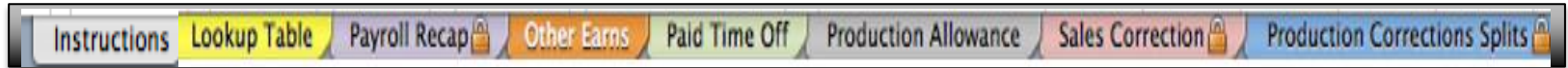


MASTER PAYROLL WORKSHEET

Quick Reference Guide

You will use this Excel document to provide information to Payroll, such as hours worked for hourly team members, Paid Time Off, adjustments needed to commissions and other compensation earned, so that payroll can be accurately processed.

Overview



The Master Payroll Worksheet has eight tabs, which you will use at different times during the payroll process.

- Instructions: Includes basic instructions for completing the worksheet.
- Lookup Table: Where team members are added to the worksheet.
- Payroll Recap: Where you will enter hourly team members' **hours and the total hours for 7I compliance on commission team member. Note: 7I are only for the end of the month payroll process.** Also includes summary information and is considered the “cover sheet” for Payroll.
- Other Earnings: Where you will enter team member other earnings for professional license fees, hourly work for commission team members, surveys and graphs completed.
- Paid Time Off: Where you will **enter time off for team members who are salaried or commission. Note: This is not for hourly team members.**
- Production Allowance: Used to charge back a team member for the % of production commission received, when a portion or all of a customer’s service charge has been written off for satisfaction reasons, and we have determined that the technician or specialist was at fault/negligent in the treatment that caused the dissatisfaction.
- Sales Corrections: Where you will document changes that need to be made to sales commissions.
- Production Correction Splits: Where you will document changes that need to be made to production commissions.

Instructions Tab

What is this tab?

The Instructions tab includes basic instructions for completing the worksheet and the payroll process.

When will I use this tab?

Use this tab at any point for help with completing the worksheets or payroll process.

The screenshot displays an Excel spreadsheet with the following content:

- Row 1: Column A contains the **MASSEY SERVICES INC.** logo.
- Row 1: Column D contains the word **PROCEDURE**.
- Row 5: A table with two columns. The first column contains 'SECTION: AUTOMATED PAYROLL' and the second column contains 'NUMBER: 404A'.
- Row 6: A table with one column containing 'SUBJECT: Automated Payroll Process'.
- Row 11: A bold heading **HOW TO USE THE MASTER PAYROLL FILE**.
- Row 15: A bullet point: **• Open the Service Center Master Worksheet xls located in the ESF folder for the Service Center Folder.**
- Row 19: Text: **The Payroll Master Worksheet is a Microsoft Excel file and will be named with the Service Center Name and Number.**
- Row 23: Text: **Example: G:\Service Centers\001 N Orlando\ESF**
- Row 26: Text: **The Master worksheet consists of 9 tabs as seen below:**
- Row 29: A horizontal bar representing the Excel tab bar with the following tabs: **Lookup Table** (yellow), **Instructions** (green), **Payroll Recap** (purple), **Other Earnings** (orange), **Paid Time Off** (light green), **Production Allowance** (grey), **Sales Correction** (red), and **Production Corrections Splits** (blue).

Lookup Table Tab Continued

Adding and Removing Team Members

Removing Team Members:

Highlight the entire row then hit delete on the keyboard. The row can be reused with a new team member. You cannot delete rows, only the information in them.

Note: Team members cannot be deleted from the Lookup Table, until you reach a pay period where they did not work any hours. If the team member worked any hours during a pay period, even if they are now no longer with Massey, you must leave them on the Lookup table.

Adding Team Members:

Add directly to the bottom of the list. Do not insert rows.

Lookup Table Tab Continued

Completing the Table

Review the following pages to learn how to complete the Lookup Table.

