PROCESSING YOUR PAY (Monthly Reports, Sign in Sheets, Calendars)

This section will cover:

1. What Are Your Monthly Requirements (And How to Submit Them)
2. What to do If youl haven't got paid yet
3. What to do if your payment order doesn't match the hours worked
4. How to get a raise

==Due Dates:== All Monthly Reports, Sign in Sheets, and Initial Evaluation (If applicable) need to be submitted, and TutorCruncher calendars need to be updated by the **2nd of each month**. You can submit your documents prior to the 2nd.

The month closes out on the **10th of each month, this is the last day to submit documents for pay.**

==Pay Day:== Pay clears on the **5th of each month**, given that all requirements are met. Any late submissions will be reviewed on Thursdays. After three months, you can request to be on a bi-monthly pay cycle that is processed on the 19th and the 5th of the month.

==Note:== Any documents submitted **after the 10th** may no longer be eligible for payment. If you are submitting documents late, or if you have difficulty getting your reports or documents submitted, let us know prior to the 10th of the month so we can help!

Even if you had only one session in the month, all documents still need to be submitted during that pay period, and not included as part of the documentation for the following month. Otherwise that session may not be processed.

What are your Monthly Requirements:

1. TutorCruncher Calendar Updated
2. Initial Assessments Submitted (if applicable)
3. Monthly Reports Submitted (If applicable)
4. Sign in sheets Submitted

Requirement 1: TutorCruncher Calendar:

All lessons should be added and updated on your calendar after each lesson. The time and duration of the lesson can be adjusted as needed to reflect the start time and end time of your lesson together. Any lesson not on your tutorcruncher calendar cannot be processed for payment.

Note: Your TutorCruncher calendar must reflect your sign in sheet verified by the parent/caregiver.

Requirement 2: Initial Evaluation (If applicable)

If this is **your first month** working with your child, you will need to complete the initial evaluation. This will give you the opportunity to get to know the child and their academic needs.

How to Submit your Initial Evaluation:

1. Through TutorCruncher
   - This can also be completed electronically or by hand using the initial evaluation and uploaded to TutorCruncher.
     a. Please follow this link for instructions on how to upload a document to tutor cruncher

Requirement 3: Sign in Sheet:

Your sign in sheet provides verification from the parent/caregiver that the lessons occurred on the time, date, and duration that you stated on your Tutorcruncher calendar. Since many families do not pay for lessons directly, lessons must be confirmed and verified by the family in order to submit the hours for funding. Whether you are working with a child in person or online, sign in sheets are always required.

How To Submit Your Sign in Sheet:

1. Click here for a guide on how to complete the sign in sheet process. Every lesson on your tutorcruncher calendar will need to be verified by the parent/caregiver in order for payment to process.

2. Sign in sheet must reflect your calendar on TutorCruncher.

3. Sign in sheets can be uploaded to the documents section of TutorCruncher.
    i. Please follow this [link](#) for instructions on how to upload a document to tutor cruncher

Note: Even if you had only one session in the month, all documents still need to be submitted during that pay period, and not included as part of the documentation for the following month. Otherwise that session may not be processed.

Requirement 4: Monthly Report (If applicable)

You are required to complete a monthly report for each child you work with if you've had two or more lessons in the month. Monthly reports allow you to reflect on the time you spent with your student, what progress you have observed, and what areas you will continue to work on the following month. You will also be able to reflect on what your student's key motivators are, and any factors that are impacting your student's success. If you believe your student would benefit from the addition of different materials, additional tutoring lessons, or whatever that may be, here is your opportunity to share (please also send this information to us directly). You will also have the opportunity to plan your strategy for the following month, and reflect on any Aha moments, or light bulb moments you and your student experienced that month!

There are 2 options to complete your monthly report:

Option 1: TutorCruncher:

TutorCruncher has a built-in Monthly Report feature that you can easily complete within the system. There are two options to complete a monthly report for your child.

1. On your last Completed lesson of the month, you will be able to check a box asking if this is a Monthly Report. Once you check the box, the Monthly Report questions will automatically populate. Once the information has been added, you will be able to submit your report electronically. You can review any completed reports from the My Reports section of your TutorCruncher account.

2. If your last Completed lesson of the month was canceled, you can edit a previously Completed lesson in that same month to turn that lesson into a monthly report.

Note: Monthly Reports can only be submitted for <u>Completed</u> lessons.

HOW TO: Create a Monthly Report for a Lesson that was Previously Marked as Completed

1. Log into [TutorCruncher](#)

2. On the left hand side click on "My Reports"

3. Click on the lesson you would like to change to a monthly report

4. Click on "Edit Report"

5. Check off "Monthly Report" and answer the populated questions.

6. Click on "Save Report"

Option 2: Monthly Report Hard Copy:

You have the option to manually complete the Monthly Report for each child, using the [Monthly Report PDF](#) or the [Monthly Report Word](#) Document. Once completed, your monthly report should be uploaded to the **Documents Section** of your TutorCruncher Account, saved with the child's name, and what month the monthly report is for.

Please follow this [link](#) for instructions on how to upload a document to tutor cruncher

What do I do if I haven't got paid yet?

Please see below what can affect your pay/ pay date

- If your documents were not submitted by the 2nd your pay will not clear on the 5th. Any late submissions will be reviewed on Thursdays.

- Your lessons on your calendar have not been fully updated.

- You are missing sign in sheets or monthly reports for some children.

- Sign in sheets are missing parent/caregiver verification, or the verification is illegible.

- You submitted individual sign in sheets for each session, instead of the required end of month sign in sheet (1 document) representing all of the sessions held that month.

What if my payment order doesn't match my hours worked?

Go back to your calendar and make sure the lesson has been updated correctly (Canceled vs Canceled but still Chargeable vs Completed). If the lesson is not on your calendar, or has not been updated properly, please do so as soon as possible, and alert the Sunshine Method team. Payment Orders will only reflect lessons that appear on your calendar.

HOW TO: To add a document to TutorCruncher

1. Log into TutorCruncher

2. Click on "**Documents**"

3. Click on "**single document upload**"

4. Click on the file that you want to upload.

Note: When uploading a file make sure the child name, the month of the report, and what document you are uploading.

For Example: if you have a sign-in sheet that you are turning in for the month of February you would put "John Doe 2/2022 Sign in Sheet"

Note: Each child should have their *own* uploaded documents (sign in sheets, reports, etc.), even if they are in the same house.