

OFFICE OF DISABILITY SERVICES Note taker Instructions

Thank you for agreeing to act as a note taker for one of your classmates with a disability.

RESPONSIBILITIES:

- ◆ Take clear and legible notes.
- ◆ Attend class on a regular basis.
- ◆ Provide a Xeroxed or carbon copy of your notes to the student with a disability or bring them to the Office of Disability Services for copying. **Note:** we cannot reimburse for copies made and paid for elsewhere on or off campus.
- ◆ Make copies of your notes available as soon as possible after the class.
- ◆ Maintain the disabled student's confidentiality by not revealing their name or other disability related information about them to others.

PAYMENT:

Student note takers are paid on a bi-weekly basis for one and a half hours per week, at \$8.50 an hour, per course.

- ◆ In order to be hired, you must sign up for the note taker job with the Office of Disability Services located in College Hall 104. Please complete and sign the **Note taker Form**.
- ◆ If you have never had a job on campus before, you must go to the Payroll Office in College Hall 204A and complete the following forms:
 1. 1-9 form
 2. W-4 form
 3. Direct Deposit Form

After filling out the necessary forms with the payroll office, you must log your hours into BannerWeb and submit them on a bi-weekly basis. One week you will submit your time sheet for approval and the next week you will be paid. If you have questions about getting paid or what week to submit your time sheet go to:

[jvr<ly y Qo kj Qf wleqptqngt lrc{tqnr} r "where you will find biweekly pay dates **and how to submit retroactive hours for payment.**](#)

BANNERWEB:

If you need assistance with logging onto BannerWeb you should contact ITS at 585-4487. After logging onto BannerWeb, you will select the appropriate biweekly time sheet. Under Student On Campus Hours, you will put 1.5 hours in on the 1st Monday of the pay period and 1.5 hours on the 2nd Monday of the pay period - do not split the time over the days of the week. If you are copying your notes in **more than one course** for a student with a disability then add the appropriate additional hours (1.5 per week) in the same way. For example if you are providing a student with notes for two courses instead of one course, your time sheet will have 3 hours on the 1st Monday and 3 hours on the 2nd Monday for the pay period. **Then submit your time sheet for approval by noon on the Friday your time sheet is due. See link above for biweekly pay dates.**

If you have any questions or concerns, please call ext. 2071 or stop by the Office of Disability Services at College Hall - Room 104.

**Office of Disability Services
College Hall 104
413.585.2071**

Notetaker Form

Please provide the office with:

1. Your Name: _____
2. Semester: _____
3. Campus Address: _____
4. Phone: _____
5. Email: _____
6. Student ID: _____
*** (if you are not a Smith student, please provide your SS#)
7. Name and number of Course: _____
8. Name of Student: _____

I have submitted all the necessary forms to payroll. I understand that the Office of Disability Services pays 1.5 hour per week that I take notes. I understand that I must log my hours into BannerWeb on Friday's by noon time or I will not get paid the following week.

I can come to the Office of Disability Services to make copies of my notes or use carbon paper (found in Disability Services Office) while notetaking. Note that we cannot reimburse for copies made and paid for elsewhere on or off campus.

I am to share my notes directly with the student or I can make arrangements for the student to colled the notes at Office of Disability Services. I also understand that the name of the student I take notes for should be kept confidential.

Signed: _____