

## Timesheets Tip Sheet

This tipsheet was created for users of the CALP database.

Use this tipsheet to learn about:

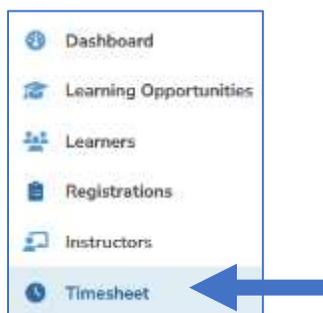
- [Entering Tutor Instructional Time](#)
- [Entering Tutor/Instructor Prep Time](#)
- [Entering Board Hours](#)
- [Entering Staff Hours](#)

**Note:** before adding timesheets, be sure **all** staff, instructors, and volunteers are entered on the Instructors page of the database. See the *Adding Instructors & Facilities* tipsheet for details.

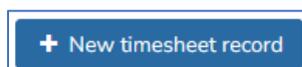
## Entering Tutor Instructional Time

**Note:** timesheets for instructional hours are typically completed **only for tutoring sessions**. Instructional hours are already included in Courses and Learning Activities, so there is no need for additional instructional timesheets. If you are updating tutoring hours as you go in the offering record, **do not** enter additional timesheets. **Do** enter timesheets if you wish to track *tutoring* hours by session for an offering.

Select Timesheet from the database menu



Click +New timesheet record at the top of the page



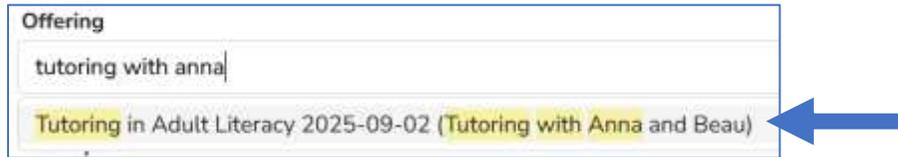
Date (Required)
2025-12-16
Cycle (Required)
2025-2026
Instructor / Tutor
Beau Peep

Enter the date (this can be the date you create the timesheet, or the date the work was completed)

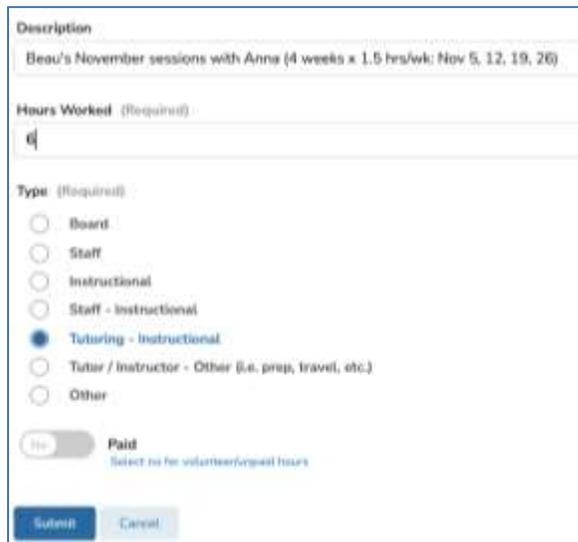
Select the cycle year (default is the current cycle)

Select the instructor/tutor

Start typing in the Offering field to search for the correct offering and select it from the dropdown list



The screenshot shows a text input field labeled "Offering" containing the text "tutoring with anna". Below the input field is a dropdown menu with one visible option: "Tutoring in Adult Literacy 2025-09-02 (Tutoring with Anna and Beau)". A blue arrow points to this option.



The screenshot shows a form with several fields: "Description" with the text "Beau's November sessions with Anna (4 weeks x 1.5 hrs/wk; Nov 5, 12, 19, 26)", "Hours Worked (Required)" with the value "6", and "Type (Required)" with radio buttons for "Board", "Staff", "Instructional", "Staff - Instructional", "Tutoring - Instructional" (which is selected), "Tutor / Instructor - Other (i.e. prep, travel, etc.)", and "Other". There is also a "Paid" toggle button (currently off) and "Submit" and "Cancel" buttons at the bottom.

Include a detailed description of the work completed. This field is expandable, so enter as much detail as you need.

Enter the total number of hours in class. **Note:** count **instructional hours only**, prep time is added later.

Select *Tutoring – Instructional* from the Type list

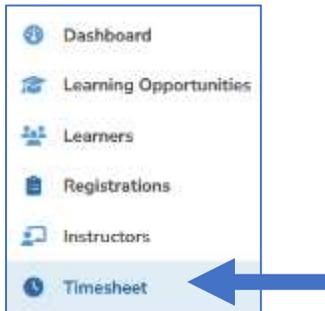
Click the toggle button if these are paid instructional hours (default is unpaid)

Click Submit

## Entering Tutor/Instructor Prep Time

**Note:** timesheets for prep hours should be included for both tutors and instructors. Prep timesheets are entered separately from instructional timesheets to allow the database to add hours to the correct places in the annual report.

Select Timesheet from the database menu



Click +New timesheet record at the top of the page

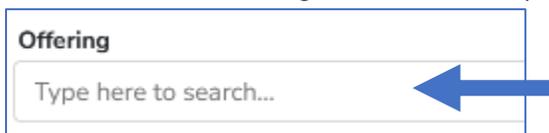
A screenshot of a form with three fields. The first field is 'Date (Required)' with the value '2025-12-16'. The second field is 'Cycle (Required)' with the value '2025-2026'. The third field is 'Instructor / Tutor' with the value 'Beau Peep'.

