



Disabled Student Services
College of Siskiyous

Tutor Payment



Payroll Procedures and Rules to be aware of:

- A. Always see Denise Mannion, the Tutorial Coordinator for DSS, before you begin tutoring each new student assigned to you for sign in/sign out instructions. It is imperative that your tutoring time is recorded correctly.
- B. The pay schedule and pay period for the current semester is attached.
- C. The "**amount of time**" that you tutor each DSS student for each subject must be authorized by Denise Mannion. **REMEMBER, YOU WILL NOT BE PAID FOR ANY STUDENTS WHO HAVE NOT BEEN APPROVED THROUGH OUR DEPARTMENT**
- D. We cannot pay you if your paperwork is missing or incomplete. Make sure that you fill-out a tutor report for tutoring session in addition to filling out your time sheet.
- E. You cannot be paid if you skip a class to tutor; if you are scheduled to be in class, you cannot tutor during that time—even if the teacher has cancelled class!
- E. All tutoring must take place in the DSS tutoring rooms, areas in the DSS High Tech Center in order for you to be paid for that tutoring.
- F. You may pick up your check from the Cashier in the Business Office on the last working day of each month. You will have to show a picture ID when you pick up your check.

