# 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.

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

6. 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

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

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

3. 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.

Assign resources for # 2D62GW ×

☐ Dave Eisner (602) 526-1016
☐ Mickey Woods (480) 387-4845
☐ Andrea "Andre" Allen (916) 420-7257 or (602) 907-6724
Assigned to: #HMYQMH #YZDNNQ
☐ Matthew Curnutt (435) 327-9023
☐ Garrick Morrison 480-810-6932
Assigned to: #EDBJFE
☐ Amy Anderson (480) 201-7544
☐ Deb Franklin (480) 578-3692
☑ Terry Mangram (916) 432-9621
☐ Jennifer Christopherson (520) 510-7528 Assigned to: #2DMREG
☐ Shaunik Stubblefield (480) 524-5558 Weekdays, Early Morning
☐ Que (602) 919-7100 Weekdays 3am to Noon
☐ Andrea McCarty (602) 473-2712
Assigned to: #EE1KGR #YFCTQY

☐ 100 (Black Lincoln MKZ Hybrid) (3TA5BH)
☐ WAIT TIME
☐ 103 (White Lincoln MKZ Hybrid) (CL40768)
☐ NAV1 (Black Lincoln Navigator L) (6 Seats) (CL51511)
☐ 111 (Green Lincoln MKZ Hybrid) (18A6C3A)
☐ 116 (Red Lincoln MKZ Hybrid) (CWA6SC)
☐ NAV4 (Black Lincoln Navigator L) (7 Seats) (M6A70B)
☐ 107 (Red Lincoln MKZ Hybrid) (CL71093)
☐ 112 (Black Lincoln MKZ Hybrid) (1LA0AKA)
☐ 100 (Metallic Gray Lexus ES 300h)
☐ 113 (Red Lincoln MKZ Hybrid) 2XA8PH)

[Cancel] [Save Assignments] [Save & Notify Driver(s)]

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.
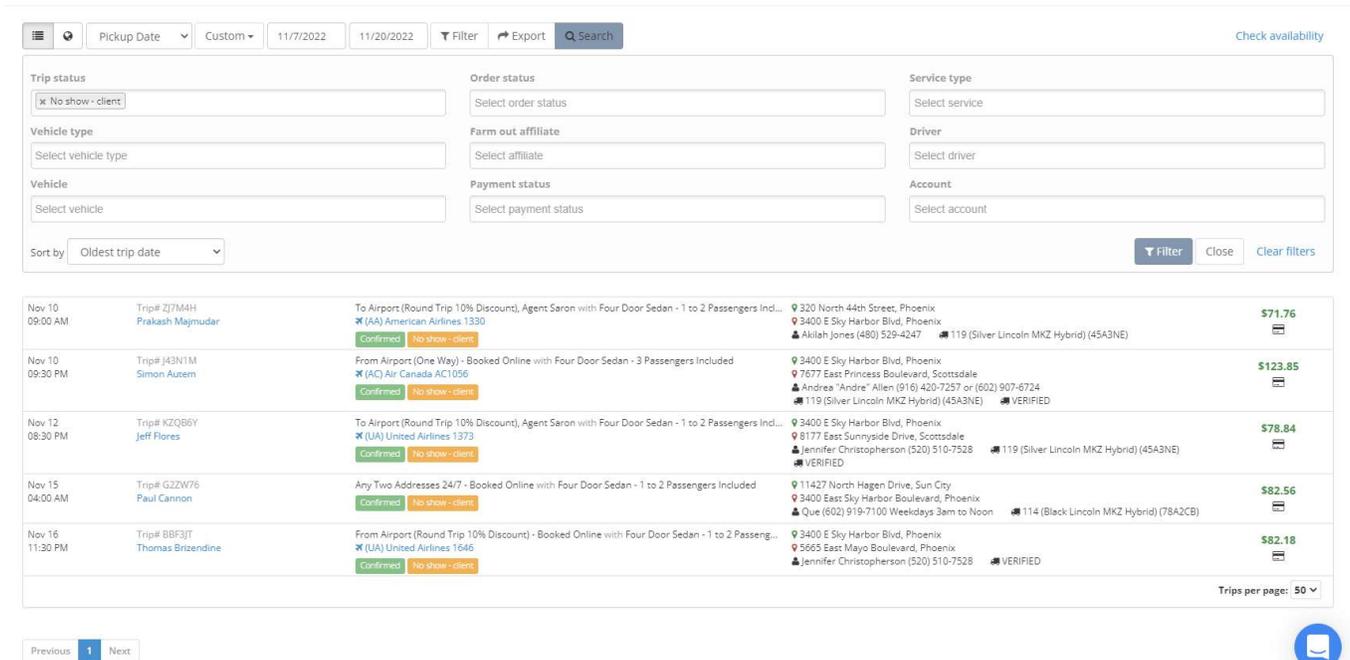

