

Prepare Payroll

Step 1 – Determine the Pay Period – Always Start on Monday after the Pay Period Ends

1. Login to RideBits in Arizona
https://airportshuttlephoenix.ridebitsapp.com/admin_users/sign_in
2. Login to RideBits in Texas https://texasshuttle.ridebitsapp.com/admin_users/sign_in.
3. You should have two separate emails to login to both if you are doing payroll for both states.
4. Click on Payroll in RideBits on the bottom left. See Arrow.

The screenshot shows the RideBits dashboard with a sidebar on the left containing menu items: Dashboard, Reservations, Drivers View, Trip Assignments, Customers, Calendar, Settings, Payroll, and Insights. The 'Payroll' item is highlighted with a white arrow. The main content area displays a table of trips for Nov 18, with columns for Pickup Date, Trip#, Driver Name, and Trip Details. The status of each trip is shown as 'Confirmed' or 'Unconfirmed Pending'.

5. Look at the last Pay Period to determine the new Pay Period.

The screenshot shows the RideBits Payroll Reports page. At the top, there are filters for 'Weekly', '(pick date range)', '(select driver/affiliate)', and 'show earliest created first'. Below these are summary statistics: TOTAL PAYABLE (\$861,341.19), TOTAL PAID (\$860,319.42), and # OF TRIPS (50305). The main table has columns for REF #, PAYABLE TO, and PAY PERIOD. The 'PAY PERIOD' column for the first row is highlighted with a white arrow.

REF #	PAYABLE TO	PAY PERIOD
7757 19 trip(s)	Terry Mangram (916) 432-9621	10/24/2022 and 11/6/2022
7756 42 trip(s)	Sue Larsen (480) 202-1411	10/24/2022 and 11/6/2022
7755 9 trip(s)	Stevelyn Daily (480) 749-2646	10/24/2022 and 11/6/2022
7754 18 trip(s)	Shaunik Stubblefield (480) 524-5558 Weekdays, Early Morning	10/24/2022 and 11/6/2022
7753 29 trip(s)	Ralph Trovillion (602) 841-2810	10/24/2022 and 11/6/2022
7752 41 trip(s)	Que (602) 919-7100 Weekdays 3am to Noon	10/24/2022 and 11/6/2022

- If the last pay period ended on Sunday November 6th, then the new pay period will start on Monday November 7th and end on the Sunday two weeks later on November 20th.

Step 2 – Remove All Canceled Trips and Some No Show Trips

- Click Dashboard, change Trips per page to 50 on the bottom right.

Sort by: Oldest trip date

Date	Trip#	Driver	Status	Details	Amount
Nov 7 07:30 AM	FFJZQ	DONNA KINSER	Cancelled	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers ... ✖ SOUTHWEST 1707	\$74.80
Nov 7 05:00 PM	GQWYV	Danyetta Gray	Cancelled	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included	\$94.53
Nov 7 08:30 PM	XRCDAR	Rich Santysiak	Cancelled	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers ... ✖ (DL) Delta Air Lines 940	\$110.66
Nov 8 06:15 AM	ND2Q12	Jen Chung	Cancelled	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included	\$313.81
Nov 8 09:00 AM	7N96TM	Jennifer Latimore	Cancelled	Any Two Addresses 24/7, Agent Stephy with Four Door Sedan - 1 to 2 Passengers Included	\$193.66
Nov 8 10:00 AM	NKWJJB	Paul Miles	Cancelled	From Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passeng... ✖ (AA) American Airlines 1147	\$222.02
Nov 8 11:45 AM	BEEH29	Rachel Madorsky	Cancelled	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ (WN) Southwest Airlines 3124	\$220.45
Nov 8 04:00 PM	AGNZ6H	Patrick Methwin	Cancelled	From Airport (One Way) - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ (DL) Delta Air Lines 2076	\$337.34
Nov 8 04:15 PM	VAZZZE	Daniel DePaolo	Cancelled	From Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 3 Passengers L... ✖ Southwest 3124	\$314.47
Nov 8 05:00 PM	RFBPQY	Nathan Beck	Cancelled	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included	\$502.66

Trips per page: 10, 20, 30, 50

- At the top choose Pickup Date, Pay Period Dates, then Filter by Order status Canceled and Click Search.

