

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.

Up to \$50	<ul style="list-style-type: none">• Bachelor's degree• ODEW teaching license• At least 2 years of literacy-focused teaching or tutoring experience
Up to \$75	<ul style="list-style-type: none">• Master's degree or higher• ODEW teaching license• At least 2 years of literacy-focused teaching or tutoring experience

Contractor will not charge a lower hourly rate to any client outside of program.

- Speech language therapists are welcome with submission of current credentials and a current BCI background check.
- Retired educators are welcome with proof of education and trainings and a current BCI background check.
- Literacy includes reading, writing, and communication.

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 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 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 (844) 729-9247 x5201331 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.