6. First open each no show reservation. Click on the white area to see more details, then right click on "Go to trip" and "Open link in new tab". Save yourself some time by opening all of the no shows at once in different tabs. See the picture on the next page.

| Nov 10 09:00 AM | Trip# ZJ7M4H Prakash Majmudar | To Airport (Round Trip 10% Discount), Agent Saron with Four Door Sedan - 1 to 2 Passengers Incl... ✈ (AA) American Airlines 1330 Confirmed · No show - client | 📍 320 North 44th Street, Phoenix 📍 3400 E Sky Harbor Blvd, Phoenix 👤 Akilah Jones (480) 529-4247   �’ 119 (Silver Lincoln MKZ Hybrid) (45A3NE) | $71.76 |

| Phone +919978405942 | | Email akash@shopyourtrip.com | Passengers 2 | Distance 3 miles | Payment status Paid |

| Go to trip ⬀ | | ▼ | Trip status ▾ | Assign to ▾ | Copy trip ⧉ | close |

Open link in new tab
Open link in new window
Open link in incognito window
🖳 Send link to your devices   ▸
Save link as...
Copy link address
Inspect

| Nov 10 09:30 PM | Trip# J43N1M Simon Auten | h Airport (One Way) - Booked Online with Four Door Sedan - 3 Passengers Included C) Air Canada AC1056 firmed · No show - client | 📍 3400 E Sky Harbor Blvd, Phoenix 📍 7677 East Princess Boulevard, Scottsdale 👤 Andrea "Andre" Allen (916) 420-7257 or (602) 907-6724 �’ 119 (Silver Lincoln MKZ Hybrid) (45A3NE)   🚛 VERIFIED | $123.85 |

| Nov 12 08:30 PM | Trip# KZQB6 Jeff Flores | irport (Round Trip 10% Discount), Agent Saron with Four Door Sedan - 1 to 2 Passengers Incl... A) United Airlines 1373 firmed · No show - client | 📍 3400 E Sky Harbor Blvd, Phoenix 📍 8177 East Sunnyside Drive, Scottsdale 👤 Jennifer Christopherson (520) 510-7528   🚛 119 (Silver Lincoln MKZ Hybrid) (45A3NE) 🚛 VERIFIED | $78.84 |

| Nov 15 04:00 AM | Trip# G2ZW7b Paul Cannon | Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included Confirmed · No show - client | 📍 11427 North Hagen Drive, Sun City 📍 3400 East Sky Harbor Boulevard, Phoenix 👤 Que (602) 919-7100 Weekdays 3am to Noon   🚛 114 (Black Lincoln MKZ Hybrid) (78A2CB) | $82.56 |

7. 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.

8. 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.

9. 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.
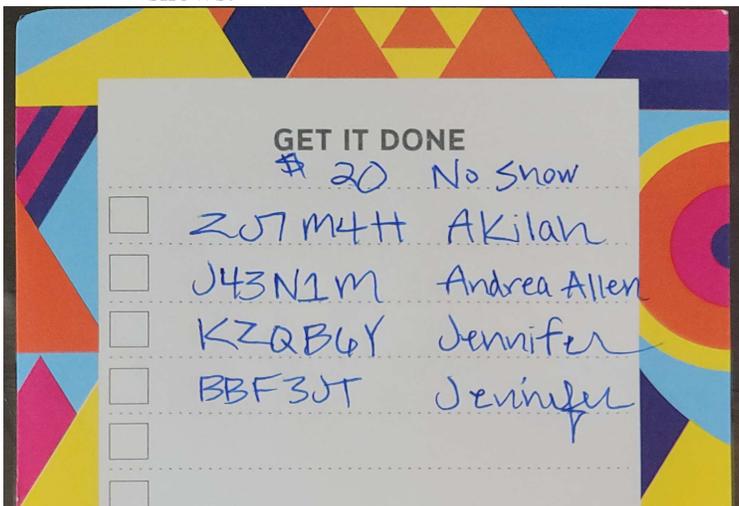
10. On the five reservations above, four are local no shows and one is a driver removal since he was en route when they canceled.

