



**Interpreter/CART Provider Timesheet**

Name:  
Northeastern University ID#:  
Date:  
Email Address:

<u>Date</u>	<u>Time</u>	<u>Assignment</u>	<u>Consumer</u>	<u>Code</u>	<u>Deaf-Blind</u>	<u>NU Rate</u>	<u>Hours</u>	<u>Subtotal</u>

**Total Amount:** \_\_\_\_\_

**OFFICE USE ONLY**

Subtotal DB DRC Paid hours \_\_\_\_\_ x Deaf-Blind Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Subtotal DB Other Paid hours \_\_\_\_\_ x Deaf-Blind Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Deaf-Blind Hours \_\_\_\_\_ (497157)

Subtotal DRC Paid hours \_\_\_\_\_ x Regular Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Subtotal Other Paid hours \_\_\_\_\_ x Regular Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Regular Hours \_\_\_\_\_ (495096)

Total Hours DRC Paid \_\_\_\_\_ DRC PAID \$ \_\_\_\_\_  
Total Hours Other Paid \_\_\_\_\_ OTHER PAID \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## **Instructions:**

- 1) Use a separate line for each class or assignment interpreted.
- 2) In the “Assignment” column be as specific as possible
  - a. Course number or name of course
  - b. Title of campus event/lecture
  - c. Name of Departmental meeting or event
- 3) Fill in the appropriate Assignment Code for each line.
  - a. A– Academic. (classroom/tutoring/group projects for class/professor meeting)
  - b. E – Event. (special lecture, Presidential address, comedy show, general audience)
  - c. D – Departments. (meetings, workshops, seminars )
- 4) Indicate Yes or No if assignment was for a Deaf-Blind consumer.
- 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.
- 6) Email directly to Westina Fernandes at [w.fernandes@neu.edu](mailto:w.fernandes@neu.edu) and please CC: Lauren Barr at [l.barr@neu.edu](mailto:l.barr@neu.edu) each week by 4pm on Thursday in order to be paid the following Friday.