

# Waco ISD Temporary Hire/Tutor

Campus: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please read the following guidelines. Once read ask any questions you may have, and sign below. This document is effective for the 15-16 school year only.

## Extra Duty Request Form:

- You MUST have an Extra Duty Request (EDR) form approved prior to working.
- Read the job description, date(s) and time(s) very carefully on the EDR.
- You MUST stay within the approved time. Clocking in no more than 5 minutes before and 5 minutes after approved time.
- If no student arrives for tutoring after 10 minutes you MUST clock out.
- You will only be paid for the time you are serving students/tutoring.

## Clocking In/Out:

- You must clock in and out daily in order to be paid.
- You will be provided a “function” to enter on the time clock
- How to clock in (no more than 5 minutes prior to tutoring)
  - Press F3
  - Type your employee ID #
  - Hit Enter
  - Type your Function Code (provided)
  - Hit Enter
    - You will see a green checkmark letting you know you are clocked in.
- How to clock out (no more than 5 minutes after tutoring)
  - Press “OUT”
  - Type your employee ID #
  - Hit Enter
    - You will see a green checkmark letting you know you are clocked out.

## Tutoring Documentation:

- Each week you will turn in documentation (required by TEA).
- The times need to be sequential in far left column
  - This is truly what took place, not the planned schedule.
- Each student must initial daily when he/she arrives.
  - If the student is absent, tutor writes “A” for that day
- A specific focus/skill of the day must be recorded
  - If the skill is the same you may put “ ” marks in the box
- Sign and date the bottom of the page(s) of the tutoring sheet.

**Tutoring documentation  
must be received in the  
Business Office before  
payment will be made**

Your signature indicates, you understand and will comply with all processes and procedures outlined above. Any questions should be directed to the school secretary/book keeper.

**CES/Budget must receive this form signed and dated prior to work beginning.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Original- Budget Copy- Tutor