

**MSLC Time Reporting for Learning Assistants – Spring 2023**

**STEPS TO FOLLOW EACH PAY PERIOD**

**1 -** **Please track your time and activities in your notes, your calendar, or use the attached form.**

 A new form will be sent to you with a reminder a few days before your time records are due**.**

 **Your timesheet is an honest and accurate of time** spent on job-related duties. For example, if your position

involves attending classes or meetings, include these and the start and end time that you spent on each task.

|  |  |
| --- | --- |
| **Minutes** | **Tenths of an Hour** |
| 1-2 | 0.0 |
| 3-8 | 0.1 |
| 9-14 | 0.2 |
| 15-20 | 0.3 |
| 21-26 | 0.4 |
| 27-32 | 0.5 |
| 33-38 | 0.6 |
| 39-44 | 0.7 |
| 45-50 | 0.8 |
| 51-56 | 0.9 |
| 57-60 | 1.0 |

Time should be reported in hours. Report fractions of hours rounded

to the nearest tenth of an hour as in the table here:

**Task =** Brief note on how that time was spent

* Lecture (**Lect-instructor name**)
* Discussion Session (**DS—TA name**)
* Review Session online (**Rev online**)
* Review Session in MSLC (**Rev MSLC**)
* Scheduled Drop in Office Hours in the MSLC (**OH**)
* Course Meeting with coordinator and LAs (**Course Mtg**),
* Other—**describe**.

**Total** – Please write the sum of all hours worked for the pay period.

**Signature**– if paper, sign your timesheet. If you are submitting by email attachment, your sending of this document is considered your signature.

Save your *pdf* or *word* file (*no* Google docs) as: ***#\_Last name\_First* *name*** (*#* = pay period number)

**2 –** **Please enter all hours into two systems:**

1. **Submit your completed timesheet—**paper or virtual—to the MSCS Program Coordinator

**2) Submit the Official** **UIC web time system** **at https://apps.uillinois.edu**

* Again, this is an honest and accurate record of time spent each day on LA activities.
* Make sure that the hours on your paper time card *match* what you enter into the online system.
* Enter your hours only the *regular pay* lines.
* Round your time to one decimal place.
* Do not write notes in this system.
* If you see two Peer Learning Assistant positions, use the one with “WS” rather than “NWS” in the title.

*For instructions on utilizing the online system, please visit:* <https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry>

**3 - Please** **submit your time records (timesheet and Webtime) by 7pm on the Sunday listed in the following table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **BW #** | **Pay Period dates** | **Due Date** | **Pay Date** |
| 3 | 1/8 – 1/21  | 1/22 |   |
| 4 | 1/22 – 2/4 | 2/5 | Feb 15 |
| 5 | 2/5 – 2/18 | 2/19 | March 1 |
| 6 | 2/19 – ¾ | 3/5 | March 15 |
| 7 | 3/5 -3/18 | 3/19 | March 29 |
| 8 | 3/19 – 4/1 | 4/2 | April 12 |
| 9 | 4/2 – 4/15 | 4/16 | April 26 |
| 10 | 4/30 -5/5 | 5/6 | May 10 |

*If for some reason you are unable to enter your hours into the online system, let us know when you submit your paper/virtual time card. If you submit either your paper/virtual time card or web entry information after the deadline has passed, your payment processing will be delayed.* ***Late time cards will be accepted for payment up to the due date of the next pay period.***

Please contact the MSCS Program Coordinator or the Program Manager if you need assistance or support with human resources or payroll questions. Please email the MSLC (mslc@uic.edu) if you will need to miss or reschedule your assigned hours in the MSLC. For more about absence from your LA Duties, please see the last page of this document.

**Debra Levine, MSCS Program Coordinator**

dlevin6@uic.edu

**MSLC Front Desk**

mslc@uic.edu

312-355-4900

**Diana Pavón, Program Manager**

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**Danielle Liubicich, Director**

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**EARNING STATEMENTS:**

You may view your earning statements in your My UI Info account (<https://www.hr.uillinois.edu/pay/earnstmt> ). These statements should list the amount deducted from each pay check for taxes, etc. These statements are posted a few days prior to payment entering your bank account. If you have concerns regarding the amounts withheld in any paycheck, please contact University Payroll and Benefits at 312-996-7200. If you completed any tax forms during the hiring process, this may impact your withholdings, and you may also view these tax forms in your My UI Info account as well. <https://www.hr.uillinois.edu/myinfo>

**LA Absence Policies and Procedures** (appended 10/27/22)

From the position description that was sent to you with application information*:*

*As a Math Learning Assistant, you agree to meet all your program commitments on time with your full attention. You must be able to manage your time and other responsibilities, including your own coursework, while fulfilling these commitments. The only acceptable reason for absence is illness. If you feel that you have a genuine emergency or an exceptional situation, you must contact the Program Coordinator and instructor as soon as possible.*

This means that if you are suddenly unwell and unable to participate in your LA duties, contact your course coordinator, the classroom instructor or TA, and me immediately.

If this is not an emergency and you know that you have something planned for which you would like to be excused from your duties, please give as much advance notice as possible. This might be a university or other event that is part of your education, or a family or religious obligation. (This is *not* you deciding that you need more time for your own projects or exam preparation.) In this case, with as much notice as possible, please notify your course coordinator, classroom TA or instructor, and the LA Program Coordinator. Then, in a second email, contact the other LAs in your course, noting the day/time/location of the session/s, to ask if they are available to cover your session or sessions for you. Include the course coordinator, TA/instructor, and LA coordinator on this second message. If everyone who replies to this message hits “respond all,” substitutes might be arranged with as little confusion as possible.

**MSLC TIME CARD UIN Pay Period**

**Name SAMPLE Course & Role**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Start time** | **End time** | **# Hours** | **Task**  |
|  | ­­ |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **SAMPLE** |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL HOURS WORKED**: | **SAMPLE** |  |

Department Approval Employee Signature