning styles.
- I will share techniques for improved study skills with my students.

The National Tutoring Association Tutor Code of Ethics is copyrighted by the National Tutoring Association, all rights reserved 2003. The National Tutoring Association Code of Ethics may be reprinted with acknowledgment to The National Tutoring Association who owns all rights.

Acceptance of Employment

SBCC Student Employees

- A. All Student Employees may not work more than 175 calendar days during a fiscal year (July 1 - June 30). Employment during intersessions and Summer session applies toward this limit.
- B. All Student Employees are limited to 8 hours per day, 5 days a week (Monday – Sunday), and 19.5 hours per week of employment during Fall, Spring and Summer semesters (if student is enrolled for Summer Session) and 1,000 hours per fiscal year (July 1 – June 30).
- C. Student Employees may work in excess of 19.5 hours per week (not to exceed 8 hours per day, 5 days a week or 40 hours per week) during intersessions or Summer session if they are not enrolled in Summer Session and if there are sufficient funds and the department has the need for the assistance. The ability to work these longer hours during intersessions and Summer session does not constitute a guarantee that FWS and GSE students will be given such employment.
- D. During the academic year, FWS and GSE students must be enrolled in a minimum of 6 units during the semester in which they work. International students must be enrolled in a minimum of 12 units.
- E. During the Summer or intersession, FWS and GSE students do not need to be enrolled, but must be pre-enrolled at SBCC in a minimum of 6 units in the subsequent term (12 units for International Students).
- F. Hours worked beyond those permitted in these rules or hours worked beyond those authorized by the supervisor will be considered voluntary and will not be compensated. Hours worked in excess of these rules and/or in excess of those authorized by a supervisor may not be “banked” and paid during a pay period when fewer hours are worked.
- G. A Student Employee may have more than one job on campus, but the combined hours from all jobs must not exceed the limits described above.
- H. If a FWS or GSE student will conclude all SBCC work during an intersession or Summer session, the student may work during that intersession or Summer session without being pre-enrolled in the subsequent SBCC session or semester if he/she is enrolled in at least ½ units during that final intersession or Summer session. International students are not eligible to work in the summer unless they qualify under D or E above.

Hourly (Non-Student) Staff

Hourly Staff are employees hired on a temporary basis to work no more than 19.5 hours per week, and no more than 175 days per fiscal year, to fulfill a temporary need for the District. As a short-term hourly employee, you are not considered a regular employee of the District, and do not receive any employee benefits (i.e., sick pay, vacation pay, medical/dental, etc.). If your assignment extends to 175 days in a fiscal year, you will be terminated once that limitation is reached.

- Hourly Staff employees may not work more than 175 calendar days during a fiscal year (July 1 - June 30). Employment between terms and during Summer term applies toward this limit.
- Hourly Staff employees are limited to 8 hours per day, 19.5 hours per week of employment during Fall, Spring and Summer terms and 1,000 hours per fiscal year (July 1 - June 30).
- Hours worked beyond those permitted in these rules will be considered voluntary and will not be compensated. Hours worked in excess of these rules and/or in excess of those authorized by a supervisor may not be “banked” and paid during a pay period when fewer hours are worked.
- Hourly Staff employees may have more than one job at SBCC, but the combined hours from all jobs must not exceed the limits described above.

Applicable for both student and hourly staff employees:

I understand that this is “at will” employment. This means that I may be released at any time without notice or reason and I may resign my position at any time without notice or reason. I agree to work within the procedures described above. I will file time sheets that accurately report the hours worked. I understand that I must report all hours on the days actually worked. I understand that falsification of timesheets may be considered grounds for termination.

Lunch and Breaks

Per Human Resources, the labor laws are the same for students as they are for hourly staff as they are for permanent classified staff. Please refer to the CSEA agreement, Article 7.4 for detail.

WORK 6 HOURS OR MORE:

If you want to earn 6 hours pay, you must be here for 6.5 hours since you must clock out for a 30 minute break somewhere in the middle of your shift. If you do not want to take a 30-minute break, then you will be scheduled to work only 5.5 hours.

You also are entitled to a separate, paid 15-minute break within the first 4 hours worked.

WORK 4 HOURS OR MORE:

For each period of 4 hours you work in a day, you must take a 15-minute break sometime during the middle of those 4 hours (not at the end of your shift), but you are paid for this time and you *do not clock out* for this break. ***You cannot skip your 15 minute break(s).***

WORK FEWER THAN 4 HOURS

If you work fewer than 4 hours, you are not entitled to a 15 minute break.

TAKE YOUR BREAKS!

- ❖ They are important for your mental, physical and emotional well-being.
- ❖ They help your focus and concentration and your ability to manage stress.
- ❖ They allow you to work and assist others with patience and presence.

Sick Leave

For every 30 hours a Hourly/Student Employee works, 1 hour of sick pay will accrue in the Hourly/ Student Employee's "Sick Leave Bank." After working for 90 calendar days, an employee may request paid time off for illness. Manager approval is required.

The maximum accrual is 48 hours per fiscal year, although maximum USAGE is 24 hours per fiscal year. In other words, an employee may be paid up to 24 hours per year, and the balance will roll into the next year.

Unused Sick Pay does not get paid out at the end of the employment.

Parking Permits

Parking permits are available and required to park on campus. Parking permits may be purchased on-line through pipeline. Hourly Classified Staff permits are \$10.00 (price includes shipping, handling, postage and applicable credit card processing fees). The permit allows hourly staff to park in any student parking lot between the hours of 7 a.m. and 11 p.m. for the semester.

For additional information, visit the SBCC Security website:
(http://www.sbcc.cc.ca.us/security/parking_traffic_info)

SBCC Non-Discrimination/Sexual Harassment Policy

The policy of the Santa Barbara Community College District is to provide an educational and employment environment in which no person shall be denied full and equal access to, the benefits of, or be subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Santa Barbara Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The following definition will aid in identifying the kinds of behavior which constitute sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other college activity;

(2) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive college environment.

The policy of the Santa Barbara Community College District is to comply with the accessibility requirements of Section 508 of the *Rehabilitation Act of 1973* in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve discrimination complaints regarding accessibility.