75 TRIPS | \$13,530.31 TOTAL | 84 PAYMENTS | \$6,090.73 RECEIVED

Pickup Date: Custom | 11/7/2022 | 11/20/2022 | Filter | Export | Search

Order status: Canceled

Service type: Select service

Vehicle type: Select vehicle type

Farm out affiliate: Select affiliate

Driver: Select driver

Vehicle: Select vehicle

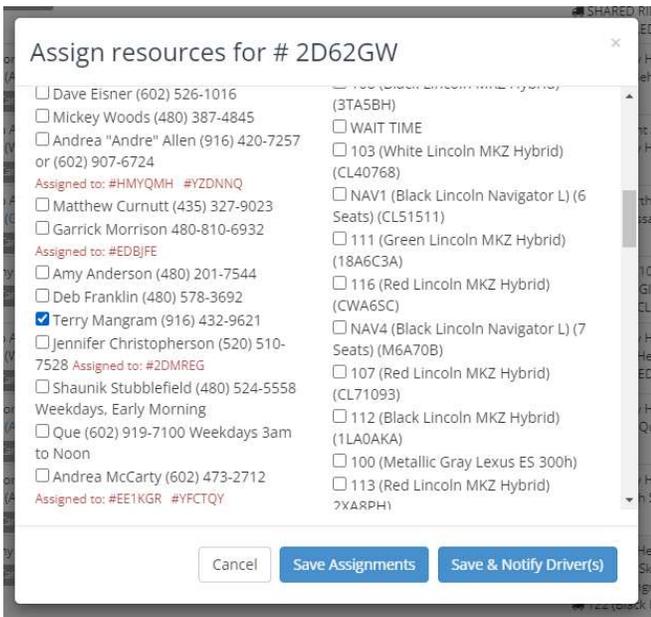
Payment status: Select payment status

Account: Select account

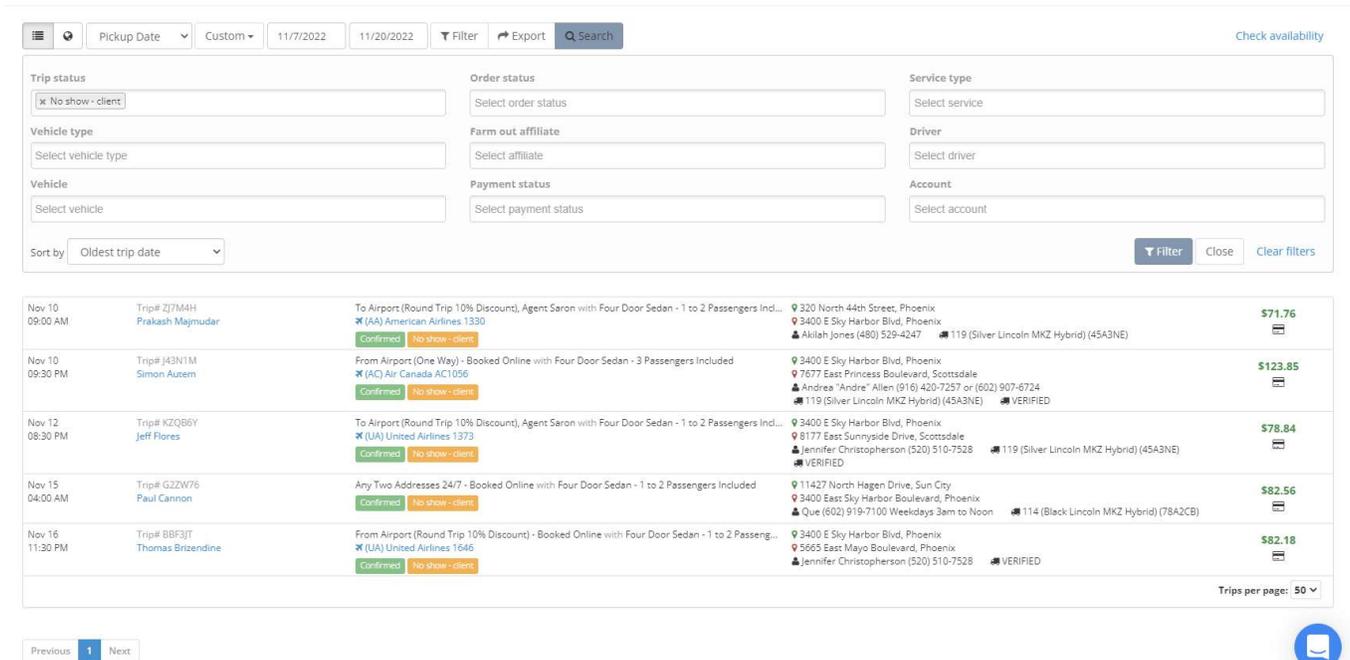
Sort by: Oldest trip date

Date	Trip#	Driver	Status	Details	Amount
Nov 7 07:30 AM	FFJZQ	DONNA KINSER	Cancelled	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers ... ✖ SOUTHWEST 1707	\$74.80
Nov 7 05:00 PM	GQWYV	Danyetta Gray	Cancelled	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included	\$94.53
Nov 7 08:30 PM	XRCDAR	Rich Santysiak	Cancelled	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers ... ✖ (DL) Delta Air Lines 940	\$110.66

- Scan down the page for any canceled trips with a driver assigned, click in the white area next to the trip to expand the details if you find one, click Assign to, uncheck the box next to the driver and click Save Assignments. See next page for picture.



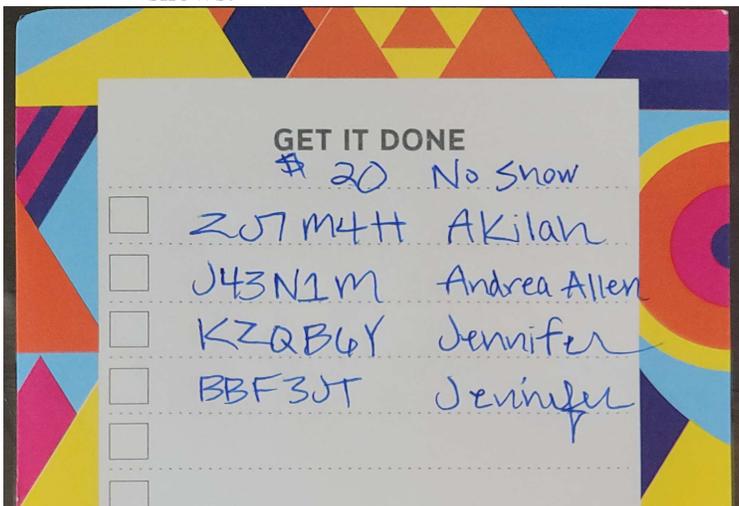
4. Make sure you remove all of the drivers on canceled trips before creating the payroll records. No need to make a list for these ones.
5. Next use the same Pickup Dates, then Filter by Trip Status No Show Client (at the bottom of the list). Order status should be blank, then click Search.



6. First open each no show reservation. Click on the white area to see more details, then right click on "Go to trip" and "Open link in new tab". Save yourself some time by opening all of the no shows at once in different tabs. See the picture on the next page.

Date/Time	Trip#	Driver	Vehicle	Status	Address	Payment
Nov 10 09:00 AM	ZJ7M4H	Prakash Majmudar	(AA) American Airlines 1330	Confirmed	To Airport (Round Trip 10% Discount), Agent Saron with Four Door Sedan - 1 to 2 Passengers Incl... 320 North 44th Street, Phoenix 3400 E Sky Harbor Blvd, Phoenix Akilah Jones (480) 529-4247	\$71.76
Nov 10 09:30 PM	J43N1M	Simon Auzen	Air Canada AC1056	Confirmed	h Airport (One Way) - Booked Online with Four Door Sedan - 3 Passengers Included 3400 E Sky Harbor Blvd, Phoenix 7677 East Princess Boulevard, Scottsdale Andrea "Andre" Allen (916) 420-7257 or (602) 907-6724	\$123.85
Nov 12 08:30 PM	KZQB6Y	Jeff Flores	A) United Airlines 1373	Confirmed	h Airport (Round Trip 10% Discount), Agent Saron with Four Door Sedan - 1 to 2 Passengers Incl... 3400 E Sky Harbor Blvd, Phoenix 8177 East Sunnyside Drive, Scottsdale Jennifer Christopherson (520) 510-7528	\$78.84
Nov 15 04:00 AM	GZZW7b	Paul Cannon	Any Two Addresses 24/7	Confirmed	Booked Online with Four Door Sedan - 1 to 2 Passengers Included 11427 North Hagen Drive, Sun City 3400 East Sky Harbor Boulevard, Phoenix Que (602) 919-7100 Weekdays 3am to Noon	\$82.56

- If the driver made any kind of mistake, or they were en route when the customer canceled, they should not be paid, so please read the notes on the reservation. You don't need to pay them or write them down if they were late, didn't get there because they were en route, customer complaint, left too early, or anything out of the ordinary like the customer canceled before they were en route. Remove the driver the same way you did in Step 2.
- If the driver was on time, showed up, attempted to contact the customer, and didn't make any mistakes, you will normally remove them unless they drove far away (more than 60 miles) from the airport to pickup the customer. If you don't remove them, no need to write them don't or do anything else.
- Make a list of no shows if you removed the driver on trips less than 60 miles including Driver Name and Trip Number so you can pay them the \$20 in a later step for local or airport no shows.



