COMMUNITY ADULT
LEARNING PROGRAM

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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
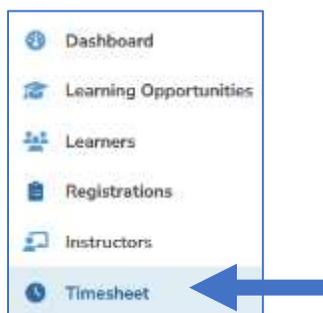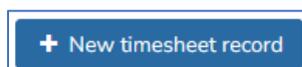
Click +New timesheet record at the top of the page

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

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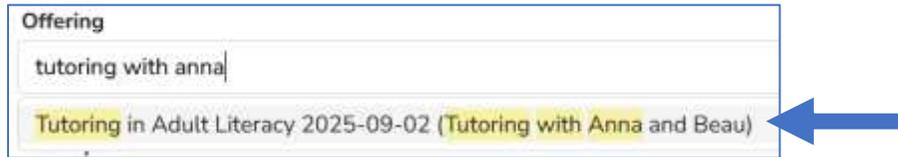
Offering

tutoring with anna

Tutoring in Adult Literacy 2025-09-02 (Tutoring with Anna and Beau)
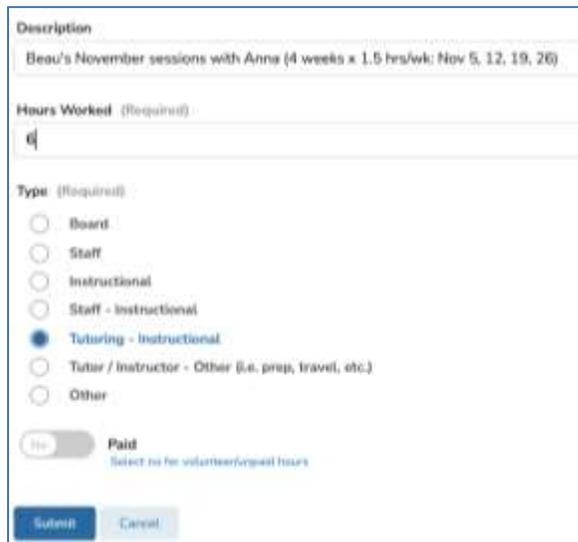
Description

Beau's November sessions with Anna (4 weeks × 1.5 hrs/wk: Nov 5, 12, 19, 26)

Hours Worked (Required)

6

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. 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
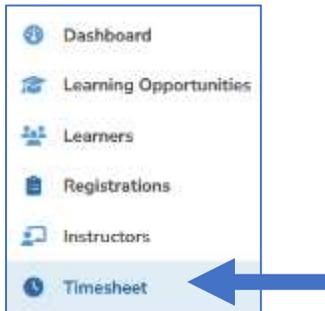
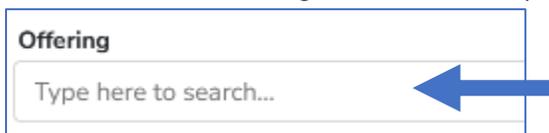Click +New timesheet record at the top of the page

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**.

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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.

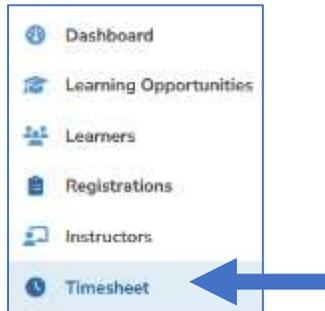Select *Tutor/Instructor - Other* from the Type list

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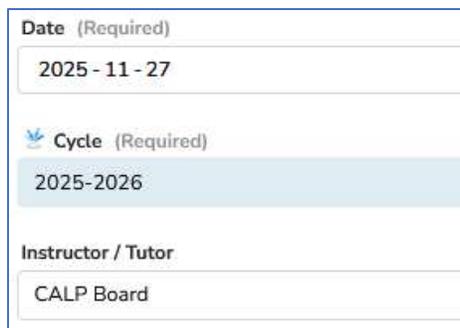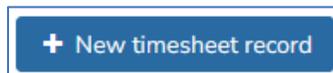
Click Submit

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

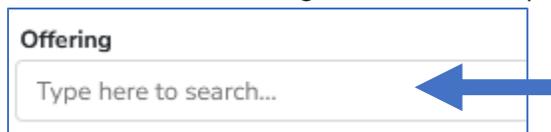Click +New timesheet record at the top of the page

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**.

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Include a detailed description of the work completed. This field is expandable, so enter as much detail as you need.
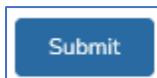
Enter the total number of board hours. **Note:** count hours for **each board member** (i.e. a 2-hour meeting with 5 board members present is **10 hours** of volunteer time)

Select *Board* from the Type list

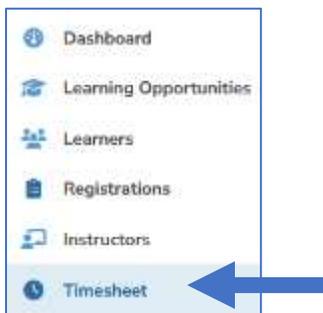Leave the toggle button off to indicate volunteer hours

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

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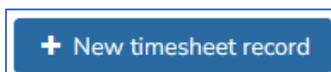
Date (Required)

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

Include a detailed description of the work completed.

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

Type (Required)

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

Select *Staff* from the Type list

[Yes] **Paid**
Select no for volunteer/unpaid hours

Click the toggle button to indicate paid hours

[Submit] [Cancel]

Click Submit