Such complaints will be treated as complaints of discrimination on the basis of disability. This non-discrimination policy covers admission, access and treatment in college programs and activities—including, but not limited to, academic admissions, financial aid, educational services and athletics—and applications for, and treatment in, college employment.

In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the *Vocational Education Act of 1963*, the college is committed to overcoming sex discrimination and sex stereotyping in vocational education programs.

Furthermore, in compliance with the *Vocational Education Guidelines for Eliminating Discrimination on the Basis of Race, Color, National Origin, Sex and Handicap*, lack of English language skills alone will not be a barrier to admission to and participation in vocational education programs. Any screening procedures for vocational programs will evaluate skill levels and proficiencies pertinent to the program as criteria for admission.

Employees, students, or other persons acting on behalf of the District who engage in discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including suspension, discharge, expulsion, or termination of contract.

Once a concern has been raised, Santa Barbara Community College District will follow its established policies and procedures which are based on board and administrative policies to address complaints of discrimination, harassment or retaliation made by students against the district, a district employee, other district students or a third party.

| | SBCS Staff | Contact Information |
|-----------------------------------|---|--|
| For students and student-athletes | Christopher Johnson, Ed.D. Deputy Title IX Officer Associate Dean, Student Support Services | ckjohnson2@pipeline.sbcc.edu 805-730-4152 Office: Campus Center, Room CC-222 |
| For faculty, staff and visitors | Monalisa Hasson, Ed.D. Title IX Officer Vice President, Director of Human Resources | mhasson@sbcc.edu 805-730-4734 Office: Student Services, Room 230 |

Additional Resources

| | |
|---|---|
| Santa Barbara Police Department | Emergency: 911 Non-emergency: 805-897-2300 |
| Santa Barbara Sheriff Department | Emergency: 911 Non-emergency: 805-681-4100 |
| U.S. Department of Education, Office for Civil Rights | 800-421-3481 ocr@ed.gov |

Protection from Retaliation

Santa Barbara City College has a policy which prohibits retaliation against any employee or any student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations. Respondents are informed of this provision, and any retaliation should be reported immediately to the appropriate Title IX Officer.

Política contra la discriminación/Política contra el acoso u hostigamiento sexual

La política del Distrito de Santa Barbara Community College es la de ofrecer un ambiente educativo y de empleo, en el cual a ninguna persona se le niega el pleno y paritario acceso ni

sus beneficios, o ser sujeto de discriminación, totalmente o en parte, en base a su identificación con un grupo étnico, nacionalidad, religión, edad, sexo, raza, color, ascendencia, orientación sexual, discapacidad física o mental, o en base a la percepción de estas características, o en base a la asociación con una persona o grupo con una o más de estas características, ya sea percibidas o reales, en cualquier programa o actividad administrada, patrocinada directamente, o para la que recibe cualquier asistencia financiera del Canciller del Estado o de la Junta de Gobernadores de las Instituciones Postsecundarias de dos años (California Community Colleges Board of Governors).

La siguiente definición ayuda a identificar los tipos de comportamientos que constituyen el acoso u hostigamiento sexual:

La política del Distrito de Santa Barbara Community College es proporcionar un ambiente educativo y de empleo libre de solicitudes sexuales forzadas, solicitudes de favores sexuales, favoritismos basados en el sexo u otra conducta física o verbal o comunicación que constituye acoso u hostigamiento sexual.

Las solicitudes sexuales forzadas, solicitudes defavores sexuales y otra conducta verbal o física de naturaleza sexual constituyen acoso u hostigamiento sexual cuando:

1. La sumisión o el rechazo a tal conducta se expresa explícitamente como una condición para la instrucción, el empleo o la participación en una actividad de la universidad;
2. La sumisión o el rechazo a tal conducta por un individuo se usa como base para evaluar y tomar decisiones académicas o de personal que afectan al individuo; o

3. Tal conducta tiene el propósito o efecto de interferir desproporcionadamente con el rendimiento de una persona o de crear un ambiente universitario hostil, intimidador u ofensivo.

La política del Distrito de Santa Barbara Community College es la de cumplir con los requisitos de accesibilidad de la Sección 508 de la Ley de Rehabilitación de 1973 en el desarrollo, consecución, mantenimiento, o uso de información electrónica, o información tecnológica, y responder y resolver las quejas de discriminación relacionadas con la accesibilidad. Tales quejas se tratarán como quejas de discriminación basada en la discapacidad en cuestión.

La política de no-discriminación cubre la admisión, el acceso y el tratamiento recibido en los programas y actividades universitarios –incluyendo, pero no limitados a, la admisión académica, ayuda financiera, servicios educativos y deportes– y la solicitud a y el trato en el empleo en la universidad.

En conformidad con los requisitos del Title II de las Enmiendas Educativas de 1976, enmendando el Vocational Education Act de 1963, la Universidad se compromete a superar la discriminación sexual y los estereotipos en los programas de educación profesional.

Es más, en cumplimiento de las Guías para la eliminación de la discriminación en base a la raza, el color, la nacionalidad, el sexo y la discapacidad en programas de Educación Profesional, la falta de lengua inglesa en sí misma no será barrera para la admisión y participación en programas de educación profesional. Cualquier procedimiento de selección para programas profesionales evaluará los niveles de habilidad y destreza pertinentes al programa como criterio de admisión.

Los empleados, estudiantes u otras personas que actúen en nombre del Distrito y que actúen discriminatoriamente tal y como se define en este reglamento o en las leyes del estado o federales, están sujetos a medidas disciplinarias que pueden incluir la suspensión, el despido, la expulsión o la rescisión de contrato.

