



**Instructions on how to fill out the timesheet:**

- 1) Use a separate line for each class or assignment interpreted.
- 2) In the “Assignment” column be as specific as possible. Specify:
  - a. Course number or name of course
  - b. Title of campus event/lecture
  - c. Name/kind of DRC meeting or event
  - d. Name of Departmental meeting or event
- 3) Fill in the appropriate Assignment Code for each line.
  - a. AC – classroom/tutoring/group projects for class/professor meeting/academic-related
  - b. DRC – a DRC meeting or event; interpreting for a DRC employee
  - c. CE – campus-wide event (i.e. special lecture, Presidential address, comedy show, general audience)
  - d. DP – departments other than the DRC. Meetings, workshops, seminars (usually service provided for a specific consumer outside of the DRC)
- 4) Indicate Yes or No if it was a Deaf-Blind assignment
- 5) Calculate work at NU for the day billing straight time from start to end time (back-to-back classes, meetings, etc) counting to the nearest ½ hour. If you only worked *one* assignment that day lasting less than 2 hours, follow the 2 hour minimum, billing to the ½ hour thereafter. CART providers should follow the procedures outlined in the NU CART Manual.
- 6) Email directly to Westina Fernandes at [w.fernandes@neu.edu](mailto:w.fernandes@neu.edu) each week by 4pm on Thursday.

Feel free to either tab within the table to add more lines or simply fill out another timesheet if you require more space.

Thank you.