Enter the date (this can be the date you create the timesheet, or the date the work was completed)

Select the cycle year (default is the current cycle)

Select the instructor/tutor

**Do not** select the Offering title from the dropdown list. Leave this field **blank**.

A screenshot of a dropdown menu labeled 'Offering'. The dropdown is open, showing a search bar with the text 'Type here to search...'. A blue arrow points to the search bar from the right.

**Description**

Anna's prep time for the month of November (4 weeks x 1 hr/wk: Nov 3, 10, 17, 24)

**Hours Worked** (Required)

4

**Type** (Required)

Board

Staff

Instructional

Staff - Instructional

Tutoring - Instructional

Tutor / Instructor - Other (i.e. prep, travel, etc.)

Other

Paid  
Select no for volunteer/unpaid hours

Include a detailed description of the work completed. This field is expandable, so enter as much detail as you need.

Enter the total number of prep hours. **Note:** count **prep only**, instructional time is added on a different timesheet.

Select *Tutor/Instructor - Other* from the Type list

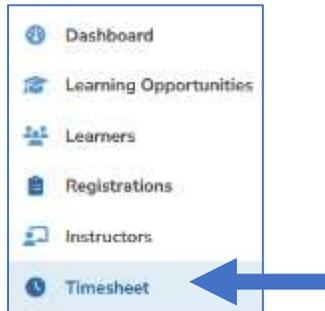
Click the toggle button to indicate paid instructional hours (default is unpaid)

Click Submit

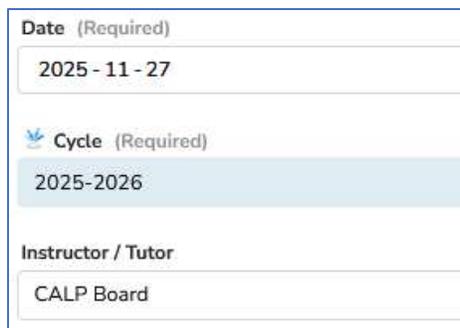
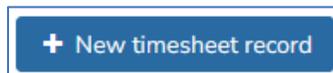
## Entering Board Hours

Board hours are an important indicator of support for your organization. Be sure to track all contributions by board members.

Select Timesheet from the database menu



Click +New timesheet record at the top of the page

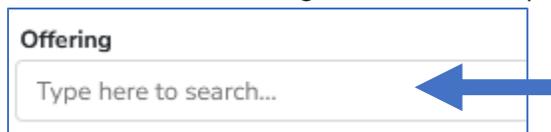
A screenshot of a form with three input fields. The first field is labeled 'Date (Required)' and contains the text '2025 - 11 - 27'. The second field is labeled 'Cycle (Required)' and contains the text '2025-2026'. The third field is labeled 'Instructor / Tutor' and contains the text 'CALP Board'. Each field has a light blue border.

Enter the date (this can be the date you create the timesheet, or the date the work was completed)

Select the cycle year (default is the current cycle)

Select the board member(s) from the Instructor/Tutor list. **Note:** to enter board members individually, follow the steps for [Adding an Instructor](#) above.

**Do not** select the Offering title from the dropdown list. Leave this field **blank**.

A screenshot of a dropdown menu labeled 'Offering'. The menu is currently empty and shows a search prompt 'Type here to search...'. A blue arrow points to the dropdown area from the right.

Include a detailed description of the work completed. This field is expandable, so enter as much detail as you need.

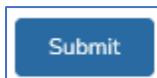
Enter the total number of board hours.

**Note:** count hours for **each board member** (i.e. a 2-hour meeting with 5 board members present is **10 hours** of volunteer time)

Select *Board* from the Type list

Leave the toggle button off to indicate volunteer hours

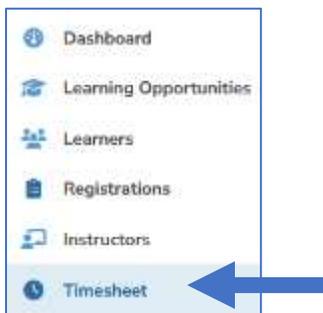
Click Submit



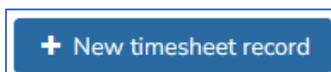
## Entering Staff Hours

**Note:** enter staff timesheets for **non-instructional** hours only. Any tutoring hours with learners should be captured following the instructions for [Entering Tutor Instructional Time](#) above.

Select Timesheet from the database menu



Click +New timesheet record at the top of the page



**Date (Required)**  
2025 - 12 - 01

**Cycle (Required)**  
2025-2026

**Instructor / Tutor**  
Lou DeCress

Enter the date (this can be the date you create the timesheet, or the date the work was completed)

Select the cycle year (default is the current cycle)

Select the staff member from the Instructor/Tutor list. **Note:** to enter staff members, follow the steps for [Adding an Instructor](#) above.

**Do not** select the Offering title from the dropdown list. Leave this field **blank**.

**Offering**  
Type here to search... 

**Description**  
Lou's staff hours for the month of November (20 days x 6 hrs/day)

**Hours Worked (Required)**  
120

**Type (Required)**

- Board
- Staff
- Instructional
- Staff - Instructional
- Tutoring - Instructional
- Tutor / Instructor - Other (i.e. prep, travel, etc.)
- Other

**Paid**  
Select no for volunteer/unpaid hours

**Submit** **Cancel**

Include a detailed description of the work completed.

Enter the total number of **non-instructional** staff hours.

Select *Staff* from the Type list

Click the toggle button to indicate paid hours

Click Submit