

## Payroll Guide

### *How Do Tutors Get Paid?*

Tutors are paid directly by the site administrator only when account managers schedule paid sessions using their ElevateDD Learner account.

We cannot back-pay tutors for any sessions not scheduled within ElevateDD Learner. Please do not accept sessions not scheduled in ElevateDD Learner. Tutors must accurately code session statuses and notes within 48 hours in ElevateDD Learner for payroll to be processed and payment made.

To become familiar with the ElevateDD Learner platform and directions on coding the appropriate session statuses, refer to the ElevateDD Learner user guide.

We understand that life happens, and there may be cancellations from either the family or tutor. Funds expire at the end of the semester and do not roll over into future semesters.

### *How Are Hourly Rates Structured?*

Tutors have the flexibility to choose their hourly rate based on tenure and level of expertise and education. Learning Aid Ohio may request supporting documentation at any time for verification purposes.

To adhere to the goal of providing accessible learning support, the tutor hourly rate is capped at \$75 an hour. Tutors may choose a lesser rate but may not exceed the hourly rate band. Tutors will not charge a lower hourly rate to any client outside of the program.

See Below for the complete pay rate scale:

Rate	Qualifications
Up to \$30	High School Diploma/ GED AND at least 2 years of tutoring experience
Up to \$40	Associate degree AND at least 2 years of teaching or tutoring experience
Up to \$50	Bachelor's Degree AND at least 2 years of teaching or tutoring experience  *Candidates with an associate degree AND 11+ years of teaching or tutoring experience
Up to \$75	Master's degree or higher AND at least 2 years of teaching or tutoring experience  *Candidates with a bachelor's degree AND 21+ years of teaching or tutoring experience

## *How to Set Up Direct Deposit and Receive Payment?*

During the onboarding process, tutors provide the personal information necessary for Learning Aid Ohio to set up payroll. Paychex Flex is a platform that Learning Aid Ohio uses to pay independent contractors by direct deposit. It also allows the independent contractor to access their pay stubs, update personal information, and view tax forms on their own.

The tutor will receive an email from [noreply@mystaffingpro.com](mailto:noreply@mystaffingpro.com) once the tutor's information is submitted by Learning Aid Ohio. Check spam/junk folders if it does not show up in your inbox.

### **Complete the Following Steps to Ensure Timely Payment:**

1. Click the link provided in the email from [noreply@mystaffingpro.com](mailto:noreply@mystaffingpro.com).
2. Verify your phone number and zip code. Enter 43221 as the zip code.
  - You will be able to add your actual zip code in the personal information section.
3. Enter your personal information. You must enter your date of birth for tax purposes.
  - Correct your zip code so it matches your actual address.
4. Enter your direct deposit information.
  - We prefer that you elect to receive your pay via direct deposit, rather than by paper check. If you elect to receive a paper check, we anticipate it will take up to ten days after payroll is run and it is dependent upon USPS. Paper checks are first sent to our headquarters in Columbus and then we mail them out because Paychex does not mail checks directly to our independent contractors.
5. Complete the electronic signature process.
6. Learning Aid Ohio will then enter your information into Paychex Flex to initiate the creation of your Paychex account within 2 business days.
7. You will receive an email from Paychex Flex ([noreply@paychex.com](mailto:noreply@paychex.com)) with instructions on how to finish the process by creating your Paychex Flex account. Please be sure to complete all onboarding steps and verify that the direct deposit information you entered is accurate and that you saved it correctly.

- Completion of your Paychex Flex account is necessary to receive payment. It also allows you to view and update your personal information, direct deposit, paystubs, and 1099 tax form.

If you have had a Paychex account in the past, you must follow the instructions to link your old account and the new one. If you encounter issues with linking the accounts, please reach out to Paychex Flex support agent by clicking on the blue “?” on the bottom right of the login page. If you have other questions about setting up your Paychex account, contact us at [info@learningaidohio.org](mailto:info@learningaidohio.org).

It is important to note:

- Pay is deposited approximately 48 business hours after payroll submitted.
- Tutors are paid contractors and are responsible for paying and filing taxes. Paychex will issue a 1099 tax form when appropriate.