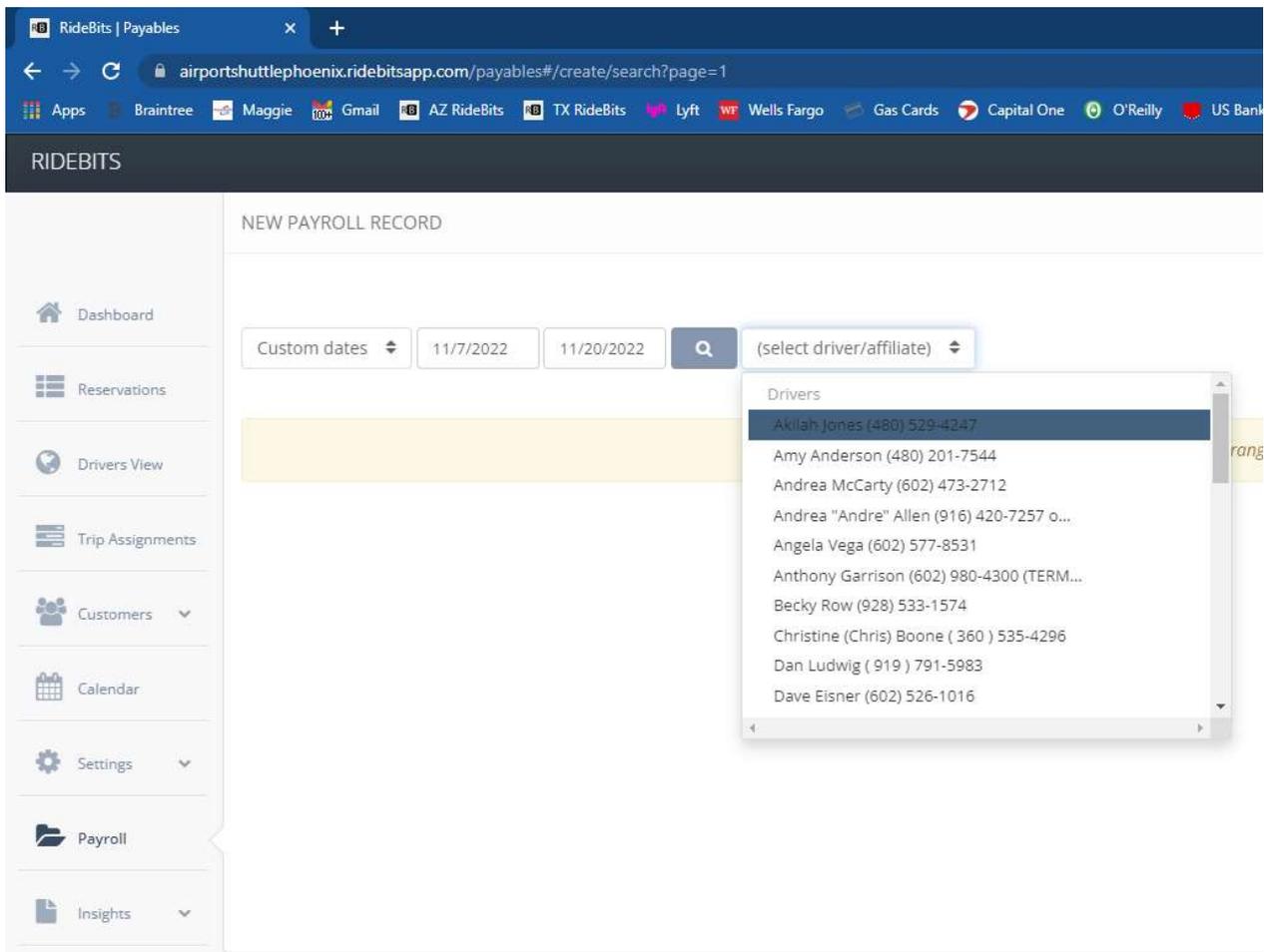
- On the five reservations above, four are local no shows and one is a driver removal since he was en route when they canceled.

Step 3 – Create the Payroll Records

- Click on the Payroll tab like you did earlier.
- Click “Add new record” on the top right.
- Change Weekly to Custom dates.

14. Enter the correct payroll dates by clicking on the calendar.

15. Choose the next driver on the list starting at the top.



16. If you notice a trip at the top of the payroll record that you cannot select and it shows draft, write the confirmation number down immediately. See the picture on the next page. If there are no doubles or triples to write down, skip to Step 26.

NEW PAYROLL RECORD

Existing records

Custom dates: 11/7/2022 - 11/20/2022

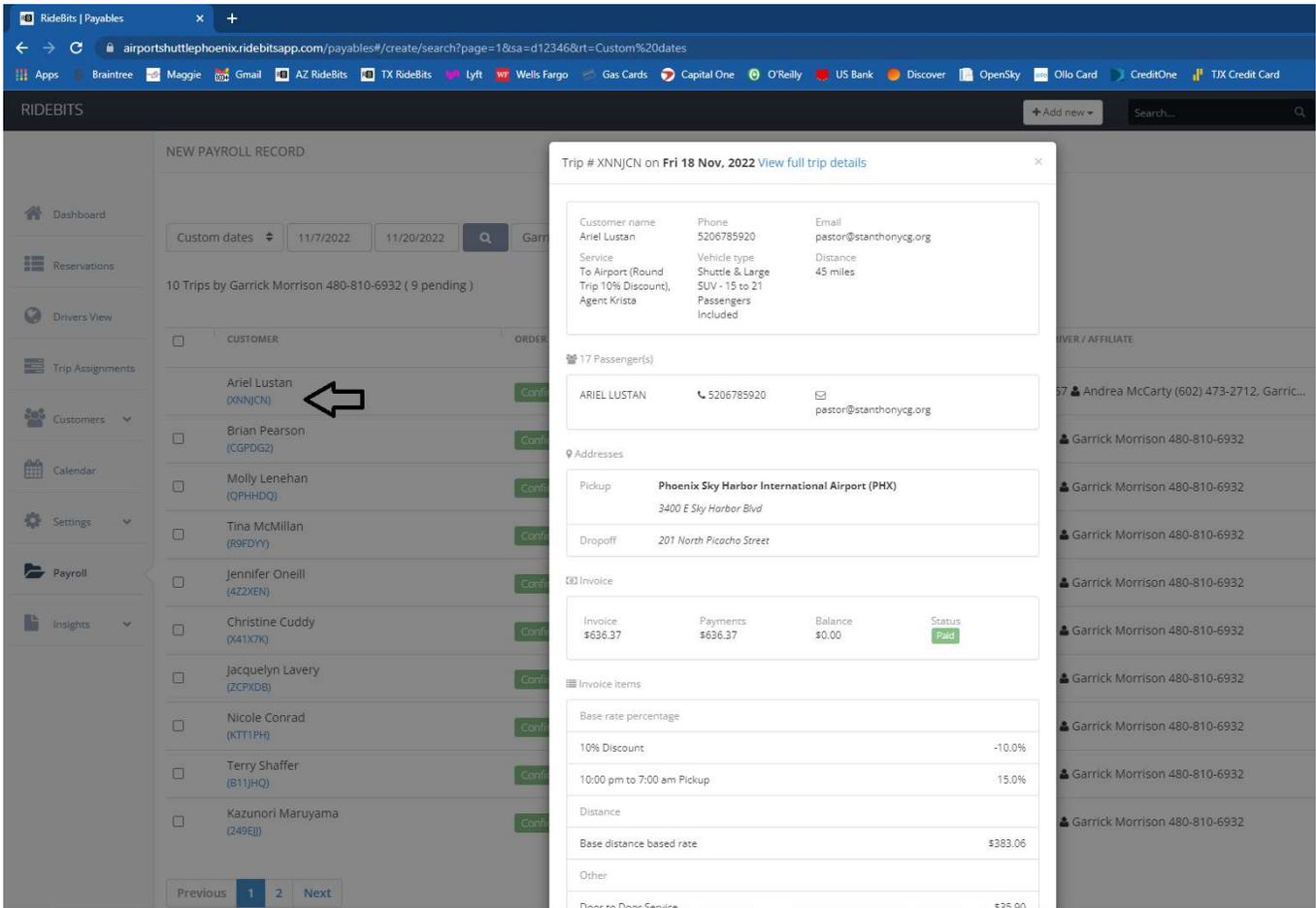
10 Trips by Garrick Morrison 480-810-6932 (9 pending) Group 0 trips for payment