Para obtener más información, comuníquese con Santa Barbara City College, Recursos Humanos y Asuntos Legales, 721 Cliff Drive, Santa Barbara, CA 93109-2394, Tel (805) 965-0581X 2261

Una vez que se haya planteado una preocupación, el Distrito de Colegios Comunitarios de Santa Bárbara seguirá sus políticas y procedimientos establecidos que se basan en políticas administrativas y de la junta para abordar las quejas de discriminación, hostigamiento o represalias contra el distrito, un empleado del distrito y otros estudiantes del distrito o un tercero.

| | Personal de SBCC | Información del contacto |
|--|---|--|
| Para estudiantes y estudiantes-atletas | <i>Christopher Johnson, Ed.D. Oficial Adjunto del Título IX Decano Asociado, Servicios de Apoyo Estudiantil</i> | <i>ckjohnson2@pipeline.sbcc.edu 805-730-4152 Oficina: Campus Center, Habitación CC-222</i> |
| Para profesores, personal y visitantes | Monalisa Hasson, Ed.D. Oficial del Título IX Vicepresidente, Director de Recursos Humanos | mhasson@sbcc.edu 805-730-4734 Oficina: Servicios para estudiantes, Sala 230 |

Recursos adicionales

| | |
|---|---|
| Departamento de Policía de Santa Bárbara | Emergency: 911 Non-emergency: 805-897-2300 |
| Departamento del sheriff de Santa Bárbara | Emergency: 911 Non-emergency: 805-681-4100 |
| Departamento de Educación de EE. UU., Oficina de Derechos Civiles | 800-421-3481 ocr@ed.gov |

Protección contra represalias

Santa Barbara City College tiene una política que prohíbe las represalias contra cualquier empleado o estudiante que reporte un incidente de presunto acoso sexual o violencia sexual, o cualquier empleado o estudiante que testifique, ayude o participe en un procedimiento, investigación o audiencia relacionada con estas acusaciones. Los encuestados son informados de esta disposición, y cualquier represalia debe ser reportada inmediatamente al Oficial apropiado del Título IX.

Student/Hourly Tutor Classifications

Below are the pay rates and basic requirements for each level.

| <u>Level</u> | <u>Basic Requirements</u> |
|--------------|--|
| Step I/II | <p>New tutor, preferably referred by instructor on the basis of skills assessment in subject areas requiring specialized skill and content knowledge; completion of entry-level mandatory tutor training requirements.</p> <p>All Gateway tutors must successfully complete a Tutor Training Seminar (TTS) within their first semester of tutoring in order to be re-hired. All tutors who want to be considered for Student/Hourly II must successfully complete the TTS.</p> |
| Step III | <p>One semester of tutoring at Step I and successful completion of the Tutor Training Seminar (TTS).</p> |
| Step IV | <p>One semester of tutoring at Step II.</p> |
| Step V | <p>Equivalent tutor experience in assigned content area preferable, including all required training, PLUS AA, or 60 Transferable Units.</p> |

| | |
|---------|---|
| Step VI | <p>If an individual tutor was hired and qualified for this step prior to July 1, 2018.</p> <p>This amount is not offered for individuals who have not already reached this step. Equivalent tutor experience in assigned content area preferable, including all required training, PLUS BA, BS, or comparable relevant college level coursework.</p> |
|---------|---|

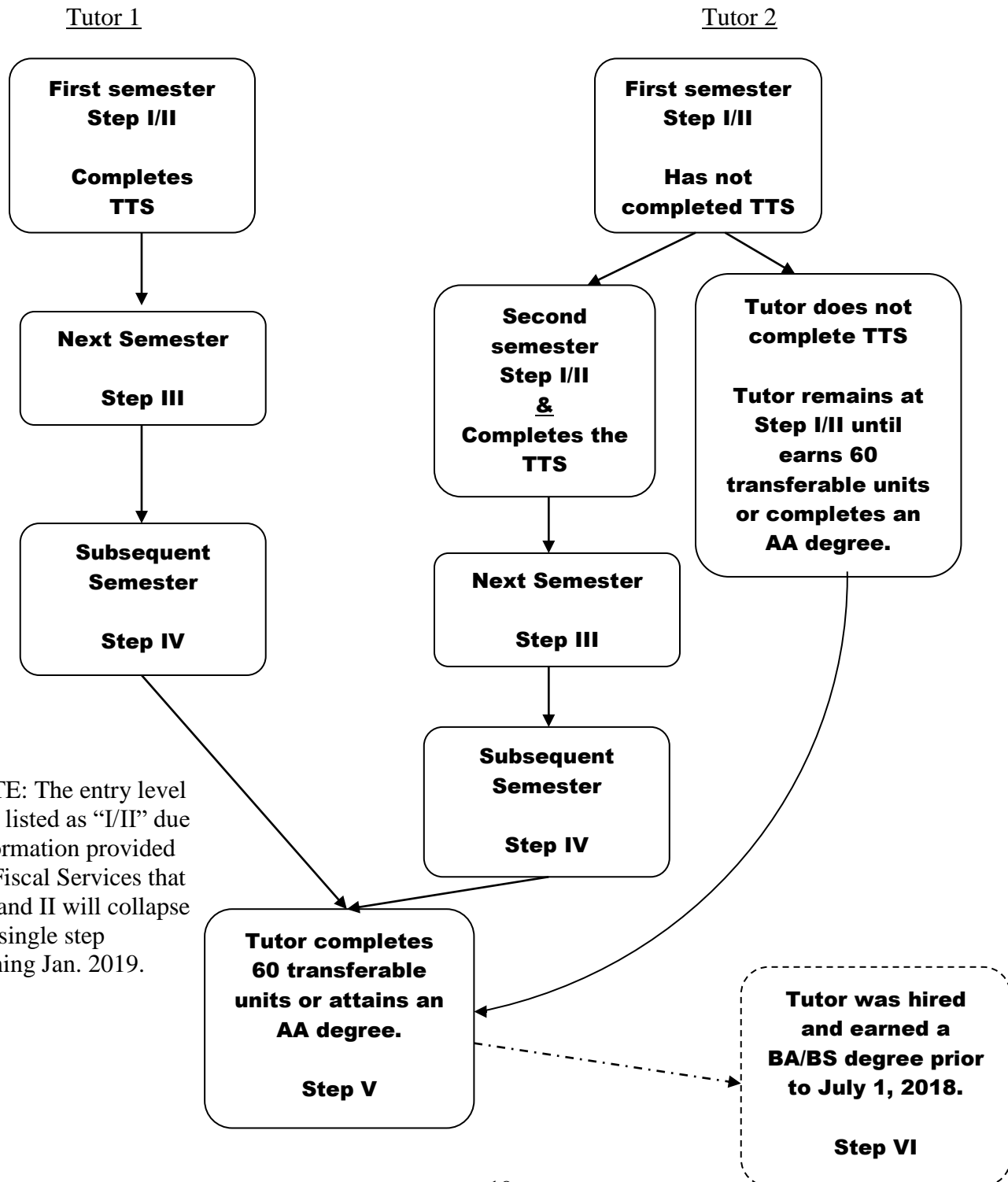
*Tutors that have worked prior to Summer II 2018 and qualified for either Step VI will remain at their respective step. These individuals will not be moved down a step.