1	EE #	ENTER TEAM MEMBER	SC	Position	Pay Group	Hourly Rate	Professional Fees	Guarantee	Hire Date
9	1	2	3						
10									
11									
12									
13									
14									
15									
16									
17									

1 Employee Number
 Where do you get it: [Request from Payroll](#)

3 Service Center
 Where do you get it: Service Center

How do you enter it: Enter '000000, then enter 6 digit team member number

How do you enter it: Enter '000, then enter 3-digit service center number (service center 8 will be '008, service center 125 will be '125)

2 Team Member
 Where do you get it: ESF

How do you enter it: Enter **Last Name, First Name** as it appears on the ESF

A	B	C	D	E	F	G	H	I	J	K	L	M
MASSEY							EMPLOYEE STATL					
Service Center			Service Center No.			Date Processed		Employment Date				
First Name			Middle Initial		Last Name							
Street												
City						State						

Complete the Appropriate Section(s)

1	EE #	ENTER TEAM MEMBER	SC	Position	Pay Group	Hourly Rate	Professional Fees	Guarantee	Hire Date
9									
10									
11									
12									
13									
14									
15									
16									
17									

7 Professional Fees
 Where do you get it: ESF
 How do you enter it: Enter professional fees from ESF

9 Hire Date
 Where do you get it: ESF
 How do you enter it: Enter hire date from the ESF.

COMPENSATION ARRANGEMENTS						
WAGES		FROM	TO	SALES COMMISSIONS		
29	Hourly			PP Sales %		
30	Salary (monthly)			Lawn Care Sales %		
31	Guarantee (monthly)			Special One time Services Convention Termite		
32	Draw (monthly)			Renovation Sales %		
33	**Draw after 6 months			Termite Collections %		
34				Protection/Fumigation%		
35				Baiting \$8.00 +		
36				Baiting \$4.50		
37				Irrigation Maintenance %		
38	PRODUCTION			Irrigation Repair %		
39	PP Service %			COLLECTIONS		
40	Lawn Care Service %			PP Collections %		
41	Annual Aeration %			Lawn Care Collections %		
42	Aeration Starts %			Termite Renewal Collections %		
43	Irrigation/ Renovation %			Baiting Renewal Collections %		
44	Termite Reinspection %			Baiting Monitoring/LF		
45	Baiting Monitoring/LF			Baiting Reinspection %		
46	Baiting Reinspection %			Baiting Installations Hourly \$		
47	Baiting Installations Hourly \$			Termite Hourly \$		
48	Termite Hourly \$			OTHER		
				Auto Allowance		

EMPLOYEE STATUS FORM

F No.	Date Processed	Employment Date	For Payroll Dept Use only
			File #
Last Name			
			Home Phone
			Zip Code
		State	

8 Draw/Guarantee
 Note: This is only for **commission** team members.
 Where do you get it: ESF
 How do you enter it: Enter **semi monthly** Guarantee or Draw from ESF. For example, if the team member has a \$1900 Guarantee, then enter \$950.

COMPENSATION ARRANGEMENTS		
WAGES	FROM	TO
Hourly		
Salary (monthly)		
Guarantee (monthly)		
Draw (monthly)		
**Draw after 6 months		

Half of the monthly amount. →

Payroll Recap Tab

What is this tab?

This is the payroll cover sheet and provides a short recap of the payroll, with detail following on the additional tabs in the worksheet.

When will I use this tab?

You will use this tab every payroll period to:

- Document hourly associates' hours worked and time off taken. **Note:** This is for hourly, non-commission team members only. You will enter hours for commission team members who are eligible to earn an hourly rate on a separate tab.
- Note any changes to the team members (new hires, transfers, terminations).

For the 16th-end of month payroll period, you will also use it to:

- Enter 7I Compliance hours for production commission team members.

What is 7I Compliance?

For Production Commission team members, we must ensure that their commission earned is at least equal to minimum wage each month. Payroll uses the hours you input here to make that determination and take the appropriate next steps.

What will I need to complete this tab?