Step 3 – Create the Payroll Records

11. Click on the Payroll tab like you did earlier.

12. Click "Add new record" on the top right.

13. 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.
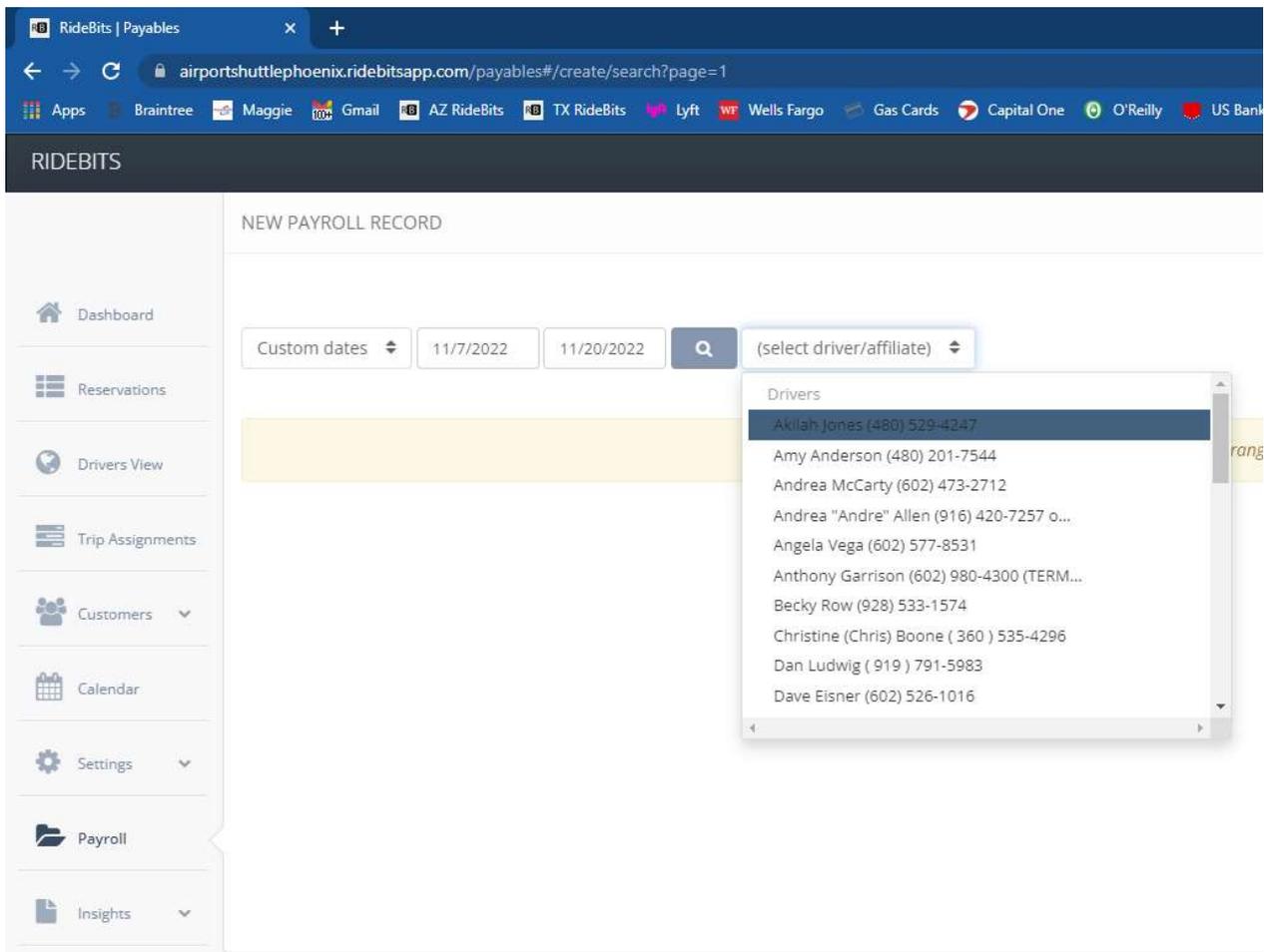
16. If you notice a trip at the top of the payroll record that you cannot select and it shows draft, write the confirmation number down immediately. See the picture on the next page. If there are no doubles or triples to write down, skip to Step 26.