** Information about the corresponding wage to each step is found on Salary Schedule 22B.

*** The entry level step is listed as “I/II” due to information provided from Fiscal Services that step I and II will collapse into a single step beginning Jan. 2019.

Tutor Pay Rate Increase Flowchart

Starting pay for all tutors without degrees or their equivalent is Step I/II.



* NOTE: The entry level step is listed as “I/II” due to information provided from Fiscal Services that step I and II will collapse into a single step beginning Jan. 2019.

Campus Resources



Encouraging Students to Seek Help

SBCC offers many forms of free student support services. Because many factors, both in and outside of the classroom, affect a student's academic success, tutors can support students to meet their academic goals by sharing information about valuable campus resources. If a student is unsure which services might be most helpful, see an academic counselor in the Academic Skills area of the Student Services building.

ACADEMIC ASSISTANCE

| | |
|--|--|
| Learning Resource Center Academic assistance, video access for "plus-hours", learning materials, videotapes, multimedia tools; x2670; http://www.sbcc.edu/clrc/ | |
| Writing Center Help with planning, drafting, revising; x2663 | M-TH 9:00 a.m. – 7:00 p.m. F 9:00 a.m. – 3:00 p.m. |
| Tutorial Commons; x2667 | M-TH 8:00 a.m. – 8:00 p.m. F 8:00 a.m. – 4:00 p.m. |
| Computer Commons; x2670/2658 | |
| Eli Luria Library x2638; library.sbcc.edu | M-TH 7:30 a.m. – 11:00 p.m. F 7:30 a.m. – 4:30 p.m. Sat. 12:00 p.m.-5:00 p.m. Sun 11:00 a.m. – 11:00 p.m. |
| Math Lab- IDC 102 Individualized math assistance x2300 | M-TH 8:00-8:00 p.m. F 9:00-2:00 p.m. |
| Gateway to Success Program- ECC 4 Gateway programs provide tutoring in the classrooms and in Gateway Centers. Information on Gateway Program and classes, Gateway tutoring: Contact Program Director-Vandana Gavaskar (x2673); Tutor Coordinator, Tori MacDonald (x4770) | M-TH 8:30 a.m. – 5:00 p.m. F 8:30 a.m. – 12:00 p.m. |

FINANCIAL ASSISTANCE

| | |
|---|---|
| EOPS- SS 240 Academic support, financial assistance and encouragement for eligible, financially disadvantaged and academically underprepared students.- x2279, www.sbcc.edu/eops | M-TH 8:00 a.m. – 6:00 p.m. F 8:00 a.m. – 4:00 p.m. |
| Financial Aid - SS 210 Grants, Loans, BOGW, Work study, scholarships, counselors; x2716 www.sbcc.edu/financialaid | M-TH 8:00 a.m. – 6:45 p.m. F 8:00 a.m. – 4:30 p.m. |

REGISTRATION, TRANSCRIPTS, AND PETITIONS

| | |
|--|---|
| <p>Admissions & Records - SS 110 Registration, add/drops, credit/no credit, petitions for special requests, transcripts, and academic records; www.sbccc.edu/admissions</p> | <p>M and TH 8:00 a.m. – 4:00 p.m. T and W 8:00 a.m. – 6:00 p.m. F 8:00 a.m. – 1:00 p.m.</p> |
|--|---|

PERSONAL HEALTH AND COUNSELING

| | |
|--|---|
| <p>Health Services/Wellness - SS 170 Health information, first aid, over the counter medicines, Project HOPE/peer health education, insurance information; x2298 www.sbccc.edu/healthservices</p> <ul style="list-style-type: none"> • Medical Clinic: Diagnosis and treatment for acute medical issues, limited prescription medication at cost, limited low cost lab testing. • Men’s and Women’s Clinic: Pap smear, birth control, breast exams, HIV, STD testing and treatment, pelvic exams. • Personal Counselors are available to assist with stress management or other personal concerns. | <p>M and TH 8:00 a.m. – 4:00 p.m. T and W 8:00 a.m. – 6:00 p.m. F 8:00 a.m. – 1:00 p.m.</p> |
|--|---|

ACADEMIC COUNSELING & ADVISING/ASSESSMENT/DISABLED STUDENT PROGRAMS & SERVICES

| | |
|--|---|
| <p>Academic Counseling - SS 120 Educational and career goal planning, student success strategies, degree applications; x2285 www.sbccc.edu/counselingcenter</p> | <p>M and TH 8:00 a.m. – 4:00 p.m. T and W 8:00 a.m. – 6:00 p.m. F 8:00 a.m. – 1:00 p.m.</p> |
| <p>Disabled Student Programs & Services (DSPS)- SS160 x2364; www.sbccc.edu/dsps</p> | |
| <p>Transfer Center - SS 140 Articulation/transfer to four-year institutions-universities, transfer workshops, opportunities and connections; x2547 www.sbccc.edu/transfercenter</p> | <p>M and TH 8:00 a.m. – 4:15 p.m. T and W 8:00 a.m. – 5:00 p.m. F 8:00 a.m. – 1:00 p.m.</p> |
| <p>Assessment - SS 251 Math, writing, reading, placement exams. x2349 www.sbccc.edu/assessment</p> | <p>M, T, and TH 8:30 a.m. – 4:30 p.m. W, 8:30 a.m. – 6:00 p.m. F closed</p> |
| <p>Athletic Counseling - PE 212 Educational and career goal planning, student success strategies, degree applications.</p> | <p>TBD</p> |

