

Your attendance sheet, and invoice billing sheet, if you are paid hourly, should be completed as shown each month, **before 9 pm on the last day of each month.** *If tutoring ends for you before the last day of the month, PLEASE send in your attendance and invoice on the last day of tutoring for you that month instead of waiting until the 30th/31st.* Prompt submission of your hours means we can process the billing and get your payments out quicker.

Compensation Information

Qualifications	Per hour/individual tutoring	Per hour/paired tutoring	Per hour/small group of 3	Per hour/small group of 4
Intervention Specialist	\$58	\$80	\$106	\$133
OG Tutor	\$58	NA	NA	NA
*Aide	\$46	\$72	\$100	\$120

Attendance Sheet

This sheet is completed by both salary AND hourly contract tutors, as noted below.

1. On the first of each month, start a new attendance sheet by adding your name and the current month at the top of the sheet. Verify that the students on your attendance sheet are still correct and updated, if you had a student drop out or if you need to add a new line for an additional student. Student names should include first and last name.
2. Through your tutoring days each month, you will need to mark on your attendance sheet each day your student was present. Mark a black X for present days.
3. If a student was absent, mark the day with an **A** in the box, colored RED please.
4. If the date is a usual tutoring day, but you as the tutor was absent or needed to reschedule, please mark this with NT (for No Tutoring), so that I can easily know that the schedule has not been changed going forward but this is a one-off for the week/month.
5. If the student is 10 minutes or less late, count it for the entire hour, but put a T on the attendance sheet, instead of an X, so that we have a record of this student's pattern with punctuality, but still charge for the whole hour. Inform Lisa directly if the student reaches 3 Tardies in a month.
6. At the bottom of the chart, as you go through each day, be sure the total T, A, and X days are correct.
7. At the end of each month (or on the last day you have students each month), in the right hand columns, add up the number of Tardy days, Absent days, and Present days, and then note the total amount of time in the final column.

Invoice Billing Sheet

This sheet is completed by hourly contract tutors only, as noted below.

1. On the first of each month, start a new billing sheet by adding your name and the current month at the top of the sheet.
2. For each tutoring day, note:
 - the date,
 - the student's first and last name,
 - Indicate if the tutoring was Individual (I) or a Group (G),
 - A basic description of work done that day (Writing, Math, Reading, etc),
 - The total hours/time you added in step 3 of the Attendance sheet, rounding up,
 - Your rate per hour, as indicated on the Compensation Information chart above,
 - And the total amount for that student for that day (hours times your rate per hour)
3. Add this information for each student per day of tutoring.
4. At the bottom of the sheet, verify the Total Balance Due for that month.
5. Check at the end of the month, before sending in your invoice and attendance each month, that the billing dates match the dates you indicated on the Attendance sheet. If there is a discrepancy, please check which chart is correct, and make the adjustment to the other chart.

Sending in your Attendance/Billing

1. After the last tutoring day of the month, or the last day of the month, whichever comes first, save your attendance / billing sheet as a PDF document, with the filename "<MONTHNAME>Attendance" or "<MONTHNAME>Invoice". (Create a folder on your computer to easily access these files and for your records.)
2. Email the PDF or PDFs (in one email, please) to: coxschoolsolutionsllc@gmail.com .

Send in your attendance and invoice, if applicable, ON OR BEFORE 9 pm on the last day of each month.