NEW PAYROLL RECORD

Existing records ≣

| Custom dates ↕ | 11/7/2022 | 11/20/2022 | 🔍 | Garrick Morrison 480-810-6932 ↕ |

Group 0 trips for payment

10 Trips by Garrick Morrison 480-810-6932 (9 pending)

☐	CUSTOMER	ORDER STATUS	STATUS	TRIP DATE	TRIP TOTAL	TO DRIVER / AFFILIATE	
	Ariel Lustan (XNNJCN)	Confirmed	Draft #7771 ⇐	Nov 18,2022	$636.37	(N/A) 👤 Andrea McCarty (602) 473-2712, Garric...	Review
☐	Brian Pearson (CGPDG2)	Confirmed	Pending	Nov 08,2022	$83.30	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Molly Lenehan (QPHHDQ)	Confirmed	Pending	Nov 08,2022	$326.70	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Tina McMillan (R9FDYY)	Confirmed	Pending	Nov 09,2022	$454.76	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Jennifer Oneill (4Z2XEN)	Confirmed	Pending	Nov 12,2022	$286.41	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Christine Cuddy (X41X7K)	Confirmed	Pending	Nov 12,2022	$82.18	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Jacquelyn Lavery (ZCPXDB)	Confirmed	Pending	Nov 12,2022	$226.31	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Nicole Conrad (KTT1PH)	Confirmed	Pending	Nov 14,2022	$299.94	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Terry Shaffer (B11JHQ)	Confirmed	Pending	Nov 15,2022	$97.58	(N/A) 👤 Garrick Morrison 480-810-6932	Review
☐	Kazunori Maruyama (249EJJ)	Confirmed	Pending	Nov 15,2022	$96.95	(N/A) 👤 Garrick Morrison 480-810-6932	Review