<input type="checkbox"/>	CUSTOMER	ORDER STATUS	STATUS	TRIP DATE	TRIP TOTAL	TO DRIVER / AFFILIATE	
<input type="checkbox"/>	Ariel Lustan (XNNJCN)	Confirmed	Draft #7771	Nov 18, 2022	\$636.37	(N/A) 📍 Andrea McCarty (602) 473-2712, Garric...	Review
<input type="checkbox"/>	Brian Pearson (CGPDG2)	Confirmed	Pending	Nov 08, 2022	\$83.30	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Molly Lenehan (QPHHDQ)	Confirmed	Pending	Nov 08, 2022	\$326.70	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Tina McMillan (R9FDY)	Confirmed	Pending	Nov 09, 2022	\$454.76	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Jennifer Oneill (4ZZXEN)	Confirmed	Pending	Nov 12, 2022	\$286.41	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Christine Cuddy (X41X7K)	Confirmed	Pending	Nov 12, 2022	\$82.18	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Jacquelyn Lavery (ZCPXDB)	Confirmed	Pending	Nov 12, 2022	\$226.31	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Nicole Conrad (KTT1PH)	Confirmed	Pending	Nov 14, 2022	\$299.94	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Terry Shaffer (B11JHQ)	Confirmed	Pending	Nov 15, 2022	\$97.58	(N/A) 📍 Garrick Morrison 480-810-6932	Review
<input type="checkbox"/>	Kazunori Maruyama (249EJJ)	Confirmed	Pending	Nov 15, 2022	\$96.95	(N/A) 📍 Garrick Morrison 480-810-6932	Review

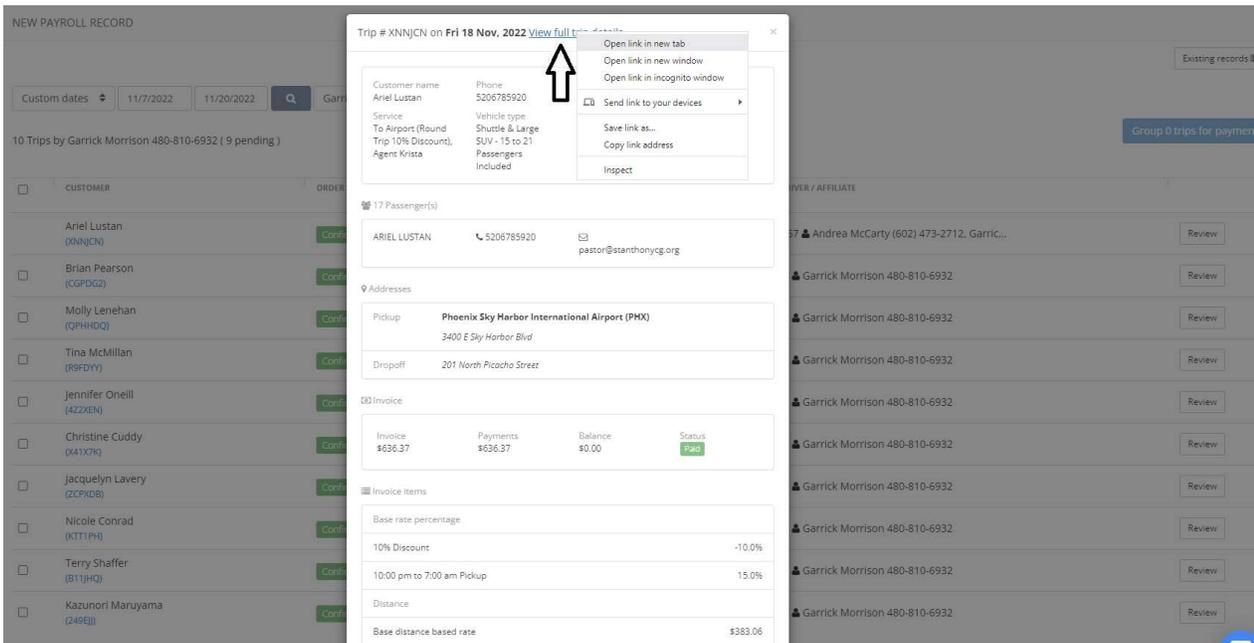
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17. This is called a double or a triple. A double is a reservation with two drivers and a triple is a reservation with three drivers. Make a list of doubles and triples, and don't lose this information since there is no way easy way to look them up later. You will have to open each one and write down who all the drivers were, and the amounts so you can pay them correctly.

18. Click the blue link with the confirmation number to partially open the reservation.



19. Then right click and open the “View full trip details” link in a new tab to see more details.



20. Click the tab you just opened.

21. Scroll down to the bottom of the reservation, and write down the amounts and driver names.

	Subtotal	\$517.79
	Tip	\$77.67 (15.0%)
	Tax	\$40.91 (7.9%)
	Invoice Total	\$636.37

Payments Add new payment

Credit Card Credit card payment REF: Braintree: hġamyġem	\$636.37	Edit Delete
	Total payments	\$636.37
	Outstanding balance	\$0.00

Expenses Payroll

Tip Tip	\$77.67	
	Total expenses	\$77.67
	Profit	\$558.70

Trip assignment

Andrea McCarty (602) 473-2712
Garrick Morrison 480-810-6932
SHUTTLE + NAVIGATOR + NO SHARING

NAV4 (Black Lincoln Navigator L) (7 Seats) (M6A70B)
VERIFIED
VAN2 (Black Mercedes Sprinter) (14 Seats) (FLA6RH)

[Assign drivers & vehicles](#)

22. Figure out who got paid the full amount by clicking on the blue Payroll record button at the top right of the double or triple reservation, then put a – sign after their name. All the other drivers will have a + sign after their name. The negative sign means they need to be paid less, and the positive sign means that they weren't paid at all.

TRIP #XNNJCN ON FRI, 18 NOV 2022 AT 01:00 AM [Reschedule](#)

[Edit trip details](#)
[Customer](#)
[Email customer](#)
[Payroll record](#)
[Delete Order](#)

Customer name Ariel Lustan	Phone 5206785920	Email pastor@stanthonycg.org	Account
Service To Airport (Round Trip 10% Discount), Agent: Krista	Vehicle type Shuttle & Large SUV - 15 to 21 Passengers Included	Distance 45.00 miles	Flight # (DL) Delta Air Lines, 1449
Delta Air Lines 1449 - Active	From MSP Minneapolis, Nov 18 Scheduled 7:59 PM 7:58 PM	To, Nov 18 Scheduled 10:26 PM 10:13 PM	Terminal 3

[Print Trip Sheet](#)
[Set Trip Status](#)
[Set Order Status](#)
[Copy trip](#)

Billing information

23. Andrea was paid the full amount so put a negative sign after her name. Garrick wasn't paid at all, so put a positive sign after his name.