JOBS AND CAREER COUNSELING

| | |
|--|---|
| <p>Career Center - SS 282 Career counseling, assessment, job referral; re-entry adults, job announcements, internships, volunteer information, Career Library; x2331/2332; www.sbcc.edu/careercenter</p> | <p>M and TH 8:00 a.m. – 4:15 p.m. T and W 8:00 a.m. – 6:00 p.m. F 8:00 a.m. – 1:00 p.m.</p> |
|--|---|

ATHLETICS/STUDENT LIFE

| | |
|---|------------------------------------|
| <p>Athletics - PE 301 Athletic teams, coaches, game schedules.; x2276 www.sbcc.edu/athletics</p> | <p>M-F 8:00 a.m. – 4:00 p.m.</p> |
| <p>Student Life/Clubs - CC 217 Student Senate, hobby, academic, special service clubs and Lost & Found; x2262 www.sbcc.edu/studentlife</p> | <p>M – F 8:30 a.m. – 4:30 p.m.</p> |

MISCELLANEOUS

| | |
|--|---|
| <p>Campus Store- East Campus x4047; www.sbcc.edu/bookstore</p> | <p>M-F 7:45 a.m. – 4:00 p.m.</p> |
| <p>Cashier's Office - SS 150 Parking permits, fees; x2397</p> | <p>M and TH 8:00 a.m. – 4:00 p.m. T and W 8:00 a.m. – 6:00 p.m. F 8:00 a.m. – 1:00 p.m.</p> |
| <p>Housing - CC 217 Bulletin board listing and housing website x2262; www.sbcc.edu/housing</p> | <p>M-F 8:00 a.m. – 4:30 p.m.</p> |
| <p>International Student Support Program- International Education Center x2240; www.sbcc.edu/international</p> | <p>M-F 8:00 a.m. – 12:00 p.m. M-F 1:00 a.m. – 4:00 p.m.</p> |
| <p>Security/ Parking Office – ECC 41 Escort service, call boxes around campus x2264; after hours and emergency: x2400; www.sbcc.edu/security</p> | <p>M-F 8:30 a.m. – 4:30 p.m.</p> |

Cartwright Learning Resources Center



SBCC West Campus

721 Cliff Drive
Santa Barbara, CA
93109
805-965-0581
Ext. 2670
www.sbccc.edu/clrc

Dr. Vandana Gavaskar, Director
vsgavaskar@sbccc.edu / ext 2673

Barb Freeman, Supervisor
freeman@sbccc.edu / ext 2666

CLRC Staff provide free, friendly, and dependable support to all SBCC students, faculty, and staff in a studious environment that fosters concentration, collaboration and resourcefulness.

Hours of Operation

Learning Resources Center

Fall/Spring Hours

Monday – Thursday 8:00 am to 8:00 pm
Friday 8:00 am to 4:00 pm
Weekends- Closed

Summer

Monday- Thursday 8:00 am to 4:00 pm
Friday 8:00 am to 1:00 pm
Weekends- Closed

Writing Center

Fall/Spring Hours

Monday – Thursday 9:00 am to 7:00 pm
Friday 9:00 am to 3:00 pm
Weekends- Closed

Summer

Monday- Friday 9:00 am to 4:00 pm
Friday 9:00 am to 1:00 pm
Weekends- Closed

To learn more about the Learning Resources Center, visit the web site-

<http://www.sbccc.edu/learningresources/>





**M
e
t
t
h
e
C
L
R
C
S
t
a
f
f**

To reach a staff member, call 805-965-0581, ext:

| | | |
|------------------|--|------|
| Vandana Gavaskar | Director, Learning Support Services | 2673 |
| Barb Freeman | Supervisor, Learning Resources Center | 2666 |

Tutorial:

| | | |
|------------|-----------------------------|------|
| Jason Levy | Tutorial Center Coordinator | 2667 |
|------------|-----------------------------|------|

Media/Front Counter:

| | | |
|------------------|------------------|------|
| Julio Martinez | Media Technician | 2669 |
| Violeta Casillas | Office Assistant | 2670 |

Computer Lab:

| | | |
|--------------------|--------------------|------|
| Regina Reese | Lab Teaching Asst. | 2658 |
| Therese Schweidler | Lab Teaching Asst. | 2658 |

Writing Center:

| | | |
|----------------------------------|----------------------|------|
| Ivonne Ornelas | Sr. Office Assistant | 2663 |
| Beth Taylor-Schott | Lab Teaching Asst. | 2671 |
| Natalie Damjanovich- Napoleon | Lab Teaching Asst. | 2671 |

Tutoring Information

The SBCC Tutor Network

You are not alone. Tutors are part of a network of academic support resources and personnel at SBCC. As you work with your tutees, remember that there are other types of assistance from which they may benefit. Get to know what other classes your tutees are taking to get a broader view of their academic interests and possible needs. Tutors can further support these students by referring them to additional campus resources. Use the list of CLRC services and the list of subject and tutoring sites found at the Tutorial Center and online (http://www.sbcc.edu/clrc/tutorial_center/tutor_schedules.php) to refer your tutees to additional resources.

Computer Tutors

Computer tutors assist in the CLRC and other computer labs across campus. Students receive help with technical problems, computer applications, options for saving their work, and other computer-related issues. Computer tutors also enforce computer and web activity guidelines for appropriateness in an academic setting.

DSPS Tutors, SS 160 (dspshelp@sbcc.edu or ext. 2364)

Disabled Students Programs and Services (DSPS) tutors work with students who have learning disabilities. Sometimes this tutoring involves special computer programs in the computer lab. DSPS tutors often work in the class and are mentored by the instructor.

EOPS Tutors, SS 240 (eops@sbcc.edu or ext. 2279)

EOPS tutors assist students who are enrolled in the Educational Opportunity Program with their course material in most subject areas (e.g. Math, English, Science, etc.) as well as with program guidelines. EOPS students are mostly fulltime students, who often work and raise families as well.

Gateway Tutors, ECC 4 (gateway@sbcc.edu or ext. 4770)

Gateway tutors are assigned to specific classes and perform a variety of tutorial functions: one-on-one, small group, pre-exam review sessions, and/or in-class assistance.