Previous 1 2 Next

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.
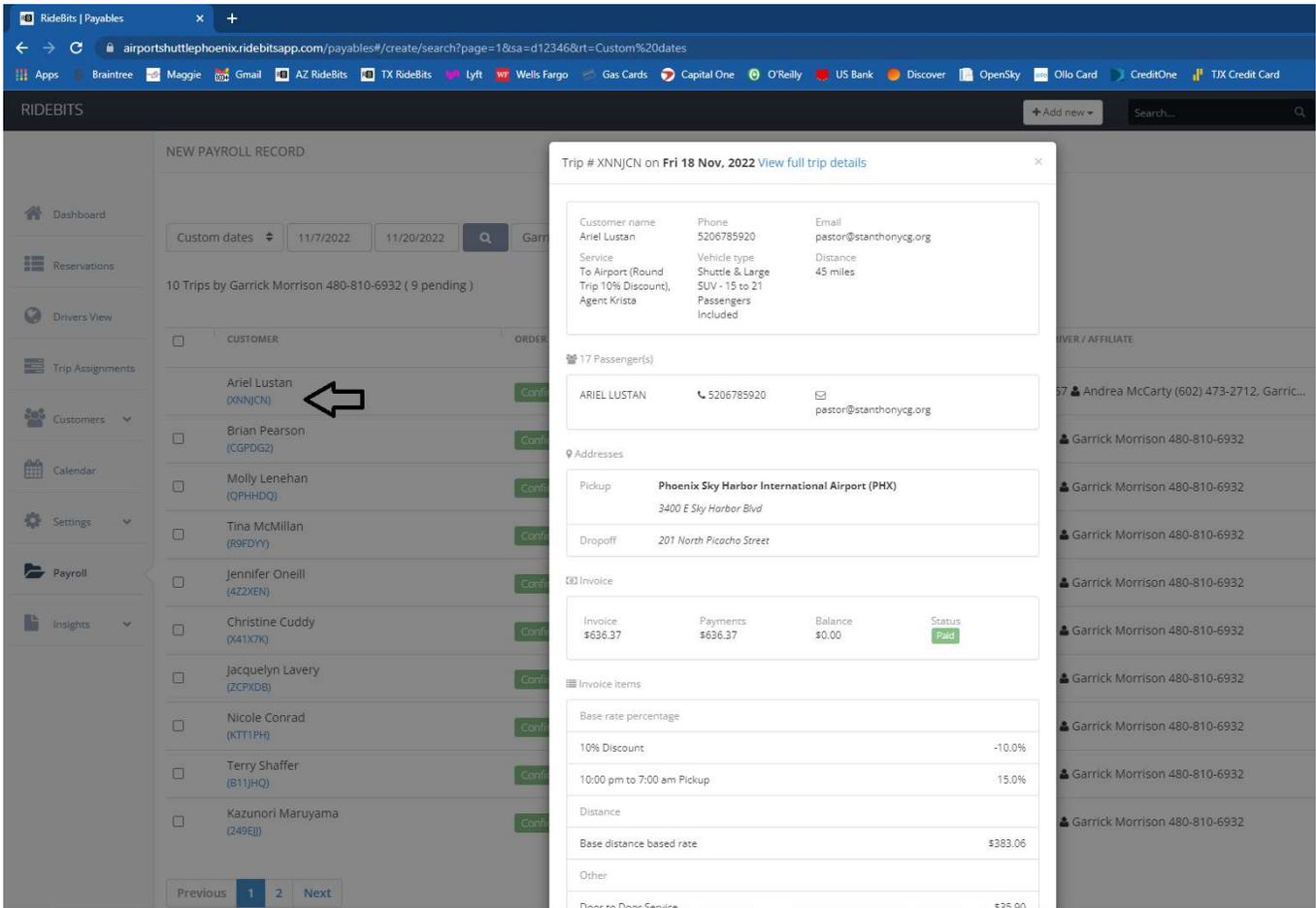
19. Then right click and open the "View full trip details" link in a new tab to see more details.
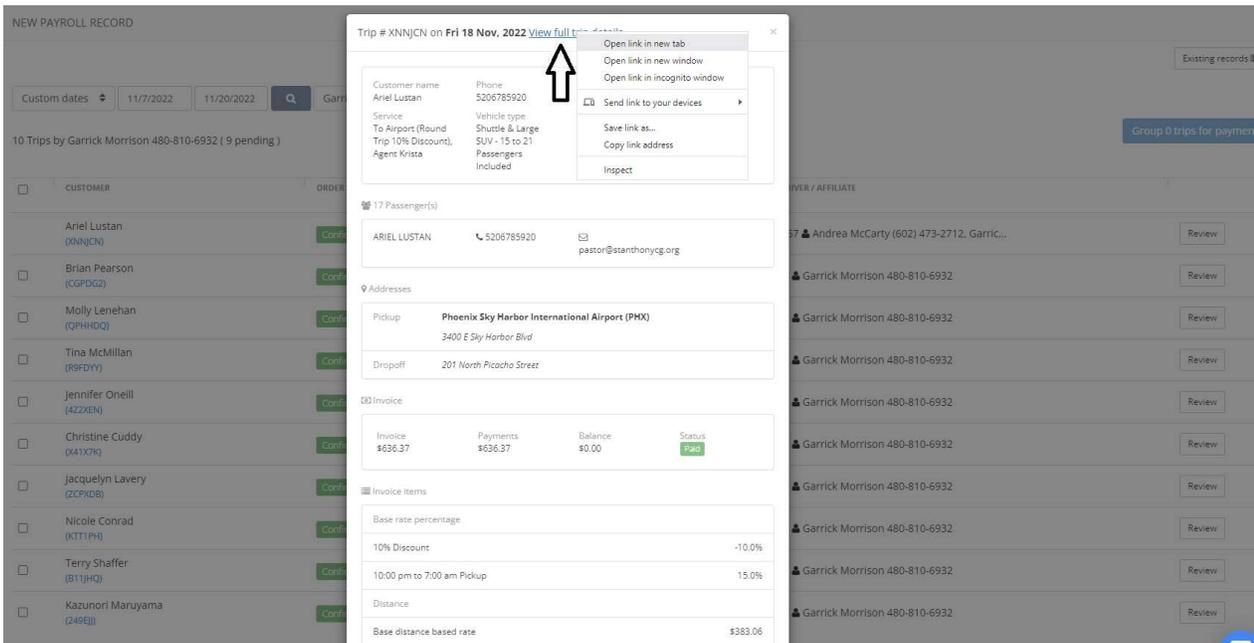
20. Click the tab you just opened.

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: h6amy6em	$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.

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.

