

## How To Turn In Your Hours and Get Paid

**PLEASE SEND YOUR HOURS TO ME BY SUNDAY AT NOON, EVERY WEEK.** If you miss this deadline, you may have to wait until the following week to be paid. I will do my best to send out a reminder every Friday, but if you have not received the reminder by 4:00 pm, send in your hours anyway.

**Please include the total number of hours in your email subject heading.**

**You are paid for each week you work on Friday of the *following* week.** After the first pay check (which you may have to pick up at Dowling, 7<sup>th</sup> floor), this happens through the University's "direct deposit" system. If you sign up for automatic notification, you will usually receive an email notice each Wednesday, which summarizes your hours, pay rate and the amount you will receive. Again, the deposit will show up in your account on Friday. **Note: When there is a University holiday, your pay will sometimes be a week late.**

### What you get paid for:

You are paid for just about everything you do for the TLC. For one-on-one tutors, this means:

- 1) ALL time spent with the children;
- 2) all training sessions
- 3) time spent reading assigned articles and journal writing
- 4) One half hour of prep time for every tutoring session, up to one hour a week per child (assuming you are tutoring twice a week). If you spend more than an hour per child, you will be paid for your time BUT you must email me with the details about what you were doing (e.g., you went to the Medford Library to find books on kazoos).
- 5) All travel time, if you go anywhere off campus to work (with the exception of the Medford middle schools, no schools or tutoring sites are further than a 30-minute walk; most are much closer).

**Note on length of sessions:** Most in-school tutoring sessions are 40 to 45 minutes, but you will be paid for one hour for each session. Please use any remaining time to write thorough notes on your session. After school sessions may last longer, but **NO ONE** should be tutoring for longer than an hour and a half at a time. If you do extend a session, please remember to give your child a break after 45 minutes.

Here is an example of what your hour report might look like if you are tutoring two children, preparing thoroughly, writing summaries of your sessions, and reading the handouts. **Please list everything out, like the model, and remember to head your submission with: your last name, first name and a total:**

### Tudor, Tammy – 9.5 hours

Monday:	Tutoring 2 children for 45 minutes each:	1.5 hours
	Writing notes on both sessions:	.5
	TLC Training Session:	1 hour
Tuesday:	Prep for both kids:	1 hour
Wed:	Prep for Thursday's session:	1 hour
Thursday:	Tutoring 2 children	1.5 hours
	Writing notes on both sessions:	.5
	Meeting with classroom teacher:	.5
Travel:		2 hours

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**Total:** **9.5 hours**