STEM Tutors, CC 228 (stem@sbcc.edu or 805-730-4396)

STEM stands for *Science, Technology, Engineering and Mathematics*. The STEM Transfer Program's priority is to assist Hispanic and/or low income students in creating and following a streamlined educational plan that ensures transfer to a four-year institution in a STEM area.

Subject Tutors (Visit Tutorial Center URL mentioned above for tutor schedules and locations.)

Subject tutors may work with students from a specific class or provide drop-in assistance to any student who is taking a course in that subject (e.g., history, Spanish, accounting, etc.). Subject tutors assist students in many different locations depending on the subject. Students can receive assistance with course content, exam preparation, essay content development, note taking, and other course-related issues.

Student Athlete Academic Achievement Zone, PE 214

The Student Athlete Academic Achievement Zone (AAZ) tutors assist student athletes in reaching their educational goals while attending SBCC. The program targets student athletes who are entering their first semesters at the college and who are considered academically underprepared and second-year students deemed academically at risk.

Writing Tutors, CLRC (writingcenter@sbcc.edu or ext. 2663)

Writing tutors assist students in the CLRC Writing Center with essays and other papers for any SBCC course. Tutors assist students with pre-writing, organization, thesis and content development, sentence structure, essay format, and MLA and other citation guidelines. Writing Center resources and information are also available online.

SBCC Designated Tutoring Locations

| Subjects Tutored | Building/Location | Room/Area |
|---|-------------------------------------|-------------------------------------|
| Multiple subject tutoring | Cartwright Learning Resource Center | Tutorial Commons |
| Accounting | Business / Communication | BC 204 |
| Art (Ceramics, Painting, Printmaking, Sculpture) | Humanities | Art Studios (1 st Floor) |
| Automotive Services and Technology | Occupational Education | OE 180 & A 123 |
| Biological Sciences | Earth and Biological Sciences | EBS 125 B, 309, 312, 313, Atrium |
| Chemistry | Physical Sciences | PS 112 |
| Computer Help (computer tutors hired by CLRC only) | Cartwright Learning Resource Center | Computer Commons |
| Computer Help (computer tutors hired by Library only) | Library | Reference Desk |
| Drafting/CAD | Occupational Education | OE 12 & 16 |
| Earth Sciences | Earth and Biological Sciences | EBS 101, 115, 123, 125, Atrium |
| Engineering | Physical Sciences | PS 112 |
| English as a Second Language (ESL) | English as a Second Language | ESL Room 5 |
| Mathematics | Interdisciplinary Center | IDC 102 – Math Lab |
| Music | Drama/Music | ----- |
| Nursing | Administration | A 277 |
| Physics | Physical Sciences | PS 112 |
| School of Modern Languages – Foreign Languages | Humanities | H 300, 303A |
| Theatre Arts | Drama/Music | DM 139 |
| Writing (cross discipline) | Cartwright Learning Resource Center | Writing Center |
| Program | Building/Location | Room/Area |
| Athletics – Student Athlete Academic Achievement Zone (AAZ) | Physical Education | PE 214 |
| Educational Opportunity Program and Services (EOPS) | Student Services | SS 242 |
| Gateway section (course has an embedded tutor) | Gateway Center | ECC 4 |
| Science, Technology, Engineering and Mathematics Transfer Program – STEM Center | Campus Center | CC 228 |

****Check the individual tutor schedules to find the tutor’s location.****

SBCC Tutoring Map



Tutorial Center Drop-in Tutor Schedules

Scan the QR code
and link to the most
up to date schedules



If you don't have a QR reader
on your phone...

**To download qr code software
for your mobile phone, simply
follow these steps:**

1. Open your mobile app store (App Store, Google Play, Windows Marketplace, etc.)
2. Search for QR code readers.
3. Simply download the QR code reader to your phone, open it and you are ready to go.

OR

type the following url to access the
online schedules:

<http://goo.gl/uUIZqb>

Timesheets and Pay Dates

Time & Attendance Instructions (Workforce)

Important Deadlines

- 10th Day of Each Month: Hourly employees must review their timesheets for accuracy, SAVE and SUBMIT them to their supervisor.
- 11th Day of Each Month: Supervisors review their employees' timesheets for accuracy, save and approve them.
- Last Business Day of Each Month: Paychecks are available in the Payroll Office for pick up and/or direct deposits are posted to banks.

Important Information Regarding Hourly Employees at SBCC

- Hourly employees who are unable to clock in using the Time & Attendance system have not been fully approved by Human Resources to work and they should cease working immediately.
- Manual paper timesheets are **no longer accepted** in Payroll (effective August 11, 2016).
- Hourly employees must take a 30 minute meal break if they work more than 6 hours during a shift.
- Hourly employees can only work up to 19.5 hours per week.
- Hourly employees can only work up to 1,000 hours per fiscal year (July 1 to June 30).
- Hourly employees can only work up to 175 days per year.
- For every 30 hours an Hourly employee works, 1 hour of sick pay will accrue in the Hourly employee's "Sick Leave Bank." After working for 90 calendar days, an employee may request paid time off for illness. Manager approval is required.

For questions, please call your Supervisor and/or the Payroll Dept. (Joanne, x 2794; Nancy, x 2386; Estela, x 2305)

Accessing the Time and Attendance System (Workforce)

- When working in the ***Cartwright Learning Resources Center***, a wall mounted time clock is located on the pillar near the Front Counter.
 - Tap the touch screen to punch "**in for the day**" and swipe your SBCC campus student/employee ID card.
 - If you do not have your campus ID card, simply key in your ID number (without the K) and tap the **GREEN button** to enter your ID number.
 - If you have multiple job assignments, you will need to select the correct job that you are working during that time.
 - When signing out, you will need to do the same actions.
- When on campus, all campus computers will allow access to Workforce. When not on campus, you will need to use a desktop or laptop (a mobile device will not work) and follow the same steps as logging on from a campus computer.
 - Access SBCC **pipeline** >
 - Employee tab >
 - Pay and benefits >
 - Time and attendance

Clocking In and Out

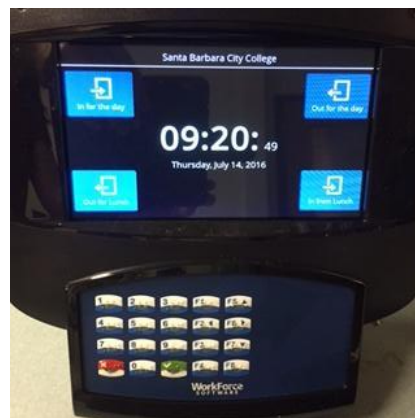
Using the Time Clock in the Learning Resources Center

1. To access the **Time and Attendance system** (EmpCenter) using the EmpCenter 4000 clock, tap the touch screen to punch **“in for the day”** and swipe your SBCC campus student/employee ID card. If you do not have your campus ID card, simply key in your ID number (without the K) and tap the **GREEN button** to enter your ID number.

