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FREE CHECKLIST · FOR TUTORING CENTRES

The pay-run checklist: what to verify before money goes out

One page, four passes: the sessions, the rates, the exceptions, and the totals. Run it in the same order every time and a correction becomes a line on a list instead of a conversation with a tutor about money.

PREPARED BY

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The team behind Pillar OS

WRITTEN FOR

Owner-operators

Tutoring centres and studios

Four passes, in this order

Pay period: from to to · Run by: name · Date: date

Pass 1 · The sessions

- ☐ Every session in the period is marked: completed, no-show or cancelled. None left as "scheduled" in the past.
- ☐ Group sessions and program sections are attached to the right tutor for each date, including the substitute days.
- ☐ Sessions marked completed have the notes or attendance your policy requires before they are payable.
- ☐ Any session moved after the fact is on its new date, not counted twice.

Pass 2 · The rates

- ☐ Each tutor's rate is the one in force for the period; a raise that started mid-period applies from its date, not the whole month.
- ☐ A tutor with more than one rate (subject, group vs one-on-one, a program section) is paid the right one per session.
- ☐ Session length is the taught length, not the booked length, where your policy says so.
- ☐ Travel, prep or admin hours you pay for are listed as their own lines, not folded into a session.

Pass 3 · The exceptions

- ☐ No-shows: paid at the rate your policy sets (none, half, full), and the same rate for every tutor.
- ☐ Late cancellations by the family inside the notice window: paid or not, per the policy, and consistently.
- ☐ Sessions the centre cancelled: paid or not, per the tutor's agreement.
- ☐ Corrections from last period are on this run as their own line, with the reason written down.

Pass 4 · The totals

- ☐ Per tutor: session count, hours and amount on one line; the count matches the schedule for the period.
- ☐ The total across tutors is within what the month's revenue can carry (the calculator's margin line).
- ☐ Contractors and employees are on the right side of the ledger, with the right deductions or none.
- ☐ The run is exported and kept, dated, before anything is paid; T4A or T4 figures will be built from these files.

SIGN-OFF

A pay run is checked once, by one person, then paid. Not checked again the next evening.

Total sessions in the period

Total hours paid

Total amount

Corrections carried from last period

Checked by / date

Not payroll or tax advice. Whether a tutor is an employee or a contractor, and what is withheld, is a question for your accountant. This list checks that the numbers going to them are right.

Pillar OS builds each tutor's pay from the sessions they actually taught: hours, rate and session count on one line, with the payroll export ready to keep.

[See what one session leaves you →](#)