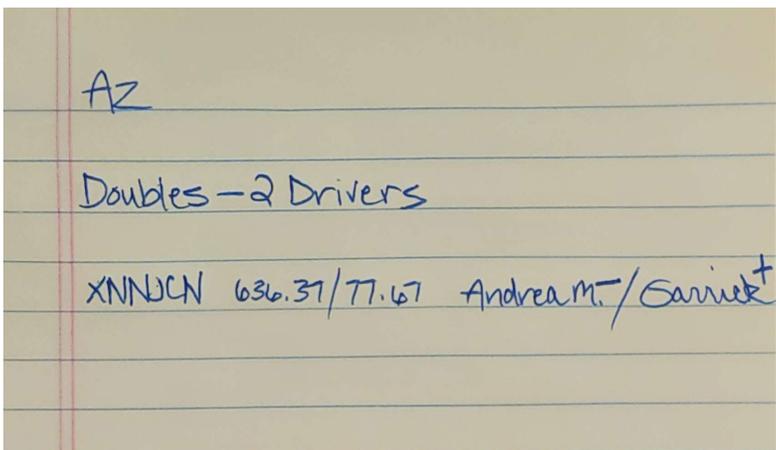
DETAIL

[Mark as paid](#)
[Add new record](#)
[Add trips](#)
[Existing records](#)
[Delete](#)

Payroll # 7771 Trips from 11/7/2022 to 11/20/2022

DRIVER Andrea McCarty (602) 473-2712	STATUS Draft	DRIVER PAY \$855.40 40 trip(s)	TOTAL TRIP AMOUNT \$6,961.28
NOTES (TO DRIVER) No notes taken yet Edit note	NOTES (INTERNAL) No notes taken yet Edit note	DUE DATE Friday, 18 November 2022	

24. Your list should include confirmation number, total amount, tip amount, all drivers on the trip and a positive or negative sign next to their name to determine if you should add or subtract from their pay. Try to write small unless you have a large notebook. Word or Excel are also okay; just don't lose this information in case you are asked for it.



25. Select all trips that are not canceled on each page by clicking the check mark at the top of each page. There shouldn't be any canceled reservations since you removed them earlier. Each page can hold 10 trips. Make sure you don't miss any pages. The example below has three pages of

trips or 28 trips.

26. Group all the trips for payment by clicking on the blue button on the top right that says "Group 28 trips for payment".

NEW PAYROLL RECORD

Existing records

Custom dates

8 Trips by Akilah Jones (480) 529-4247 (8 pending)

<input checked="" type="checkbox"/>	CUSTOMER	ORDER STATUS	STATUS	TRIP DATE	TRIP TOTAL	TO DRIVER / AFFILIATE	
<input checked="" type="checkbox"/>	Tamra Thomas (9HCVAC)	Confirmed	Pending	Nov 15,2022	\$82.56	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	Theodore Koenig (KZK449)	Confirmed	Pending	Nov 15,2022	\$95.92	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	Sandy Dewdney (MCJ7XQ)	Confirmed	Pending	Nov 15,2022	\$86.46	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	Rita Burton (DGX1FZ)	Confirmed	Pending	Nov 15,2022	\$84.80	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	Douglas Mcvean (3GJRXD)	Confirmed	Pending	Nov 16,2022	\$97.36	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	Michael Patton (ZNR2C1)	Confirmed	Pending	Nov 16,2022	\$91.18	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	June Bosworth (71G1X)	Confirmed	Pending	Nov 17,2022	\$91.94	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>
<input checked="" type="checkbox"/>	Mary Martin-Smith (392R7B)	Confirmed	Pending	Nov 17,2022	\$75.16	(N/A) Akilah Jones (480) 529-4247	<input type="button" value="Review"/>

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27. Repeat Steps 11 to 26 for Each Driver from A to Z. Once you're done, every driver that completed trips will have a yellow draft payroll record. See picture on next page.

PAYROLL REPORTS

Weekly (pick date range) (select driver/affiliate) show earliest created first

REF #	PAYABLE TO	PAY PERIOD	TOTAL PAYABLE	DUE DATE	PAYABLE STATUS
7779 1 trip(s)	Deb Franklin (480) 578-3692	11/7/2022 and 11/20/2022	\$61.27	(not set)	Draft
7778 13 trip(s)	Dave Eisner (602) 526-1016	11/7/2022 and 11/20/2022	\$286.21	(not set)	Draft
7776 27 trip(s)	Christine (Chris) Boone (360) 535-4295	11/7/2022 and 11/20/2022	\$425.52	(not set)	Draft
7775 3 trip(s)	Becky Row (928) 533-1574	11/7/2022 and 11/20/2022	\$87.27	(not set)	Draft
7774 12 trip(s)	Anthony Garrison (602) 980-4300 (TERMINATED 11/12/22)	11/7/2022 and 11/20/2022	\$170.36	(not set)	Draft
7773 14 trip(s)	Angela Vega (602) 577-8531	11/7/2022 and 11/20/2022	\$274.57	(not set)	Draft
7772 39 trip(s)	Andrea "Andre" Allen (916) 420-7257	11/7/2022 and 11/20/2022	\$518.31	(not set)	Draft
7771 40 trip(s)	Andrea McCarty (602) 473-2712	11/7/2022 and 11/20/2022	\$855.40	(not set)	Draft
7770 21 trip(s)	Amy Anderson (480) 201-7544	11/7/2022 and 11/20/2022	\$488.60	(not set)	Draft
7769 28 trip(s)	Akilah Jones (480) 529-4247	11/7/2022 and 11/20/2022	\$400.71	(not set)	Draft

28. Example of Triple, if you have three drivers on a trip (Alan, Ralph and Wayne), Alan is going to be paid the full amount since his name is first in the alphabet unless you subtract so put a negative sign. Alan's pay was done first selecting the trip, that's why it can't be added to the

other two. Ralph and Wayne need to be paid for the trip, so put plus signs in front of their names (Ralph and Wayne).

Step 4 – Lookup 5 Star Reviews for both companies

29. Lookup 5 star reviews by Googling Texas Shuttle Reviews or Airport Shuttle of Phoenix Reviews. Click on the Google reviews.

The screenshot shows a Google search interface. The search bar contains the text "airport shuttle of phoenix reviews". Below the search bar, there are navigation options: "All", "Videos", "Images", "Maps", "News", and "More". The search results show "About 3,790,000 results (0.78 seconds)". An advertisement for "Airport Shuttle Of Phoenix Reviews - Airport Shuttle Prices" is visible, with a small image of a shuttle van. To the right, there is a map snippet for "Airport Shuttle of Phoenix" with a rating of 4.3 stars and 254 Google reviews. A black arrow points to the "254 Google reviews" link.

30. Then click newest. See picture on next page.

The screenshot shows the Google Business Profile for "Airport Shuttle of Phoenix". The profile includes the address "2406 S 24th St #E102, Phoenix, AZ", a rating of 4.3 stars from 254 reviews, and a "Get more reviews" button. Under "People often mention", there are tags for "sky harbor 29", "conversation 21", "pickup 17", "texted 11", and "+6". The "Sort by" section has "Newest" selected, indicated by a black arrow. Below, there is a review from "Airport Shuttle of Phoenix" (Local Guide) with a 5-star rating and a "NEW" badge. The review text says "Excellent service! Ride to Phoenix Airport in a clean Mercedes or Lincoln with no strange smells or weird drivers. ... More". Below that is a review from "Thomas Deal" (2 reviews, 1 photo) with a 5-star rating and a "NEW" badge. The review text says "Jason was on time and very professional Glad tip was included to speed up the process". There is a photo of a person in a uniform standing next to a shuttle van. At the bottom, there are "Reply" and "Like" buttons.

31. Only consider the last two weeks during the pay period. Ignore reviews after or before the pay period. For example, Alan might have 2, Ralph might have 5. Write them down by first name and add them up.
32. Usually the customer will mention their first name, but if they don't you can lookup the reservation by the customer's last name, select the correct date, and then see who the driver was. You'll need this information later since it determines driver pay.
33. Let's use Thomas Deal as an example. He mentioned Jason, but let's say he didn't. To look him up, click on the Reservations tab on the left. See picture on next page.

