

## **Tutor 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 will not back-pay tutors for any sessions not scheduled within ElevateDD Learner. Please do not attend sessions not scheduled in ElevateDD Learner. Tutors must accurately code session statuses and provide notes within 48 hours in ElevateDD Learner for payroll to be processed.

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 session and do not roll over into future sessions.

### **How Are the Hourly Rates Structured?**

Tutors have the flexibility to choose their hourly rate based on tenure and level of expertise and education. Adult Literacy 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 pay rate scale.

Rate	Qualifications
Up to \$50/hour	<ul style="list-style-type: none"> <li>• Current ODEW Teaching License</li> <li>• Bachelor's degree</li> <li>• Minimum of 2 years of literacy-focused teaching or tutoring experience</li> </ul>
Up to \$75/hour	<ul style="list-style-type: none"> <li>• Current ODEW Teaching License</li> <li>• *Master's degree or higher</li> <li>• Minimum of 2 years of literacy-focused teaching or tutoring experience.</li> </ul> <p>*Candidates with an ODEW teaching license, a bachelor's degree, AND 21+ years of teaching or tutoring experience are eligible for rates up to \$75/hour.</p>
Speech-language therapists and Retired Educators	<ul style="list-style-type: none"> <li>• Speech-language therapists are welcome with submission of current credentials through their licensing entity.</li> <li>• Retired educators or speech-language therapists are welcome with a current BCI background check.</li> <li>• Candidates who have retired or left the field must provide verification of previous licensing and documentation to support any trainings or certifications listed on their bios. Candidates must have a minimum of 2 years of licensed teaching experience. Expired certifications or trainings cannot be listed on tutor bios. If corrective actions were issued towards your license, these must be disclosed within 14 days to <a href="mailto:info@adulthoodliteracyohio.org">info@adulthoodliteracyohio.org</a>.</li> </ul>
Additional Considerations	<ul style="list-style-type: none"> <li>• Candidates who meet the following criteria will be considered on a case-by-case basis: Master's degree, provision of a current BCI background check, and documentation to verify literacy-focused certifications (including but not limited to Dyslexia Specialists, Orton Gillingham Certification, or Wilson Reading System Certification).</li> </ul>
Important Note	<ul style="list-style-type: none"> <li>• Adult Literacy Ohio is funded through a variety of mechanisms, some of which are bound by geography. We reserve the right to deny your application if we do not currently have any funding sources to support learners in your approximate area.</li> <li>• Contractors will not charge a lower hourly rate to any client outside of the program</li> </ul>

## How To Set Up Direct Deposit and Receive Payment

During the onboarding process, tutors provide the personal information necessary for Adult Literacy Ohio to set up payroll through Paychex Flex. Paychex is a platform that Adult Literacy Ohio uses to pay independent contractors by direct deposit. It also allows independent contractors to access their pay stubs, update personal information, and view tax forms on their own. Please note that a failure to provide your Social Security number in Paychex Flex may result in a fine from the IRS.

### Complete the following steps to ensure timely payment:

1. You will receive an email from [noreply@paychex.com](mailto:noreply@paychex.com) once your application is approved by Adult Literacy Ohio. Check spam/junk folders if it does not show up in your inbox.
2. Click the link provided in the email from [noreply@paychex.com](mailto:noreply@paychex.com) and follow the instructions to create your Paychex account.
  - If you have previously had a Paychex account with another employer, Paychex will inform you that you must link the previous account with your new account. Follow the instructions to do so.
3. Complete the onboarding steps and enter your personal information.
4. Enter your direct deposit information.
  - Enter your checking and routing number. There is no need to adjust any other field unless you would like to split your check between multiple accounts. When finished, you must scroll up to the top of the page and click the blue "Save" button to ensure your information is saved.
  - 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.

### Important things to remember:

- Pay is deposited approximately 48 business hours after payroll submitted.
- Tutors are paid contractors and responsible for paying and filing taxes. Paychex will issue a 1099 tax form when appropriate.
- Because PayChex is issuing 1099's, it is very important that you use your full legal name and provide your Social Security number.
- We do not recommend linking the PayChex account to a work email. Using a personal email address ensures that you will be able to access it consistently for pay stubs and tax forms.
- If you need assistance with Paychex, please call (866) 804-5723 for 24/7 assistance. If you have any questions, please visit our resources page at <https://adulthoodliteracy.org/resources/> for more detailed instructions. If you are unable to resolve an issue after utilizing the resources page, you may contact us at [info@adulthoodliteracyohio.org](mailto:info@adulthoodliteracyohio.org).