You will successfully enter **ONLY** if you have been **APPROVED** to work through **Human Resources**.

If you are unable to clock in:

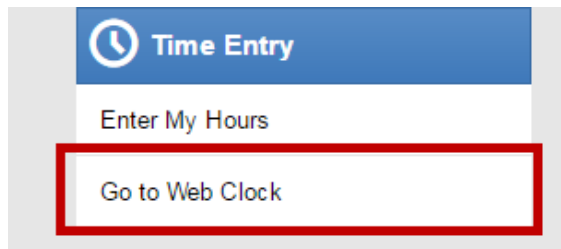
- **You have not been officially approved to work.**
 - **You must cease working.**
 - **You must contact Human Resources to complete the employment process.**
2. **REMINDER: Punch in and out for the days you work to get PAID.** Your supervisor will be monitoring and approving your time entered. For missed punches, see your supervisor immediately.



Using the Time Clock on a computer

1. To access the **Time and Attendance system** (WorkForce EmpCenter) from your Computer, log into Pipeline using your campus username and password through the portal, click Employee tab, use the drop down menu and click Pay & Benefits, click **“Enter Time and Attendance System”** link on the far bottom right of the page.
2. You will be directed straight into the Time and Attendance system through your web browser.
 - If you are directed to an **“Authentication Failed”** webpage, you will be unable to clock in for work and:
 - **You have not been officially approved to work.**
 - **You must cease working.**
 - **You must contact Human Resources to complete the employment process.**

3. At the Dashboard, select “Go to Web Clock.”



4. To record your hours worked, select from the following options on the screen to either punch in, clock out for lunch, clock in from lunch, or punch out.



REMINDER: Punch in and out for the days you work to get PAID. Your supervisor will be monitoring and approving your time entered. **For missed punches,** see (or email) your supervisor immediately so they can correct your hours manually.

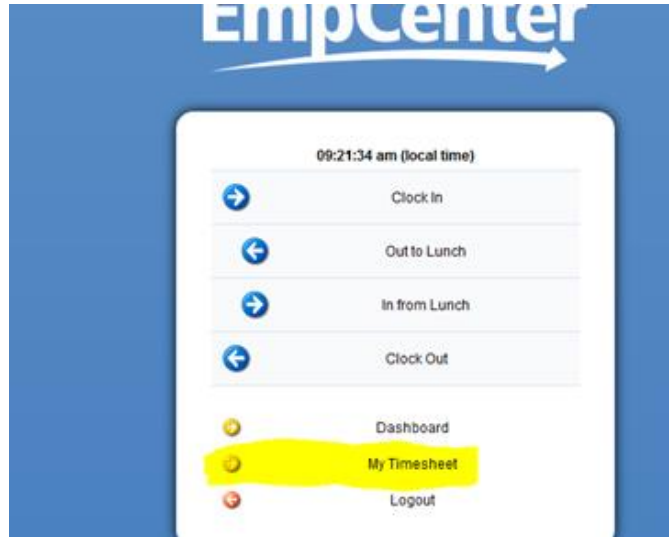
5. On or before the 10th day of each month, review your Timesheet (on the screen in item #4 above) for accuracy, SAVE and SUBMIT for approval to your supervisor.

Retroactive Time Entry

The following example shows you how to enter “elapsed time” onto your timesheet. This means that you are inputting hours onto a workday that has no data entered.

1. From the Web Clock page, choose “My Timesheet”:
2. Now you hit the green “+” sign to create the row:
3. In the “Pay Code” column, hit the drop-down arrow and choose the code “Work Time”:
4. Enter the time you worked.
5. Once you hit the “SAVE” button, the “Results” tab will show the total for that day.

Step 1: From the Web Clock page, choose “My Timesheet”:



Step 2: Now you hit the green “+” sign to create the row:

| | | | | | |
|----------|--|-----------|----------|--|------|
| at 09/03 | | Work Time | 08:00 am | | 4.00 |
| | | Work Time | 12:00 pm | | |

Step 3: In the “Pay Code” column, hit the drop-down arrow and choose the code “Work Time”:

◀ 08/11/2016 - 09/10/2016 ▶ Save Submit More List View

Time Entry

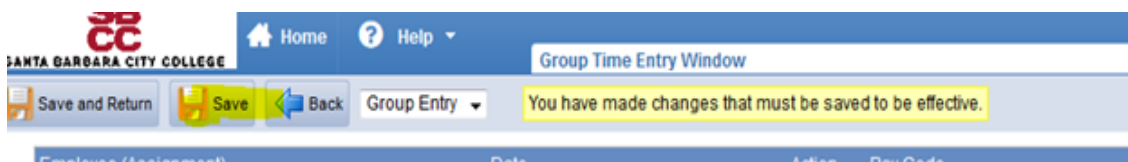
| Date | Pay Code | Hours | Comments | Total |
|-----------|---------------|-------|----------|-------|
| Thu 08/11 | Please Select | | | |
| Fri 08/12 | Sick | | | |
| Sat 08/13 | Work Time | | | |
| Sun 08/14 | Please Select | | | |
| | | | | 0.00 |

Date Pay Code Hours Comments Total

Step 4: Enter the time you worked.

| | | | | | |
|-------|--|---------------|----------|--|------|
| 09/03 | | Work Time | 12:30 pm | | 3.50 |
| | | Please Select | 04:00 pm | | |