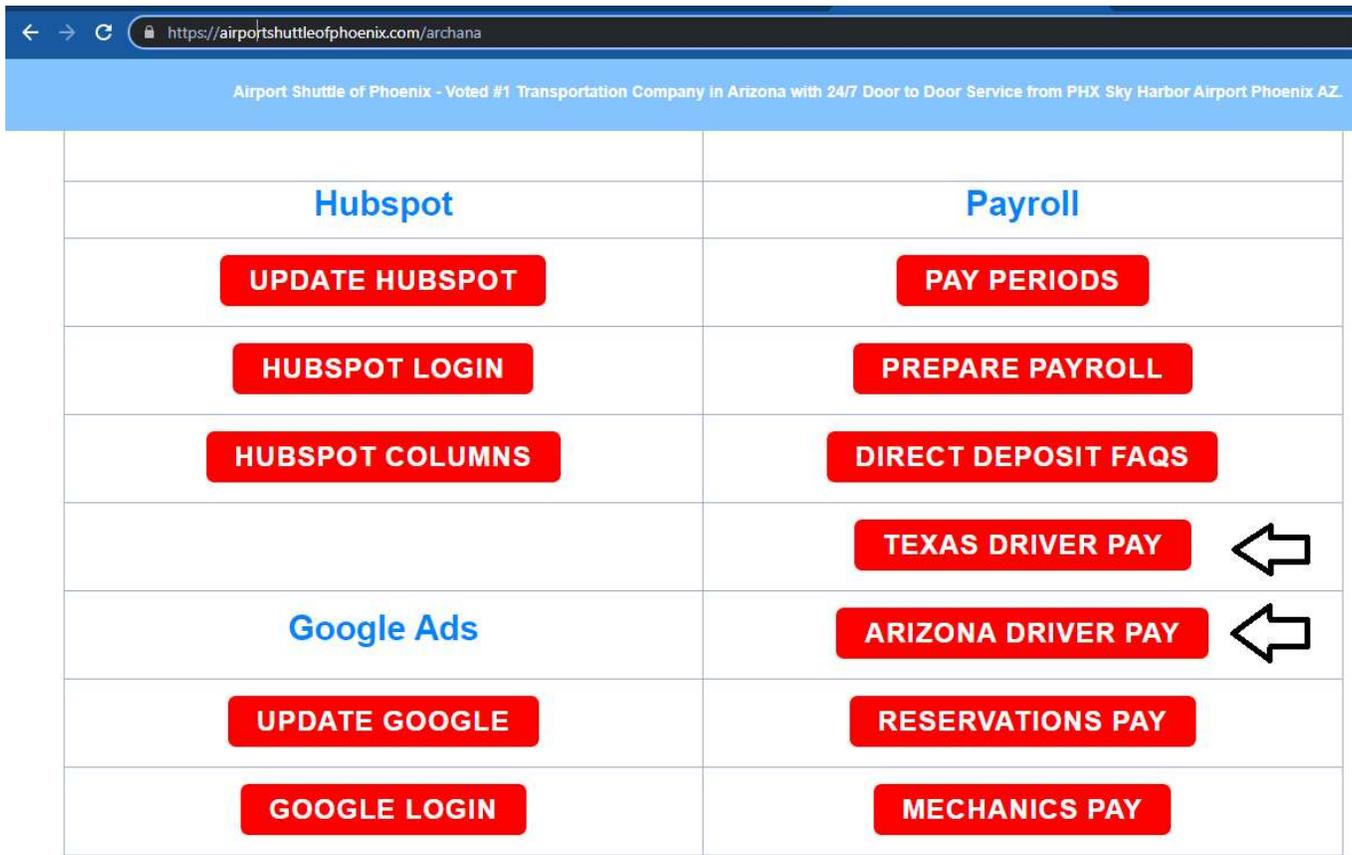
The screenshot shows a web application interface for managing reservations. On the left is a sidebar with navigation icons and labels: Dashboard, Reservations, Drivers View, Trip Assignments, Customers, Calendar, Settings, Payroll, Insights, and Account. The main content area is titled 'RESERVATIONS' and features a search bar at the top right with a dropdown arrow and a '+ Add new reservation' button. Below the search bar is a table with columns: NAME, TYPE, STATUS, and CREATED AT. The table lists various reservations with names like Dolcharate Sutakul, Gary Brous, Jennifer Raeburn, etc., and statuses like Confirmed, Unconfirmed, or Cancelled. A search modal is open, showing a search bar with 'Deal' entered, a dropdown for 'Pickup is between' set to 'Last month', and a 'Search' button. Arrows point to the 'Reservations' tab in the sidebar, the search modal, and the 'Search' button.

34. Use the “search reservations” box to enter their “Last name”, “Pickup is between”, enter “Last month” and Search. You'll pull up two reservations. The one closest to the day the reservation was written is on 11/18/2022, so click Thomas Deal next to that date to open the reservation and look for the driver. Scroll all the way to the bottom and it was Jason.

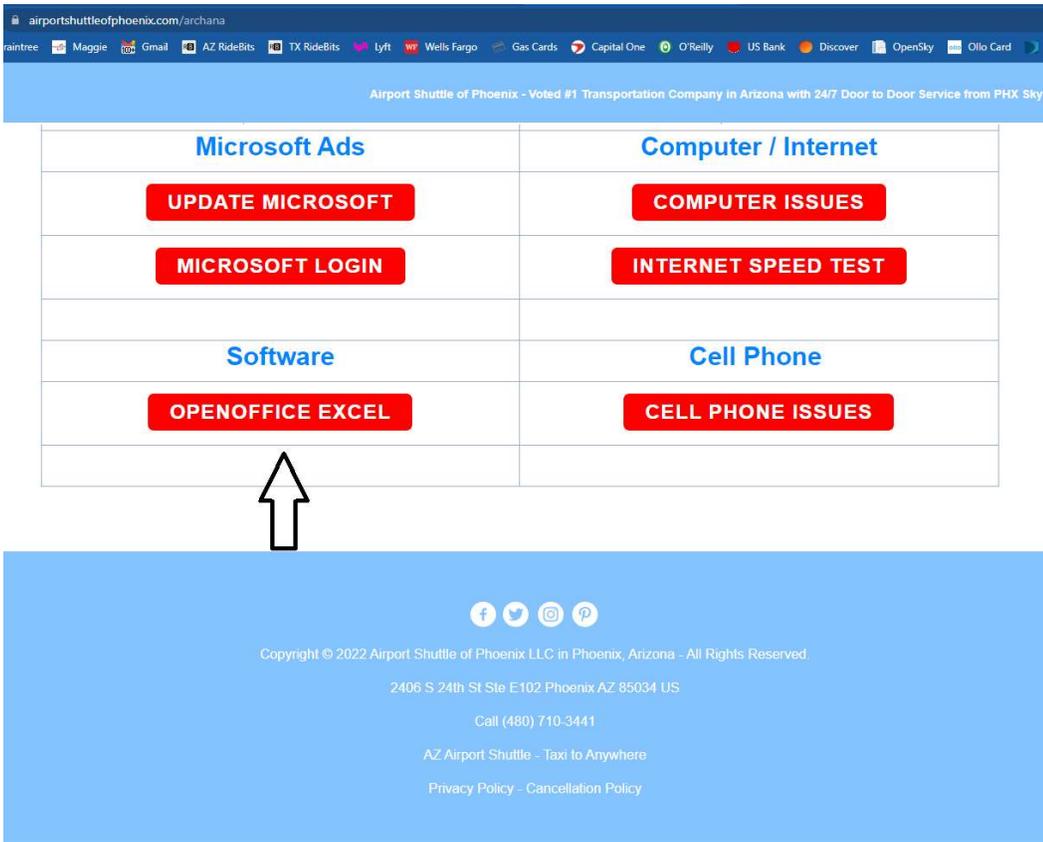
Step 5 - Determine the Correct Pay Amount

