

PAYROLL INFORMATION

- **ALL** loads must be delivered via E-POD. This is required by our customers and our ERP system
- **ALL** loads will be paid within the pay period you deliver them on your app.
 - This means, if you deliver a load outside of the payroll cutoff, you will have to wait until the following pay period to be paid for that load.
- If something malfunctions with your app and your dispatcher has to arrive the load manually, you have until **MONDAY** the week of payroll to have the signed paperwork *in the hands of your dispatcher.*
- Any breakdown pay or spare pay that you wish to receive will require a form filled out by you and turned into **DISPATCH**.
- Any Miscellaneous pay that you wish to receive (PTO, Misc, Breakdown, Etc.) will require a form filled out and turned into dispatch **NO LATER THAN** the **FRIDAY** before payroll.

The bottom line is it is simple; deliver your loads in a timely proper manner using the app and you won't have any payroll issues.

If you have payroll issues:

- You **MUST** wait until **AFTER** you have received your trip breakdown **and** Pay Stub and identify what is incorrect prior to calling into the office.
- When you call in, you must provide **at least one** of the following: *Load Number, VIN, Order Number*
- Who to contact:
 - Car/SUV pay errors – Bekah Herren
 - Any rate issues – Bekah Herren
 - Breakdown Pay/Spare Truck Pay – Dispatch/Dewain
 - Vacation/PTO – Tonia Brown