- Time Sheets
- Production Log
- Employee Status Form

PAYROLL RECAP

Service Center: SC Name - # 1

Pay Period Ending: 2 09/30/2011
Pay Date: 3 10/11/2011

General Manager Approval: _____

attach signed timesheets, if applicable

TEAM MEMBER	EMPLOYEE NUMBER	POSITION	HIRE DATE	HOURS(HOURLY TEAM MEMBERS ONLY)							SEMI-MONTHLY WAGE (DRAW-GUARANTEES)	TOTAL HOURS FOR 7I COMPLIANCE	Changes (new hire, terms-transfers provide dates)
				REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	JURY HOURS	BEREAV HOURS			
Anyone, Allie	008965	SERVMGRP	1/1/01	72		8					-		
Ashcroft, Smith	001241	PESTTECH	1/1/01								950.00		
Doe, John	078932	TERMTECH	1/1/01	80							-		
Smith, Sam	000123	CSS	1/1/01								-		
Someone, Gordon	804110	GENMGR	1/1/01								-	185	
Williams, Anyone	801223	SALESP	1/1/01	64		8	8				900.00		
Williams, Someone	801896	OMGR1	1/1/01								-		

1 Service Center

Where do you get it: Service Center

How do you enter it: Enter 'Service Center Name – Service Center number'. For example, [GreenUp West Orange - 2](#)

2 Pay Period Ending

Where do you get it: For the 1st-15th pay period this will be the 15th of the month. For the 16th-end of the month pay period, this will be the last day of the month.

How do you enter it: Enter 'month/date/year'. For example, 01/16/2012.

3 Pay Date

Where do you get it: For the 1st-15th pay period this will be the 25th of the month or if this falls on a weekend or holiday the previous working day. For the 16th-end of the month pay period, this will be the 10th of the following month or if this falls on a weekend or holiday he previous working day.

How do you enter it: Enter 'month/date/year'. For example, 01/10/2012.

Note: You only need to complete the fields in blue. Fields in white auto-populate.

PAYROLL RECAP

Service Center: _____ SC Name - # _____

Pay Period Ending:	09/30/2011
Pay Date:	10/11/2011

General Manager Approval: _____

attach signed timesheets, if applicable

TEAM MEMBER	EMPLOYEE NUMBER	POSITION	HIRE DATE	4 HOURS(HOURLY TEAM MEMBERS ONLY)							SEMI-MONTHLY WAGE (DRAW-GUARANTEES)	TOTAL HOURS FOR 7I COMPLIANCE	Changes (new hire, terms-transfers provide dates)
				REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	JURY HOURS	BEREAV HOURS			
Anyone, Allie	008965	SERVMGRP	1/1/01	72		8					-		
Ashcroft, Smith	001241	PESTTECH	1/1/01								950.00		
Doe, John	078932	TERMTECH	1/1/01	80							-		
Smith, Sam	000123	CSS	1/1/01								-		
Someone, Gordon	804110	GENMGR	1/1/01								-	185	
Williams, Anyone	801223	SALESP	1/1/01	64		8	8				900.00		
Williams, Someone	801896	OMGR1	1/1/01								-		

4 Hours (Hourly Team Members Only)
Note: Only complete these fields for hourly, non-commission team members.

Where do you get it: Time Sheets

How do you enter it: For each hourly, non-commission team member, enter the total hours in each applicable column as taken from their time sheet for the pay period.

WEEKLY RECAP OF HOURS TO BE PAID					
TYPE OF HOURS	Week One	Week Two	Week Three	Carry Forward	Grand Total
REGULAR	-	-	-	-	-
OVERTIME	-	-	-	-	-
HOLIDAY	0	0	0		-
VACATION	0	0	0		-
SICK	0	0	0		-
BEREAVEMENT	0	0	0		-
JURY	0	0	0		-

A Note About Calculating Overtime

Sometimes a work week will be split across two pay periods. When this is the case hours worked for that week are “carried over” to the next payroll when calculating overtime. For example, if a team member works Monday the 14th, and Tuesday the 15th, those hours will be paid, but will be “carried forward” on a time sheet for the purpose of calculating and managing overtime in that week for the next pay period. This is calculated for you on the time sheets in the “Carry Forward” column.

Note: You only need to complete the fields in blue. Fields in white auto-populate.

