



**Peoria Music Academy**  
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## **TEACHER PAY**

### **A Guide to Your Money**

Here at Peoria Music Academy we value your teaching ability, your presence, and your time. We will always make sure that you are paid for your work and that you have the ability to view your pay dashboard each pay cycle.

#### **ADP - Payroll and Direct Deposit**

After your hiring takes place you will receive an email link from ADP which is the company that manages PMA's payroll and direct deposit information. Once you create your user profile, you will be able to view your dashboard for each pay period including your take-home pay, hours worked, and pay stubs. If you do not have the link, please contact the general manager or Nicole to request a new link.

PMA pays teachers bi-weekly and you will receive your pay early in the morning on the Thursday of pay week. Any discrepancies should be reported to the general manager or Nicole, but please make sure you check through ADP to view your pay breakdown before notifying them.

#### **Opus1.io - Estimate Payroll**

In addition to using ADP as your primary resource for pay information, you may also view the "Payroll" tab on Opus1.io. Please note that Opus1.io does not always include canceled or no-call no-show lessons in its pay calculation, but it can provide you with a close estimate.

If at any time you need to update your direct deposit information or any banking information, please reach out to the general manager to complete a new direct deposit form. Any other general inquiries can be directed to the general manager and/or Nicole.

Thank you for being a part of PMA and making a difference every day!