

CHRYSALIS SPECTRUM



Compensation

— Annual and semiannual training module —

Presentation prepared by Alisa Elliot and co-founder of Chrysalis Spectrum
8300 Cypress Creek Park Ste 450, Houston, TX 77070

Compensation

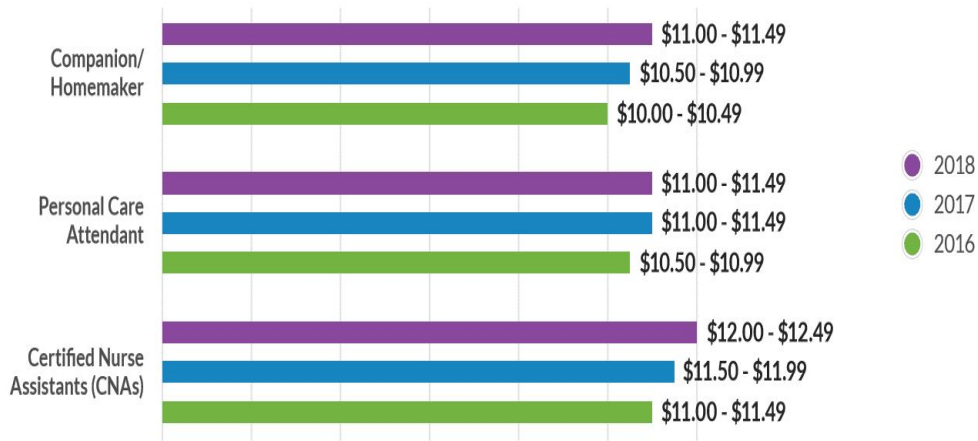
Chrysalis Spectrum pay is very competitive. The pay range is between \$10.50 to \$18.00 per hour.

- Flexible schedule
- Comfortable homes
- Weekly pay

We Offer a Career Path to Business Ownership

We have a mentorship program assisting with jump starting your own personal assistance agency. Contact us if you're interested info@chrysalisspectrum.com

2.18 Historical Median Hourly Caregiver Pay Ranges - Overall



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Withholdings

- Being an independent contractor means that you are self employed therefore, you are responsible for your taxes.
- Signing a contract with Chrysalis Spectrum means that you will withhold your taxes.
- At the end of the year you will receive a 1099 showing how much money you made for the year.
- Typically, contractors with Chrysalis Spectrum who work at least 40 hours a week can earn an estimate of \$23,000 annually.
- We report payouts over \$600 dollars to the IRS - make sure you do the same.

Contract Fees

- \$8 per month for software fees for timekeeping/payroll app
- \$30 for Chrysalis Spectrum polo shirt (optional)
- Must pay for training and continuing education classes
- \$19.95 for annual background check
- \$45 for business cards(optional)
- \$12.95 for [CPR certification](#)

Timesheets

- Time is recorded using the app [Time Clock Wizard](#) and starts when you enter the home and ends when you finish writing your clock out notes before leaving the home.
- Contact PAS@chrysalisspectrum.com if there are technical problems with using the app. Text 281-407-1662 your arrival time and text your end of shift notes at the completion of the job.
- All timesheet notes are to be submitted before ending the shift.

Time Clock Wizard

Google app store <https://play.google.com/store/apps/details?id=com.TCW>

Apple app store <https://itunes.apple.com/us/app/time-clock-wizard/id1063628286?mt=8>

The domain is: Chrysalisspec

User name: First_nameLast_Initial Example: CharlesS

Password: Caregiver1

You will use your login credentials after the download is complete.

Time Clock Wizard (Website)

Website: <https://www.timeclockwizard.com/login>

Subdomain: chrysalisspec

User name: First name Last Initial Example: CharlesS

Password: Caregiver1

Time Clock Wizard is the operational day to day tool that you will be using to record accurate time to calculate your check and year to date earnings. This app also gives you an accurate account of your schedule.



TIME CLOCK
W I Z A R D

Time Clock Wizard Notes

Prior to each shift you will input the following information:

- *No Covid symptoms* (if you do not have any Covid symptoms).

Example of clock in notes description:

- *Assisted the client with shower, grooming, dressing, light housekeeping, companionship, light exercises and provided companionship.*
- *Assisted the client with meal prep, companionship, dressing, and grooming.*
- *Assisted the client with transfers, toileting, meal prep, medication reminders, light exercises, transportation, light housekeeping.*

Time Clock Wizard Notes cont.

Be sure to input the following task if completed.

- Showers
- Dressing
- Grooming
- Transportation
- Meal preparation
- Light exercises
- Bed bath
- Toileting
- Companionship
- Light housekeeping

It is your responsibility to input data into your notes and lack to do so will affect your ability to receive compensation for the task you completed for the day.

If you have any questions or concerns about the duties for the day, contact pas@chrysalisspectrum.com

Payments

- Timesheets with notes must be submitted to receive payment of completed shift
- Contractors work a week in the hole
- All timesheet notes are to be submitted by Monday at 10:00 am
- Contractors are paid on Friday
- Payroll is Monday- Sunday
- Payments are paid using Zelle or paper check.
- If you need to change your payment method contact hr@chrysalisspectrum.com

How to contact us

- Office: 8300 Cypress Creek Park Ste 450, Houston, TX 77070
- Office hours: Monday- Friday 9:00 am- 4:00 pm
- Calls after 3:00 pm will be answered within the next business day.
- Phone/text: 281-407-1662
- Fax: 1-832-218-8761
- Email: info@chrysalisspectrum.com
- Agency Administrator: Dr. Alisa Elliot
- Alternate Administrator: Donald Elliot
- Personal Assistant Supervisor: pas@chrysalisspectrum.com
- Client Services: cs@chrysalisspectrum.com
- Human Resource: hr@chrysalisspectrum.com
- Assistant: Andrew Hoang
- Website: www.chrysalisspectrum.com