PAYROLL RECAP

Service Center: _____ SC Name - # _____

Pay Period Ending:	09/30/2011
Pay Date:	10/11/2011

General Manager Approval: _____

attach signed timesheets, if applicable

TEAM MEMBER	EMPLOYEE NUMBER	POSITION	HIRE DATE	HOURS(HOURLY TEAM MEMBERS ONLY)							SEMI-MONTHLY WAGE (DRAW-GUARANTEES)	TOTAL HOURS FOR 7I COMPLIANCE	6 Changes (new hire, terms-transfers provide dates)	
				REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	JURY HOURS	BEREAV HOURS				
				10TH PAYROLL ONLY										
Anyone, Allie	008965	SERVMGRP	1/1/01	72		8						-		
Ashcroft, Smith	001241	PESTTECH	1/1/01									950.00		
Doe, John	078932	TERMTECH	1/1/01	80								-		
Smith, Sam	000123	CSS	1/1/01									-		
Someone, Gordon	804110	GENMGR	1/1/01									-	185	
Williams, Anyone	801223	SALESP	1/1/01	64		8	8					900.00		
Williams, Someone	801896	OMGR1	1/1/01									-		

6 Changes

Where do you get it: ESF or verbally from team member or management.

How do you enter it: Enter any notes here regarding each team member, include new hire dates, terminations dates, transfer dates, etc.

Note: You only need to complete the fields in blue. Fields in white auto-populate.

Complete the Appropriate Section(s)

HIRING, CHANGES, TRANSFERS, SALARY CHANGES

EMPLOYEE STATUS	Addition	Replacement*	Rehire	Separation	Transfer	Comp Change	Other Change	Effective Date	
POSITION STATUS	Full	Part-time	Temp	Exempt	Budgeted			Position Title	
WITHHOLDING TAXES	<input type="checkbox"/> Married at Single <input type="checkbox"/> Married <input type="checkbox"/> Single		# of Deductions	State Taxes	Other Taxes	<input type="checkbox"/> Yes <input type="checkbox"/> NO		Position Classification Code	
EDUCATION	# of Yrs Completed		Diploma/Degree						Driver's License No.
*If employee is a replacement, give name of person being replaced, their previous compensation and vehicle #								Prev Employee's Separation Date	
COMMENTS:									

Other Earns Tab

What is this tab?

This tab is used to track additional earnings for team members. It is most often used to track hourly work production commission technicians have performed, but it can also be used to track professional fees team members should receive and compensation team members should receive for completed surveys (including New Construction Guarantee Acknowledgment) and graphs.

When will I use this tab?

You will not use this tab for the 1st-15th pay period.

For the 16th-end of month payroll period, you will also use it to track team member additional earnings for **the entire month**.


What will I need to complete this tab?

- Timesheets
- Customer signed graphs
- Customer signed surveys

Other Earns Continued

Completing the Tab

Review the following pages to learn how to complete the Other Earns tab. After this is completed, print it and obtain the General Manager's signature. Make copies of the signed graphs and surveys and time sheets to be submitted with payroll.

OTHER EARNINGS																
Pay Date:	10/11/11															
SC Name - #																
General Manager Approval:	_____															
Timesheet to support all hourly work performed, with proper category breakdown																
TEAM MEMBER	EMPLOYEE NUMBER	PAY SCALE	POSITION	PROFESSIONAL LICENSE FEES	TECH HOURS	HOURLY RATE	TECH OT HOURS	HOURLY OT RATE	HOURLY EARNS	# OF SURVEYS	\$ SURVEYS	TOTAL SURVEYS	# OF GRAPHS	\$ GRAPHS	TOTAL GRAPHS	TOTAL OTHER
Anyone, Allie	008965	SLRY	SERVMGRP	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Ashcroft, Smith	001241	COMM	PESITTECH	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ 10.00	\$ -	5	\$ 2.50	\$ 12.50	\$ 12.50
Doe, John	078932	HRLY	TERMTECH	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Smith, Sam	000123	HRLY	CSS	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Someone, Gordon	804110	SLRY	GENMGR	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Williams, Anyone	801223	COMM	SALESP	\$ -		\$ -		\$ -	\$ -		\$ 10.00	\$ -		\$ 2.50	\$ -	\$ -
Williams, Someone	801896	HRLY	OMGR1	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -

OTHER EARNINGS



Pay Date: 10/11/11

SC Name - #

General Manager Approval:

