Payroll operates on a semimonthly basis, meaning you receive payments twice a month, approximately on the 15th and the last day of the month. If either of these payment dates falls on a weekend, you will be paid on the preceding Friday.

Payments are made in arrears, implying that you are compensated for work performed one month in the past. Here's how the semimonthly pay schedule functions: You are paid for sessions conducted and for any associated notes and data submitted for services rendered from the 1st to the 15th of the month around the 15th of the following month. For hours worked and related notes and data submitted from the 16th to the 30th/31st, payment is made at the end of the subsequent month.

For example, if you commence work in early May, your first paycheck for hours worked from 5/1 to 5/15 will be disbursed around 6/15. Similarly, your second paycheck for hours worked from 5/16 to 5/31 will be processed around the 30th/31st of June. This payment cycle repeats, resulting in payments around the middle and end of each month, totaling twice a month.

It is strongly recommended that you promptly complete and submit all notes and data following each session with your student(s). Failure to do so will result in non-payment for those hours during the payroll process. In the event that you submit notes late, after the 5th of the following month, you will receive payment for those hours in the subsequent pay period only if all notes and data have been duly submitted.

Kindly confirm your acknowledgment and understanding of the above, and don't hesitate to reach out if you have any questions or require further clarification.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_