



CHOSEN FAMILY
Home Care

Work and Payment Schedule/ Pay Stubs Portal Access

Paystubs can be easily accessed online at any time. The instructions below outline the steps to access paystubs at any time!

Website: APP.PAYROLL4FREE.COM/EMPLOYEEPORTAL/

USERNAME: *Your Email Address on file is always your user name*

Password: Check your email for "agent@galaxyhosted.com" for your Temporary password and initial registration confirmation. *Be sure to check SPAM folders for this info as well.* The title of this email is called "**Your Payroll Employee Portal Information.**"

FORGOTTEN PASSWORDS or if you don't have access to original email: If you forgot your password or didn't get the initial email, *reset your password and use your email address as your username.*

Paycheck Schedule: Chosen Family Home Care is proud to offer weekly payments to our staff. The weekly pay period runs from Sunday at 12 AM and ends on Saturday at 11:59 PM. We get paid the following Friday. If a holiday falls on a Friday, then payment will take place one day earlier. The following is the pay schedule:

From	To	Pay Date
03/05/23	03/11/23	03/16/23
03/12/23	03/18/23	03/23/23
03/19/23	03/25/23	03/30/23
03/26/23	04/01/23	04/06/23
04/02/23	04/08/23	04/13/23
04/09/23	04/15/23	04/20/23
04/16/23	04/22/23	04/27/23
04/23/23	04/29/23	05/04/23
04/30/23	05/06/23	05/11/23
05/07/23	05/13/23	05/18/23
05/14/23	05/20/23	05/25/23
05/21/23	05/27/23	06/01/23
05/28/23	06/03/23	06/08/23
06/04/23	06/10/23	06/15/23
06/11/23	06/17/23	06/22/23
06/18/23	06/24/23	06/29/23
06/25/23	07/01/23	07/06/23