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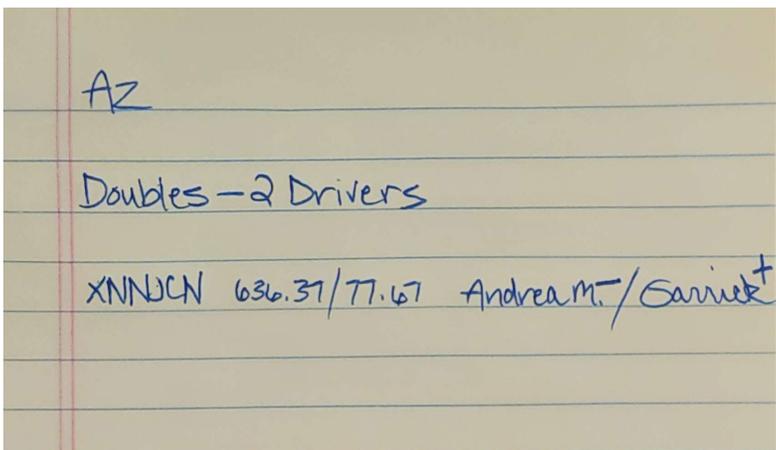
25. Select all trips that are not canceled on each page by clicking the check mark at the top of each page. There shouldn't be any canceled reservations since you removed them earlier. Each page can hold 10 trips. Make sure you don't miss any pages. The example below has three pages of

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".

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.

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.

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

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.

