

How to Report Paycheck Discrepancies

The school strives to ensure accurate and timely payment for all hours worked. However, occasional errors may occur unintentionally and will be corrected promptly.

If you find your paycheck has a mistake, follow these steps:

1. Identify the Issue:

- Check if the missing hours fall under one of the categories below: Subs, Prep and Buffer, Second Half, Private Lessons and Classes, Community Ventures, Sick Leave, PTO, GPTO.
- Subs: was the sub form (found on your faculty portal) submitted correctly?

2. Contact the Right Person:

- Refer to the table below to find the appropriate contact for your situation.
- In your email, clearly state the issue and the number of hours missing.

Who to Contact for Missing Pay

| Category | Contact | CC on Email |
|--------------------|---------------------------------------|----------------------------------|
| Subs | Program Manager | Wendy (wmejia@oldtownschool.org) |
| Prep and Buffer | Wendy (wmejia@oldtownschool.org) | |
| Second Half | Program Manager | Wendy (wmejia@oldtownschool.org) |
| Private Lessons | Krista (kortgiesen@oldtownschool.org) | Wendy (wmejia@oldtownschool.org) |
| Classes | Program Manager | Wendy (wmejia@oldtownschool.org) |
| Community Ventures | Program Manager | Wendy (wmejia@oldtownschool.org) |
| Sick Leave | HR (HR@oldtownschool.org) | Wendy (wmejia@oldtownschool.org) |
| PTO, GPTO | HR (HR@oldtownschool.org) | Wendy (wmejia@oldtownschool.org) |

Additional Notes

- OTS uses a two-week pay period system, -our pay periods begin on Monday and end on Sunday
- Checks are issued on the following Friday after the pay period ends.
 - For example, pay for weeks 1 & 2 of a session will be paid on the Friday of week 3.

Important Note Regarding Sick Time

- To request sick time, contact your program manager and HR simultaneously.
- You can request sick time for any scheduled hours. However, it's recommended to prioritize using sick pay for classes and private lessons (which have a higher rate) over buffer time.

Important Note Regarding General Paid Time Off (GPTO)

- GPTO can only be used for scheduled work hours, not for use during breaks.