35. Open your portal at <https://airportshuttleofphoenix.com/yourfirstname>

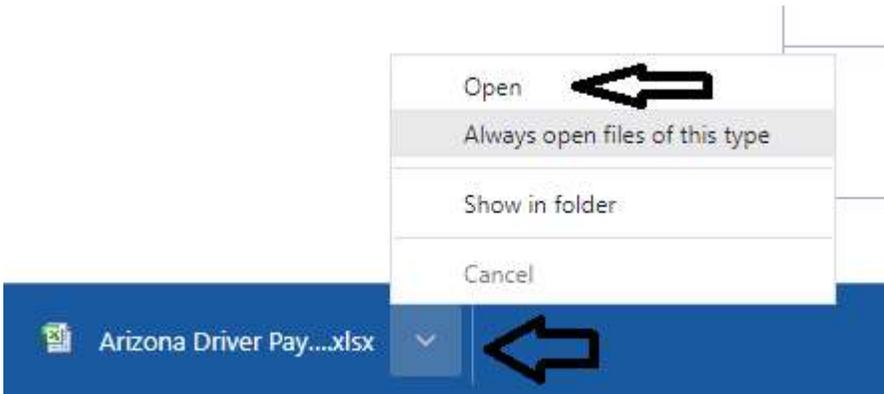
36. Open the most recent payroll spreadsheet for Arizona or Texas. These are both on your portal under the payroll section. See picture on next page.



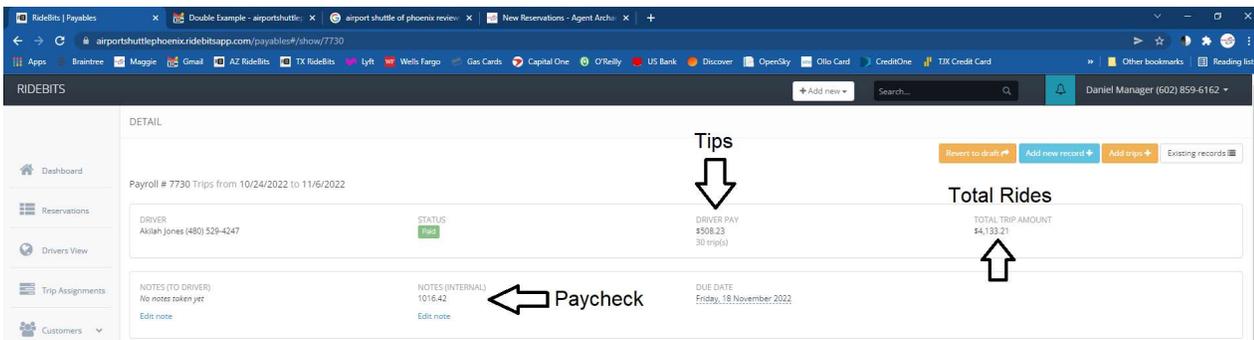
37. If you don't have Excel, download OpenOffice on your portal for free, so you can open Excel files. It's located at the bottom under Software. See picture on next page.



38. To open the Excel file, click file in the bottom left, then select open or always open to save time.



39. Open the Payroll Record for the driver.



40. Open the Driver Pay Calculator; make sure it's the correct state (Arizona or Texas).
41. Change the Driver Full Name and the Pay Period Dates
42. Enter the Driver Pay at the top under “Tips from RideBits”
43. Enter the Total Trip Amount from the top under “RideBits – Total Trips”.

Arizona Independent Contractor (Updated 10/28/2022)				
2	Driver Full Name:	Akilah Jones	Driver Earnings Report	11/7/2022 to 11/20/2022
4	Total Rides			
5	RideBits - Total Trips	\$ 3,311.58		Credit Card Processing 1.4%
6	Double: 1/2 to each driver	\$ -	Full Amount +/- Added Up	Tax Percentage 7.9%
7	Triple: 1/3 to each driver	\$ -	Full Amount +/- Added Up	Min Pay (Total - Tax - Fuel) 30.0%
8	Total Rides	\$ 3,311.58		Max Pay (Total - Tax - Fuel) 32.0%
9	Credit Card Processing (1.4%)	\$ 46.36		Gas Allowance 12.3%
10	Amount Actually Received	\$ 3,265.22		Number of 5 Star Reviews Last 14 Days 0
11	Taxes 7.9% (Not a Sales Tax)	\$ 226.74		Percent of Total Minus Taxes & Fuel 30.0%
12	Tips Actually Received	\$ 395.10	Credit Card Processing Removed	Remaining Advance \$ -
13	Fuel Surcharge	\$ 325.14	Varies Based on Actual Cost	YTD Earnings
14	Subtotal	\$ 2,318.24		
16	Tips Before CC Processing			
17	Tips from RideBits	\$ 400.71		
18	Double: 1/2 to each driver	\$ -	Full Amount +/- Added Up	
19	Triple: 1/3 to each driver	\$ -	Full Amount +/- Added Up	
20	Total Tips	\$ 400.71		
22	Final Pay Calculation		Payroll Rules and Assumptions:	
23	Base Pay	\$ 347.74	Pay on MKZ trips is a minimum of \$15/hr before cash tips	
24	Tips Actually Received	\$ 395.10	Tips on reservations are never adjusted, 100% of tips go straight to the driver	
25	Minimum / Maximum Pay	\$ 71.17	Extra Time Included for driving from the office to and from PHX and car washes	
26	5 Star Review Bonus (0-2%)	\$ -	Navigator trips pay 65% more than MKZ trips	
27	Extra Pay for 5 Star Reviews > 4	\$ -	Shuttle trips pay 130% more than MKZ trips	
28	Contractor Wages	\$ 814.00	Equivalent Hours Paid is Both Ways After Picking Up the Customer	
29	Pay For Local No Show (\$20)	\$ -	Cash tips average \$5/hr in an MKZ	
30	Reimbursement	\$ -	Double Pay for Trips With Different Customers Returning	
31	Recruiting Bonus	\$ -		
32	Maintenance (\$15/hour)	\$ -	Total Maintenance Hours =>	0.00
33	Advance Repayment	\$ -		
34	Paycheck	\$ 814.00		

44. Add or subtract any doubles under **Total Rides** “Double: ½ to each driver” in B6 or triples under B7 “Triple: 1/3 to each driver. Start with the = sign. For example, =100+50-75
45. Do the same thing for their tips under **Tips Before CC Processing** “Double: ½ to each driver” in B18 or “Triple: 1/3 to each driver” in B19. Start with the = sign. For example, =20+10-15
46. Add the total 5 Star Reviews for that driver in E10, also write the number of reviews under notes.
47. Add any maintenance hours in D32, reimbursements in B30 or local no shows in B29 (\$20).
48. Add up the total miles for each driver by clicking on each trip. You can use a calculator or the calculator app on the computer to add them up. Just make sure the miles are correct or there pay will be way off. Put the miles in the notes box for each driver.