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.
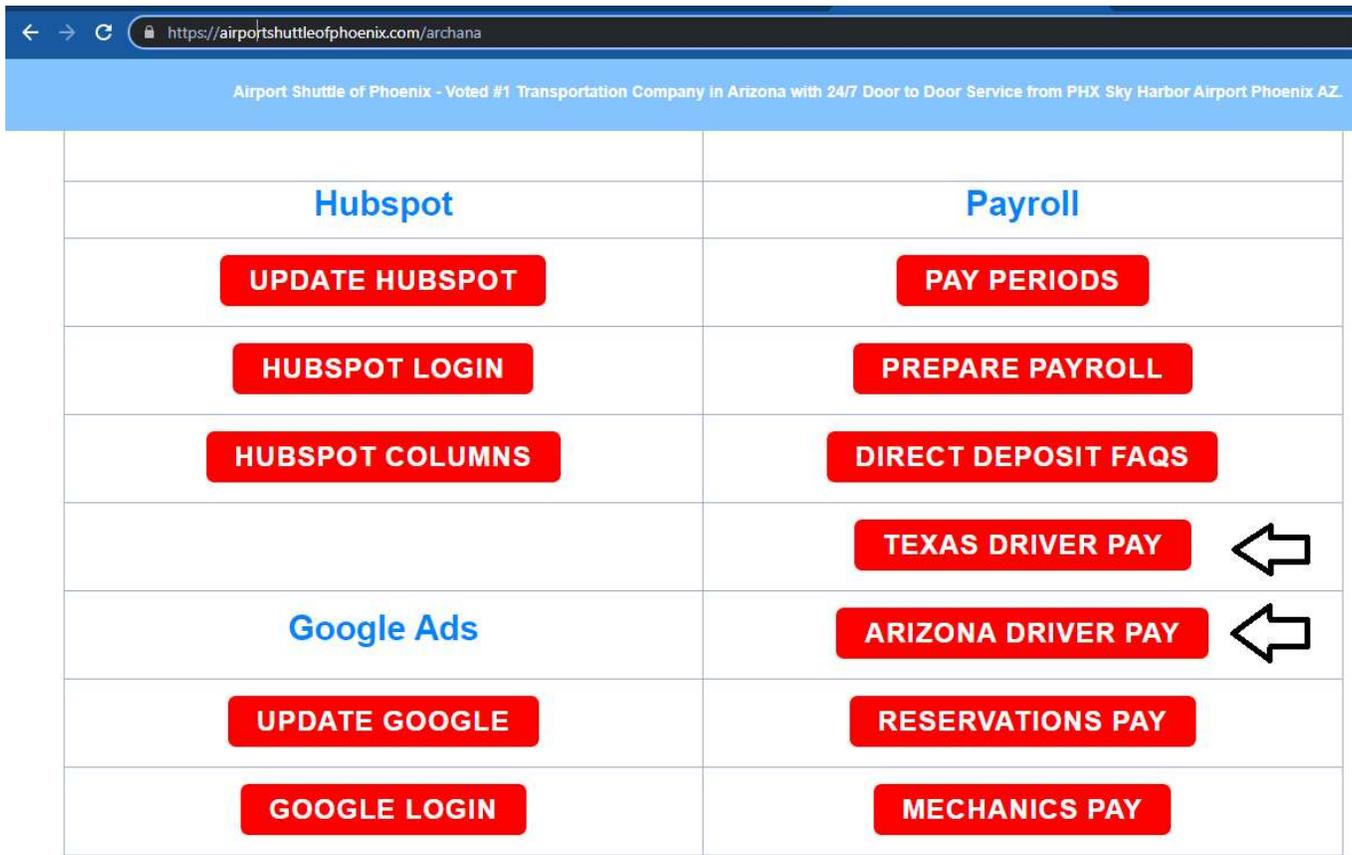
37. If you don't have Excel, download OpenOffice on your portal for free, so you can open Excel files. It's located at the bottom under Software. See picture on next page.
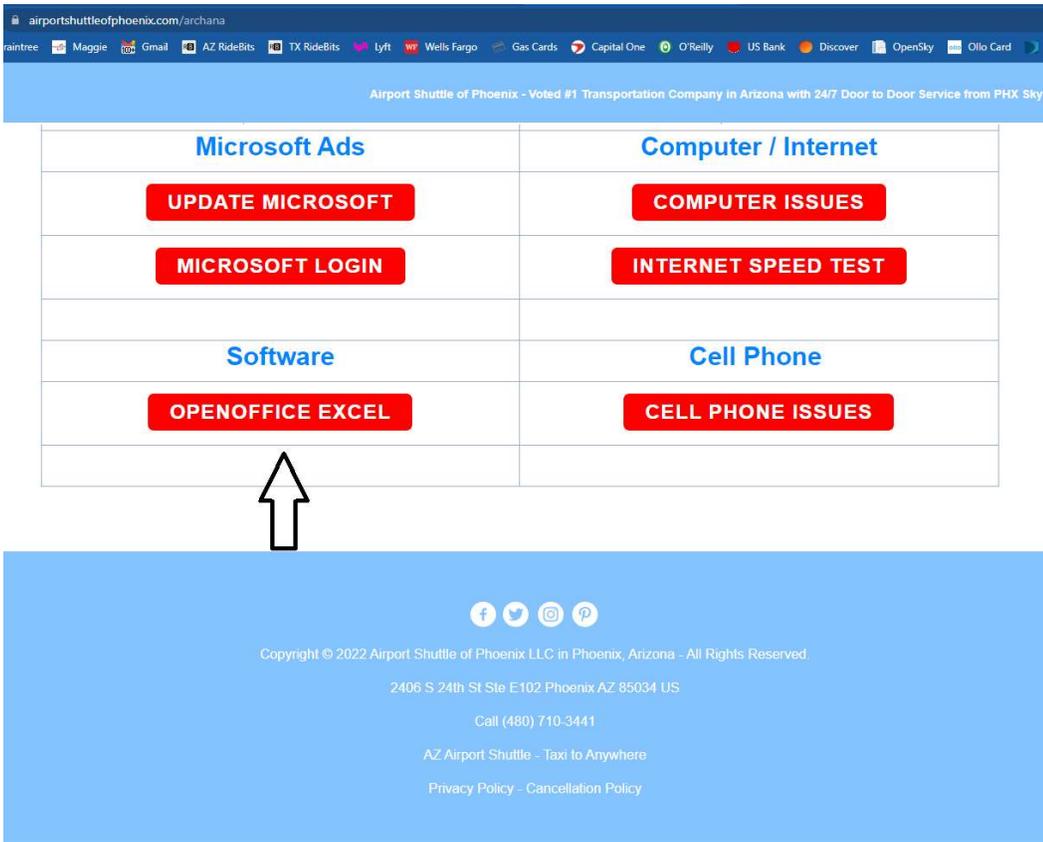
38. To open the Excel file, click file in the bottom left, then select open or always open to save time.
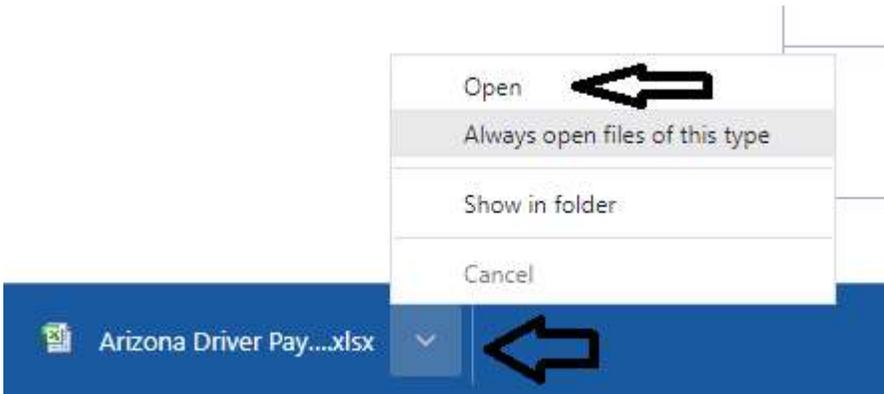
39. Open the Payroll Record for the driver.
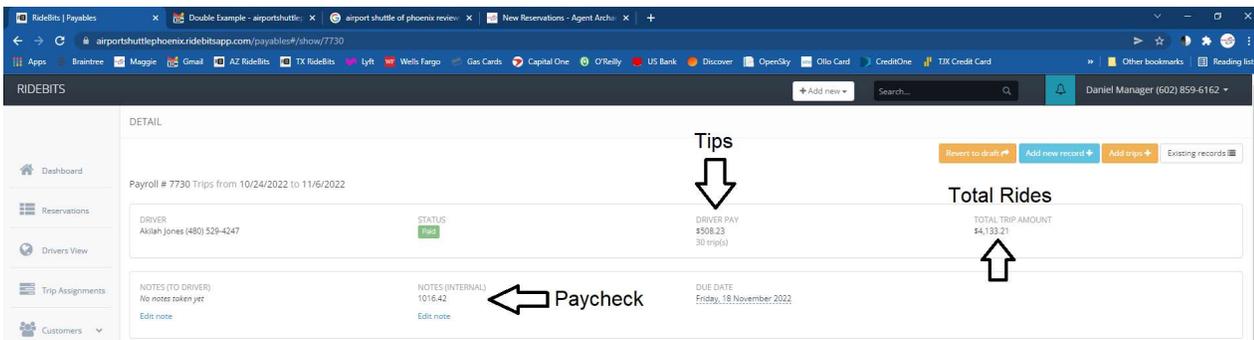
40. Open the Driver Pay Calculator; make sure it's the correct state (Arizona or Texas).

