



# VIPKID Payroll

# Remuneration & Benefits

## An Overview

### 1. Class Time

- 25 minutes of teaching time
- 28 minutes maximum classroom time (tech issues, late student, etc)

### 2. Payment

- Payment is submitted by the 15<sup>th</sup> of the following month
- Payment arrival and transfer varies depending on teacher's bank
- \$12 added for transfer fee based on calculation of average

### **3. Class Payment**

- Major Course classes= 100% payment for student no-show (including cancellation in 24 hours), student IT problem**
- Trial classes= 50% payment for student no-show (including cancellation in 24 hours), student IT problem**
- All system problems are paid at 100%**
- No payment for classes cancelled due to teacher IT problem or Cancellation/ no-show**

#### **4. Bonus**

**- \$2 bonus total:**

**- \$1 Attendance Bonus**

**- For each class cancelled between 24 and 2 hours, \$2 per class is taken from total attendance bonus**

**- For each no-show, or class cancelled with 2 hours to no prior notice, \$10 per class is taken from total attendance bonus**

**-\$1 Finished Classes Bonus**

**- If 30 classes are finished as scheduled/student no show/student IT problem/system problem, \$.5 bonus is earned**

**- If 45 classes are finished as scheduled/student no show/student IT problem/system problem, \$1 bonus is earned**



# How much do I get paid?

## Class Pay

= Base x Class Pay Rate

**\*\*+ 2** If Short Notice

## Monthly Pay

= Total Class Pay + Monthly Bonus

## Note:

Monthly evaluation does not affect payroll

# Part I. Total Finished Classes

# Class Pay Rate (Based on Finish Type)

Trial Class	Pay Rate	Major Course Class	Pay Rate
<b>Finished As Scheduled</b>	100%	<b>Finished As Scheduled</b>	100%
<b>Student IT problems</b>	50%	<b>Student IT problems</b>	100%
<b>Student No-Show</b>	50%	<b>Student No-Show</b>	100%
<b>System Problems</b>	100%	<b>System Problems</b>	100%
Student No-Show_24H	0%	Student No-Show_24H	0%
Teacher IT problems	0%	Teacher IT problems	0%
Teacher Cancellation	0%	Teacher Cancellation	0%
Teacher Cancellation_24H	0%	Teacher Cancellation_24H	0%
Teacher No-Show	0%	Teacher No-Show	0%
Teacher No-Show_2H	0%	Teacher No-Show_2H	0%

# Finished Classes

# of Finished Classes

= Total Amount of Classes with a pay rate % above 0



# Part II. Monthly Bonus

# Monthly Bonus has two parts

## Monthly Bonus Flowchart

```
graph TD; A[Monthly Bonus Flowchart] --> B[Attendance Bonus ($1 Possible)]; A --> C[Finished Classes Bonus ($1 Possible)];
```

Attendance  
Bonus  
(\$1 Possible)

Finished Classes  
Bonus (\$1 Possible)

- ❑ We need to know the amount of **finished classes** before calculating any bonus.
- ❑ Both parts of the bonus are calculated separately.

# Bonus Part I: Attendance

Initial Bonus:

$\$1 \times (\# \text{ of finished classes}) - \text{subtractions for cancellations/no shows} = \text{Attendance Bonus}$

# Bonus Part I: Attendance Cont.

## The Possible Subtractions

- » **Teacher No Show (NS) Reduction** =  $\$10 * (\# \text{ of Teacher No Show})$
- » **Teacher NS\_2H Reduction** =  $\$10 * (\# \text{ of Teacher NoShow}_w_{2H})$
- » **Less Teacher Cancellation\_24H** =  $\$2 * (\# \text{ of Teacher Cancellation}_{24H})$

## Appendix A: VIPKID Teacher Deliverables

Item	Time Frame/ Details
Major Course class feedback	12 hours
Trial class feedback	Immediate
Unit Assessments	12 hours
Student Interview Reports (only applicable to Assessment teachers)	12 hours
Teaching Schedule	4 weeks in advance
Requested Vacation	2 weeks per contract term; minimum of 2 weeks advance request
Cancellations (24-2 hours prior notification)	6 maximum including no-shows; 3 classes per cancellation; 2 maximum cancellations per day; 2 USD per cancellation taken from total monthly bonus
No-shows (2-no prior notification)	6 maximum including cancellations; 3 classes per no-show; 2 maximum no-shows per day; 10 USD per no-show taken from total monthly bonus
Teacher IT problems	Resolved quickly with assistance from VIPKID staff



# Bonus Part II: Finished Classes

Situation A	Situation B	Situation C
# of finished classes < 30	# of finished classes $\geq 30$ but < 45	# of finished classes $\geq 45$
No bonus	\$0.5 * # of finished classes	\$1.0* # of finished classes

## Example 1– Bonus Calculation

John had 47 total classes in December. 3 of those classes are Teacher No Show\_2H. He has no other type of teacher cancellations or IT problems. How much bonus does John lose?

