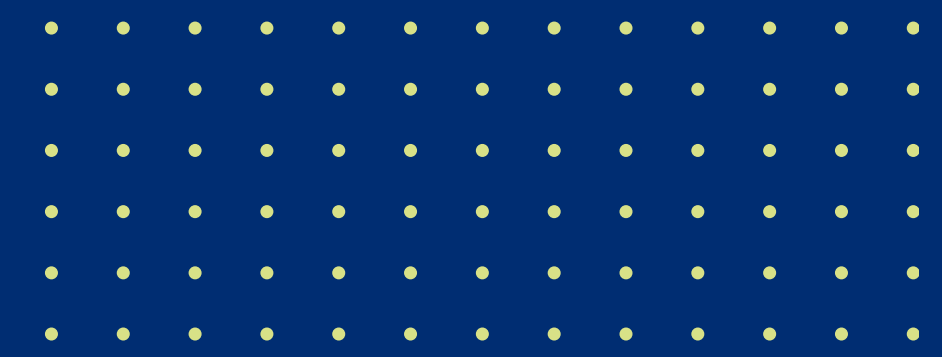




# Payroll Overview

# Payroll Overview



## Tutor Payment Process

Sessions are eligible for payment once both of the following steps are completed:

1. The Account Manager schedules tutoring session using the ElevateDD Learner account.
2. The Tutor marks the session as complete within the system, including detailed session notes.

These two steps ensure that sessions are properly documented, verified, and eligible for payment.

### **Please note:**

- Do not accept sessions outside of the ElevateDD system. All sessions must appear on the official calendar to be paid.
- We cannot back-pay for any sessions that are not recorded in the system, regardless of when they occurred.
- If a family requests an unscheduled session, direct them to their ElevateDD Learner account to have it properly added before tutoring takes place.

## Direct Deposit & Taxes

All tutors should set up direct deposit through Paychex before receiving their first paycheck. This ensures payments are securely and promptly deposited into your account.

### **Additional details:**

- Tutors are independent contractors, not employees of Learning Aid Ohio.
- As a contractor, you are responsible for filing and paying your own federal, state, and local taxes.
- Paychex will issue a digital 1099 tax form at the end of each year for your tax records.
- It's your responsibility to keep your Paychex account and banking details accurate and up to date to avoid any payment delays.

# Pay Rate Guidelines



| 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<br>*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<br>*Candidates with a bachelor's degree AND 21+ years of teaching or tutoring experience |

## **Tutors have the flexibility to set their own hourly rate based on their:**

- Experience and tenure in tutoring or education
- Certifications and training (such as Orton-Gillingham or Intervention Specialist licenses)
- Education

## **Important notes:**

- The maximum hourly rate is \$75/hour.
- Tutors may choose a lower rate but may not exceed the hourly rate band.
- Any rate change requests can only be submitted between semesters, not during an active session period.
- Learning Aid Ohio reserves the right to request documentation (such as transcripts or certifications) to verify your selected rate.

# Payroll Timing



Learning Aid Ohio processes payroll on a regular schedule.

## Here's how timing works:

- Payroll is based on the transaction date, meaning the date you mark a session complete or canceled, not the date the session occurred.
- To ensure timely payment, mark all sessions as complete before the end of the payroll period.
- sessions not marked within the pay period will automatically roll over to the next pay period.

## Example:

If the session date was on **8/5**, but it was marked as Complete in ElevateDD Learner during the next pay period on **8/20**. Pay for the session will be included in the **9/4** paycheck, because it was marked completed within the **8/8-8/21** payroll period.

## Payroll Calendar

A payroll calendar will be shared at the start of each semester. It includes payroll period start and end dates, submission deadlines, and expected pay dates.

Please refer to this calendar regularly to ensure your sessions are completed and submitted on time.

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
| 26     | 27 | 28 | 29 | 30 | 31 | 1  |
| 2      | 3  | 4  | 5  | 6  | 7  | 8  |
| 9      | 10 | 11 | 12 | 13 | 14 | 15 |
| 16     | 17 | 18 | 19 | 20 | 21 | 22 |
| 23     | 24 | 25 | 26 | 27 | 28 | 29 |
| 30     | 31 | 1  | 2  | 3  | 4  | 5  |

|  |                                |
|--|--------------------------------|
|  | Payroll Period                 |
|  | Session Date & Marked Complete |
|  | Pay Date                       |

# Questions?

If you have any questions or need clarification regarding anything discussed in this guide, please don't hesitate to reach out to our team. We are here to support you.



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## Resources

Here are links to our resource page and video tutorials to help you navigate your ElevateDD Learner Account.



[Resource Page](#)



[Updating Your Profile](#)



[How to Update Pending Sessions](#)



[Youtube Playlist](#)



[Setting your Availability](#)



[How to Update Completed Sessions](#)