

# Prepare Payroll

## Step 1 – Determine the Pay Period

1. Click on Payroll in RideBits on the bottom left
2. Look at the last Pay Period to determine the new Pay Period.
3. If the last pay period ended on Sunday November 7<sup>th</sup>, then the new pay period will start on Monday November 8<sup>th</sup> and end on the Sunday two weeks later on November 21<sup>st</sup>.

## Step 2 – Create the Payroll Records

4. Repeat for Each Driver from A to Z
5. Click “Add new record” on the top right.
6. Change Weekly to Custom dates
7. Enter 11/8/2021 and 11/21/2021 by clicking on the calendar
8. Choose the next driver on the list
9. Select all trips that are not canceled on each page. Make sure you don't miss any pages.
10. If you notice a trip at the top that you cannot select and it shows draft, write it down immediately. This is called a double or a triple.
11. Doubles are split 50/50 in regards to the total and tips.
12. Triples are split 3 ways with the three drivers.
13. If the trip was canceled, open the trip and determine whether the driver should be paid and whether it should be the full amount or a partial amount.
14. No shows at PHX, DFW or DAL are \$20.
15. The full amount is when the driver has to drive hours away to pickup the customer.
16. Group the trips for payment

## Step 3 - Determine the Correct Pay Amount

17. Open the most recent payroll spreadsheet for Arizona or Texas
18. Enter the driver pay under tips
19. Enter the total trip amount from each page
20. Add or subtract any doubles or triples under trip amount and tips
21. Add any 5 Star Reviews
22. Add any maintenance hours or reimbursements
23. Enter the Paycheck amount under notes, list any Doubles or Triples then Save

Payroll # 6262 Trips from 11/8/2021 to 11/21/2021

DRIVER	STATUS	DRIVER PAY	TOTAL TRIP AMOUNT
Robert	Paid	\$262.10 10 trip(s)	\$1,536.94

  

NOTES (TO DRIVER)	NOTES (INTERNAL)	DUE DATE
No notes taken yet <a href="#">Edit note</a>	627.50 One Triple: D7V4EF <a href="#">Edit note</a>	<u>Sunday, 28 November 2021</u>

  

CONF #	CUSTOMER	STATUS	TRIP DATE	TRIP TOTAL	TO DRIVER
TPGEG4	Lawanda	Confirmed	Nov 09,2021 12:30 PM	\$514.96	\$81.16
BM6VCB	Jesse	Confirmed	Nov 11,2021 05:45 PM	\$146.96	\$18.08