# of finished classes =  $47 - 3 = 44$  finished classes

Bonus for Attendance =  $\$44 - (\$10 * 3) = \$14$

Bonus for Finished Classes =  $\$0.5 * 44 = \$22$

Total Bonus for December =  $\$14 + \$22 = \$36$

## Example 2 - Bonus Calculation

Mary had 60 total classes in December. Among them are 3 Teacher Cancellation\_24H, 1 is Teacher Cancellation, and 11 are Student No Show\_24H.

# of finished classes =  $60 - 3 - 1 - 11 = 45$  finished classes

Bonus for Attendance =  $\$45 - (\$2 * 3) = \$39$

Bonus for Finished Classes =  $\$1 * 45 = \$45$

Total Bonus for December =  $\$39 + \$44 = \$83$

# When Do I Get Paid?

- » You will be paid monthly.
- » VIPKID make the transfer by the 15<sup>th</sup> of each month for the previous calendar month.

# Important Deadline

In order for us to ensure punctual payment, please let us know of any problems by **9 am on the 11th Beijing time**. Any problems brought to our attention after this deadline may result in late payment.



# When Do I Check My Finish Types?

- » Should check finish types every week.
- » Create a Freshdesk ticket for the Education Team whenever there are discrepancies.
- » No finish type requirements are accepted after 7 PM of the 1<sup>st</sup> Beijing time each month.

# How Do I Read My Payroll Email?

This email introduces your payroll of Month 1 – 31, 2016.

Please note the following items:

- 1) You will find a comprehensive FAQ on payroll at <http://vipkid.freshdesk.com>. You will need to login with your own account.
- 2) If the FAQ does not address your concerns, please contact us via Freshdesk at <http://vipkid.freshdesk.com> before 9 AM on the 11th, 2016 Beijing Time. We will answer your questions and pay you as soon as possible.

Deadline to submit payroll questions



before 9 AM on the 11th, 2016 Beijing Time

Your total pay of Month 1 - 31, 2016 is:

**\$674**



Total month's payment

Finished class details



A. Teaching Base: \$528

Finish Type	Pay Rate	Pay for Each Type (Excluding Short Notice)	Total Short Notice	Base Pay	Finish Type Count
Finished as Scheduled	100%	\$8 * 100% = \$8	0	\$8	69
Student IT Problem- Trial	60%	\$8 * 60% = \$4			1
Student IT Problem- Major Course	100%	\$8 * 100% = \$8			2
Student No Show- Trial	60%	\$8 * 60% = \$4			1
Student No Show- Major Course	100%	\$8 * 100% = \$8			3
System Problem	100%	\$8 * 100% = \$8			1

# Bonus Details

B. Teaching Bonus: \$336

a) Attendance Bonus: \$168

Total Number of Finished Class (As Scheduled + Student No Show + Student IT Problem + System Problem)	TEACHER NO SHOW	TEACHER NO SHOW_2H	TEACHER CANCELLATION_24H
153 + 13 + 1 + 1 = 168	0	0	0

Bonus Related to Attendance = (Total Number of Finished Class) – (\$10 x TEACHER NO SHOW) – (\$10 x TEACHER NO SHOW\_2H) – (\$2 x TEACHER CANCELLATION\_24H)

b) Finished Class Bonus: \$168

# of finished classes < 30	# of finished classes >=30 but < 45	# of finished classes >= 45
\$0.0 * # of finished classes	\$0.5 * # of finished classes	\$1.0 * # of finished classes

# Additions

c) Additions: \$22

ENROLLMENT BONUS	INITIAL TRAINING FEE	PE EXTRA PAY	TE EXTRA PAY	TRANSFER FEE	TOOLBOX REIMBURSEMENT	REFERRAL BONUS	OTHERS
10	0	0	0	12	0	0	0

# Always remember:

- » To let us know whenever you change your bank information before 7pm of the 1<sup>st</sup> (Beijing time) for the next payroll period.
- » To check finish types weekly.
- » To count class numbers in Beijing time.
- » Create a Freshdesk ticket for Education whenever you need help.