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".

|	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	
3					
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			
15					
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			
21					
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			
35					

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	$1,536.94
		10 trip(s)	

NOTES (TO DRIVER)	NOTES (INTERNAL)	DUE DATE
No notes taken yet	627.50	Sunday, 28 November 2021
Edit note		
	One Triple: D7V4EF	
	Edit note	

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.

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

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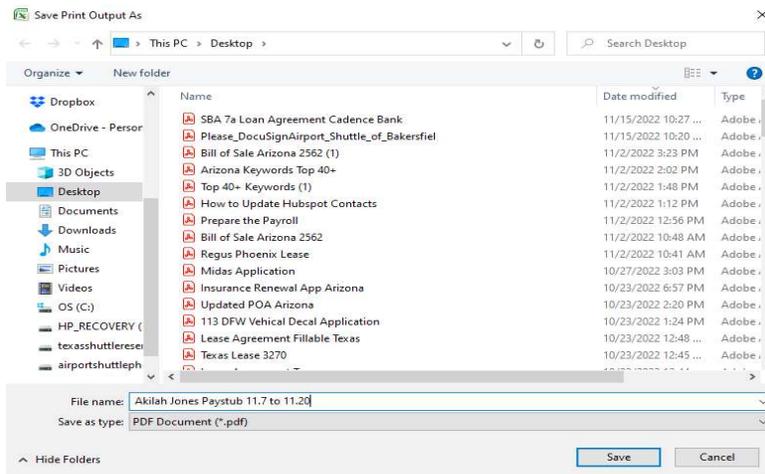
53. Once you do this for every driver, all drivers should show the correct pay amount in RideBits, total miles, 5 star reviews, doubles, triples in the notes, and you have a paystub for every driver. Email all of your paystubs to airportshuttlephoenix@gmail.com for Arizona and texasshuttlereservations@gmail.com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

53. Congratulations, you are done with driver pay.

54. Next step is reservations pay.