Hola **Integrated** Maestros!

Below are some great bullet points to recap the payroll processes of Futura Language Professionals for our integrated program. Please read through completely.

Payroll Documents

**Note that all documents are on our website, www.FuturaAdventures.com, in the staff section.*

- Integrated Timesheet
- Integrated Timesheet example
- Integrated Expense Report template
- Integrated Expense Report example

The Basics

- First year integrated teachers start at the hourly rate of $25, unless otherwise noted by your hiring manager.
- Each school pays a planning allotment for your prep time, which is specified in your school(s) contract. This allotment is split between the 9 teaching months (September – May), and is paid out automatically each month (this does not need to be included on your time sheets).
- Any training, observing, and late parent time should be included in the second portion of the time sheet, paid at the rate of $13.00 per hour.
- Time sheets and Expense Reports with receipts will be submitted via email to payroll@futuraadventures.com
- We will always reply to your email within 24-48 hours of receiving items (unless otherwise noted) to confirm receipt.
- Your checks will be directly deposited on the 15th of each month. You will receive an email from *bene-chex@myisolved.com* regarding how to access your pay stub on the 15th of each month.
- You will receive two weeks paid vacation as per your contract. This is in the amount of your regularly scheduled teaching hours (no parent communication), one week during Christmas break & one week during Easter break. I will send out emails at these times with additional information. Note- some of our contracts may be slightly different, please refer to your contract with questions.
- There will be a $25 material deposit deducted from your first paycheck. This helps us to cover the costs of the curriculum guides, teacher kits, and the Futura Library items. This $25 will be returned in full at the end of your employment with Futura, when all of your material and expensed items have been returned to your manager.
- If you ever change email address or home address, please let both your manager and payroll@futuraadventures.com know as soon as possible.

Time Sheets

- Time sheets are due between the 1st and the 5th of the following month. For example, if you start teaching in August, your time sheet will be due after your last class in August, and before 5pm on

September 5th. August training hours should be included on this time sheet along with August teaching hours. If you have questions, especially this first month of the semester, please ask them sooner rather than later to ensure time to work through any issues.

- Only the 1st - 31st of the previous month should be included. For example, please do not submit a class for November 2nd with your October hours. This is the case even if you submit your time sheet on November 3rd, after you have taught the class on the 2nd. Classes are paid monthly.
- Please attach your integrated time sheets as a Word document (not PDF) to your email.
- Please make sure to only include the class/teaching time per your contract on your timesheet. Prep time is paid through the planning allotment. If your actual hours vary from your contracted hours, please let your manager know as soon as possible.
- Make sure to note any discrepancies from the hours listed in the school(s) contract. If there is a school assembly or an event that disrupts your normal class hours, note this on your timesheet.
- If you have any mandatory trainings or meetings for the school (in-service, parent/teacher conferences, etc.) these should be noted with your teaching hours and are paid the teaching rate.
- Futura trainings, Safeguard training, Web Grader training, and the first meeting with the principal should be listed with your training hours and are paid at the training rate.

Expense Reports & Printing

- Teachers are provided an expense allotment to reimburse for materials used for their classroom. This should be used to help make you a better teacher, and for your classes to really come alive.
- Expense allotments vary depending on the school, and are allotted for the entire school year. Be sure to spend wisely! This is listed in your school(s) contract. It is your responsibility to keep track of how much expense allotment you have left.
- Expense reports must be submitted each month or each semester. At the latest all fall expenses submitted with December hours, and all spring expenses submitted with May/June hours.
- Printing & copies should be made at the schools. If this is an issue please notify your manager.
- Send receipts by email by either 1) scanning them and sending as attachment or 2) sending them as a clear photo of full receipt (very easy with smart phones). The image needs to include the store, the date/time stamp, the itemized list of items purchased, and the subtotal, tax, and total portion (basically the full receipt except the survey that is now on many receipts).
- All receipts (except for minimal at home copies) must be included with the completed expense report in order to be reimbursed. If receipts are messy or lengthy, please highlight or marked the Futura items, so they stand out.
- All items submitted for reimbursement on an expense report are paid for by Futura, and therefore are the property of Futura. It is expected that these items will be returned to Futura/your manager at the end of your employment with us (provided they are in good condition). If there is something that you purchase for teaching, and wish to keep it for yourself after working for Futura, this should not be submitted on your expense report.

If you have any payroll related questions please ask sooner rather than later.
Have a GREAT year!!!