



The Tufts Literacy Corps
America Reads/America Counts at Tufts University

How To Turn In Your Hours and Get Paid

Every Friday, you will receive an email reminder telling you it's time to submit hours. Hit reply and send in your hour report. **Please include the total number of hours in the subject of your email and list the hours in the format modeled below.**

The deadline for sending in your hours is 12:00 noon on Sunday. If you send in hours later than this, you will still be paid (of course) but your hours may be submitted the following week.

When you are paid: You are paid for each week you work on *Friday of the following week*. After the first paycheck (which you may have to pick up at Dowling, 7th floor), this happens through the University's "direct deposit" system. If you sign up for automatic notification, you will receive an email notice each Wednesday, which summarizes your hours, pay rate and the amount you will receive.

Note: When there is a Tufts holiday, your pay will sometimes be a week late.

What to include in your hour report



- 1) ALL time spent with the children
- 2) All training sessions and meetings
- 3) Time spent reading assigned articles and answering reflection questions
- 4) One half hour of prep time for every tutoring session (If you spend more time preparing, please explain and attach materials)
- 5) Fifteen minutes per session for writing quick notes
- 6) 30 minutes for each trip you make **to an off-campus site**, and 30 minutes back.
- 7) 30 minutes for each *thorough* session description you include with your weekly hour report. This applies to both 1:1 tutoring and to time spent with groups of children.

The length of sessions

Most in-school tutoring sessions are 40 to 45 minutes, but you will be paid 1.5 hours for each session (this includes prep time and 15 minutes for taking notes after the session). Out-of-school sessions may last longer. If your sessions are longer than 45 minutes, please add the extra time with your tutee and make a note of the total time you spent with your student. Sessions for children in grades 1-3 should not be longer than 45 minutes. Older children may be able to attend for longer, **but no session should last longer than an hour and a half.**



Sample Hour Reports

One-on-One Tutoring At School

Mon. 2/4:	Tutoring Marcus (45 min. tutoring + 30 min. prep + 15 min. for notes on session)	1.5
	Meeting with Marcus's teacher	.25
	Tutoring Lilly	1.5
Wed. 2/6:	TLC Weekly Meeting	1.0
Thurs. 2/7:	Tutoring Marcus	1.5
	Tutoring Lilly	1.5
	(Additional Prep – board game please see attachment)	1.0
	Travel: (30 minutes each way)	2.0

Total: 10.5 hours

Working at After School Homework Center

Wed. 2/6:	Willis Avenue Rec Center (3:00 to 5:30)	2.5
	Travel (30 minutes each way)	1
Thursday:	Made Game to help kids memorize times tables (please see attached)	1
Friday 2/8	Willis Avenue Rec Center (2:00 to 3:00)	1
	Meeting with Willis Ave On-Site Supervisor	
Friday 2/8	Willis Avenue Rec Center (3:00 to 5:30)	2.5
	Travel (30 minutes each way)	1
Summaries:	(2 days w/children; 1 mtg w/supervisor; see attached)	1.5

Total: 10.5 hours