49. Enter the Paycheck amount under notes in RideBits like below, list any Doubles or Triples by confirmation number, and if they had any 5 Star Reviews, 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 Edit note	627.50 One Triple: D7V4EF Edit note	Sunday, 28 November 2021

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

50. Once everything is correct. Select A1 to E34. Print the paystub for the driver by clicking the round windows button on the top left, then select Print.

The screenshot shows the Microsoft Excel interface with a print preview window open. The spreadsheet displays a driver earnings report for a contractor from 11/7/2022 to 11/20/2022. The report includes a subtotal of \$2,318.24, tips of \$400.71, and a final paycheck of \$814.00. The spreadsheet also lists various payroll rules and assumptions.

Contractor (Updated 10/28/2022)	Driver Earnings Report	11/7/2022 to 11/20/2022
	Credit Card Processing	1.4%
	Tax Percentage	7.9%
	Min Pay (Total - Tax - Fuel)	30.0%
	Max Pay (Total - Tax - Fuel)	32.0%
	Gas Allowance	12.3%
	Number of 5 Star Reviews Last 14 Days	0
	Percent of Total Minus Taxes & Fuel	30.0%
	Remaining Advance	\$ -
	YTD Earnings	
14	Subtotal	\$ 2,318.24
16	Tips Before CC Processing	
17	Tips from RideBits	\$ 400.71
18	Double: 1/2 to each driver	\$ -
19	Triple: 1/3 to each driver	\$ -
20	Total Tips	\$ 400.71
22	Final Pay Calculation	
23	Base Pay	\$ 347.74
24	Tips Actually Received	\$ 395.10
25	Minimum / Maximum Pay	\$ 71.17
26	5 Star Review Bonus (0-2%)	\$ -
27	Extra Pay for 5 Star Reviews > 4	\$ -
28	Contractor Wages	\$ 814.00
29	Pay For Local No Show (\$20)	\$ -
30	Reimbursement	\$ -
31	Recruiting Bonus	\$ -
32	Maintenance (\$15/hour)	\$ -
33	Advance Repayment	\$ -
34	Paycheck	\$ 814.00

Payroll Rules and Assumptions:

- Pay on MKZ trips is a minimum of \$15/hr before cash tips
- Tips on reservations are never adjusted, 100% of tips go straight to the driver
- Extra Time Included for driving from the office to and from PHX and car washes
- Navigator trips pay 65% more than MKZ trips
- Shuttle trips pay 130% more than MKZ trips
- Equivalent Hours Paid is Both Ways After Picking Up the Customer
- Cash tips average \$5/hr in an MKZ
- Double Pay for Trips With Different Customers Returning
- Total Maintenance Hours => 0.00

51. Change the printer to “Microsoft Print to PDF”, Print what “Selection” and OK at the bottom.

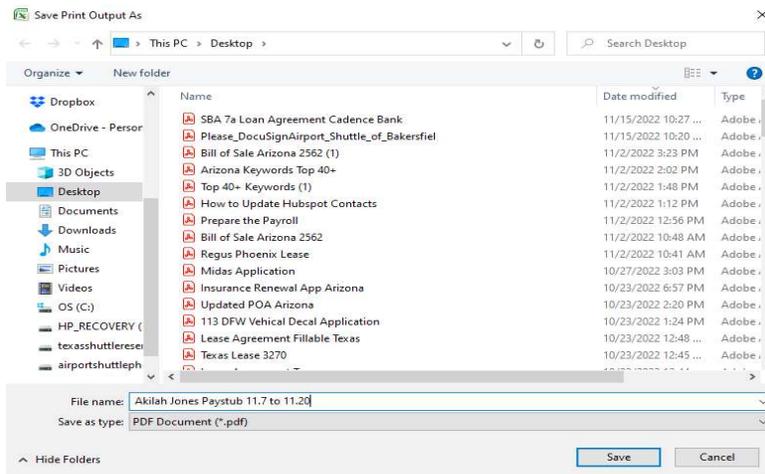
The screenshot shows the Microsoft Excel interface with the 'Print' dialog box open. The spreadsheet is titled 'Arizona Independent Contractor (Updated 10/28/2022)'. The 'Print' dialog box is configured with the following settings:

- Printer: Microsoft Print to PDF
- Name: Microsoft Print to PDF
- Status: Idle
- Type: Microsoft Print To PDF
- Where: PORTPROMPT:
- Comment:
- Print to file:
- Print range: All
- Page(s) From: [] To: []
- Print what: Selection, Entire workbook, Active sheet(s), Table
- Ignore print areas:
- Copies: Number of copies: 1
- Collate:

The spreadsheet data is as follows:

	A	B	C	D	E
1	Arizona Independent Contractor (Updated 10/28/2022)				
2	Driver Full Name:	Akilah Jones	Driver Earnings Report	11/7/2022 to 11/20/2022	
4	Total Rides				
5	RideBits - Total Trips	\$ 3,311.58		Credit Card Processing	1.4%
6	Double: 1/2 to each driver	\$ -	Full Amount +/- Added Up	Tax Percentage	7.9%
7	Triple: 1/3 to each driver	\$ -	Full Amount +/- Added Up	Min Pay (Total - Tax - Fuel)	30.0%
8	Total Rides				
9	Credit Card Pr			Max Pay (Total - Tax - Fuel)	32.0%
10	Amount Actual			Gas Allowance	12.3%
11	Taxes 7.9% (N			Number of 5 Star Reviews Last 14 Days	0
12	Tips Actually R			Percent of Total Minus Taxes & Fuel	30.0%
13	Fuel Surcharge			Removed	
14	Subtotal			Cost	YTD Earnings
16	Tips Before CC				
17	Tips from Ride				
18	Double: 1/2 to				
19	Triple: 1/3 to e				
20	Total Tips				
22	Final Pay Calc				
23	Base Pay			ptions:	
24	Tips Actually R			nimum of \$15/hr before cash tips	
25	Minimum / Maximum Pay	\$ 71.17		never adjusted, 100% of tips go straight to the driver	
26	5 Star Review Bonus (0-2%)	\$ -		Extra Time Included for driving from the office to and from PHX and car washes	
27	Extra Pay for 5 Star Reviews > 4	\$ -		Navigator trips pay 65% more than MKZ trips	
28	Contractor Wages	\$ 814.00		Shuttle trips pay 130% more than MKZ trips	
29	Pay For Local No Show (\$20)	\$ -		Equivalent Hours Paid is Both Ways After Picking Up the Customer	
30	Reimbursement	\$ -		Cash tips average \$5/hr in an MKZ	
31	Recruiting Bonus	\$ -		Double Pay for Trips With Different Customers Returning	
32	Maintenance (\$15/hour)	\$ -	Total Maintenance Hours =>		0.00
33	Advance Repayment	\$ -			
34	Paycheck	\$ 814.00			

52. Now save the paystub as Akilah Jones Paystub 11.7 to 11.20, so it matches the driver name and pay dates. You can save to your desktop or another folder for payroll.



53. Once you do this for every driver, all drivers should show the correct pay amount in RideBits, total miles, 5 star reviews, doubles, triples in the notes, and you have a paystub for every driver. Email all of your paystubs to airportshuttlephoenix@gmail.com for Arizona and texasshuttlereservations@gmail.com for Texas.

53. Congratulations, you are done with driver pay.

54. Next step is reservations pay.