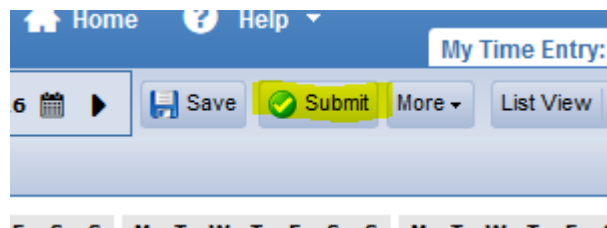
Step 5: Once you hit the “SAVE” button, the “Results” tab will show the total for that day:



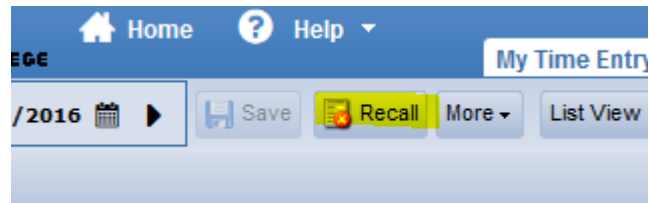
| Alert Messages | Schedule | Sick Balance | Results | Addit |
|----------------|----------|--------------|----------------|-------|
| Work Date ▲ | Pay Code | Hours | | |
| 09/03/2016 | Regular | 7.50 | | |

Submitting a Timesheet at the End of the Pay Period

At the end of the pay period, you will need to submit your timesheet to your supervisor for approval. Above your timesheet, next to the “Save” button, you will see the “Submit” button:



If you find that you need to make a change after submitting the timesheet, you simply hit the “Recall” button:



When you are done with your edits, hit the “Submit” button again.

Payroll Schedule FY 18-19

| PAY PERIOD (11th of month through 10th of next month) | TIME SHEETS DUE TO SUPERVISOR (1st workday after 10th of month) | PAYDAY (Last workday of month) |
|--|---|--|
| June 11 - July 10, 2018 | Wednesday, July 11, 2018 | Tuesday, July 31, 2018 |
| July 11 - Aug. 10, 2018 | Monday, August 13, 2018 | Friday, August 31, 2018 |
| Aug. 11 - Sept. 10, 2018 | Tuesday, September 11, 2018 | Friday, September 28, 2018 |
| Sept. 11 - Oct. 10, 2018 | Thursday, October 11, 2018 | Wednesday, October 31, 2018 |
| Oct. 11 - Nov. 10, 2018 | Monday, November 12, 2018 | Friday, November 30, 2018 |
| Nov. 11 - Dec. 10, 2018 | Tuesday, December 11, 2018 | Friday, December 21, 2018 |
| Dec. 11 - Jan. 10, 2019 | Friday, January 11, 2019 | Thursday, January 31, 2019 |
| Jan. 11 - Feb. 10, 2019 | Monday, February 11, 2019 | Thursday, February 28, 2019 |
| Feb. 11 - March 10, 2019 | Monday, March 11, 2019 | Friday, March 29, 2019 |
| March 11 - April 10, 2019 | Thursday, April 11, 2019 | Tuesday, April 30, 2019 |
| April 11 - May 10, 2019 | Monday, May 13, 2019 | Friday, May 31, 2019 |
| May 11 - June 10, 2019 | Tuesday, June 11, 2019 | Friday, June 28, 2019 |
| June 11 - July 10, 2019 | Thursday, July 11, 2019 | Wednesday, July 31, 2019 |

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

STUDENTS & HOURLY: You can pick up your check at the Payroll Office, Adm. Bldg. 130.

DIRECT DEPOSIT AUTHORIZATION

Complete the required information below to enroll, change, or cancel your current direct deposit at Santa Barbara City College. Insert the dollar (\$) or percent (%) amount to be deposited. When completed, please submit this form with Payroll, located in Administration Building (A) - 130.

The following documents must be attached to this form:

- For checking accounts, please attach a voided check
- For savings accounts, please attach a deposit format letter from your financial institution

| | |
|---|--|
| I. Employee Information - (Please print legibly) | |
| Last Name <input style="width: 95%;" type="text"/> | K Number <input style="width: 95%;" type="text"/> |
| First Name <input style="width: 95%;" type="text"/> | Phone Number <input style="width: 95%;" type="text"/> |
| II. Direct Deposit Information (You have the option to deposit your check into more than one account) | |
| Circle one: | |
| <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel | |
| 1st Account: | |
| Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings | Bank/Credit Union Name <input style="width: 100%;" type="text"/> Routing # <input style="width: 100%;" type="text"/> Account # <input style="width: 100%;" type="text"/> \$ of Net Pay <input style="width: 100%;" type="text"/> or % of Net Pay <input style="width: 100%;" type="text"/> or All of Net Pay <input type="checkbox"/> |
| Remainder Account: (If you did not deposit your entire payroll amount into the account specified above, the remainder will be deposited into this account.) | |
| Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings | Bank/Credit Union Name <input style="width: 100%;" type="text"/> Routing # <input style="width: 100%;" type="text"/> Account # <input style="width: 100%;" type="text"/> |
| III. Authorization | |
| <ol style="list-style-type: none"> 1. By signing this agreement, I authorize Santa Barbara City College to automatically deposit my net pay into my account(s) each payday. The college reserves the right to recall or adjust any deposits improperly created and deposited to my account. I understand my direct deposit service may be suspended or rescinded by the College at any time. 2. It is my responsibility to notify the payroll dept. of any account closures. If the direct deposit is not stopped before closing an account, I agree to wait until the funds are returned to the College to receive my funds. This could take several days and will delay my payment. 3. I understand I may revoke my direct deposit authorization at any time by providing written notification to the Payroll Department. 4. It is my responsibility to ensure that my net pay is properly credited to my account before issuing any debits against my account. I will hold the College harmless for any liability to pay charges for insufficient fund transactions that result from failure within the Automated Clearing House Network to correctly and timely deposit monies into my account. 5. I agree to hold harmless and indemnify Santa Barbara City College, and their employees, from any claim or demand of whatever nature, including those based upon negligence, brought by any person, including any financial institution for failure or delay in making deposits and/or corrections to deposits as herein authorized. This authorization replaces any previously made by me and remains in effect until I cancel or submit a new authorization. | |
| Signature: _____ Date: _____ | |

Revised 6/25/15

Input by: _____ Date _____