Timesheet to support all hourly work performed, with proper category breakdown

TEAM MEMBER	EMPLOYEE NUMBER	PAY SCALE	POSITION	PROFESSIONAL LICENSE FEES	TECH HOURS	HOURLY RATE	TECH OT HOURS	HOURLY OT RATE	HOURLY EARNS	# OF SURVEYS	\$ SURVEYS	TOTAL SURVEYS	# OF GRAPHS	\$ GRAPHS	TOTAL GRAPHS	TOTAL OTHER
Anyone, Allie	008965	SLRY	SERVMGRP	\$ -		\$ -		\$ -	\$ -		\$ -			\$ -	\$ -	\$ -
Ashcroft, Smith	001241	COMM	PESTTECH	\$ -	1	\$ 10.00	2	\$ 15.00	\$ -		\$ 10.00		5	\$ 2.50	\$ 12.50	\$ 12.50
Doe, John	078932	HRLY	TERMTECH	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -			\$ -	\$ -	\$ -
Smithy, Sam	000123	HRLY	CSS	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -			\$ -	\$ -	\$ -
Someone, Gordon	804110	SLRY	GENMGR	\$ -		\$ -		\$ -	\$ -		\$ -			\$ -	\$ -	\$ -
Williams, Anyone	801223	COMM	SALESP	\$ -		\$ -		\$ -	\$ -		\$ 10.00			\$ 2.50	\$ -	\$ -
Williams, Someone	801896	HRLY	OMGR1	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -			\$ -	\$ -	\$ -

Note: You only need to complete the fields in blue. Fields in white auto-populate.

1 Tech Hours

Note: This field is only to be used for production commission team members who are also eligible for hourly work.

Where do you get it: Timesheets

How do you enter it: Enter total hourly time for the entire month from the timesheets.

Note: You will need to look at the timesheet for each payroll period and total the hours worked.

2 Tech OT Hours

You will not use this field.

MASSEY SERVICES INC. PAYROLL TIME SHEET

NAME: Team Member | PAYROLL #: 0 | EMPLOYEE SIGNATURE: _____
 SERVICE CENTER: 0 | PAY PERIOD ENDING: 10/15/2012 | MANAGER APPROVAL: _____

WEEK ONE											WEEK TWO										
Day	Date	In	Out	Lunch In	Lunch Out	Daily Hours	Total Reg	Total OT	Paid Hrs Off	Code	Day	Date	In	Out	Lunch In	Lunch Out	Daily Hours	Total Reg	Total OT	Paid Hrs Off	Code
HOURS CARRIED FORWARD FROM PRIOR PAY PERIOD: 0																					
SUN						0.00					SUN	10/7					0.00				
MON	10/1					0.00					MON	10/8					0.00				
TUE	10/2					0.00					TUE	10/9					0.00				
WED	10/3					0.00					WED	10/10					0.00				
THU	10/4					0.00					THU	10/11					0.00				
FRI	10/5					0.00					FRI	10/12					0.00				
SAT	10/6					0.00					SAT	10/13					0.00				
WK 1 TOTAL						-	-	-	-		WK 2 TOTAL						-	-	-	-	

WEEK THREE											WEEKLY RECAP OF HOURS TO BE PAID					
Day	Date	In	Out	Lunch In	Lunch Out	Daily Hours	Total Reg	Total OT	Paid Hrs Off	Code	TYPE OF HOURS	Week One	Week Two	Week Three	Carry Forward	Grand Total
SUN	10/14					0.00					REGULAR	-	-	-	-	-
MON	10/15					0.00					OVERTIME	-	-	-	-	-
TUE						0.00					HOLIDAY	0	0	0	0	-
WED						0.00					VACATION	0	0	0	0	-
THU						0.00					SICK	0	0	0	0	-
FRI						0.00					BEREAVEMENT	0	0	0	0	-
SAT						0.00					JURY	0	0	0	0	-
WK 3 TOTAL						-	-	-	-							

SERVICE CATEGORY BREAKDOWN

Pest	Lawn	Balting Install	Balting Monitor	Sub	Pretreat	Fume	Reg R/S	Sub Reirt	Balting R/S	Indirect	Boracare	Irrigation	Reno
31	36	38	39	41	42	45	46	47	53	56	55	58	59

OTHER EARNINGS



Pay Date: 10/11/11

SC Name - #

General Manager Approval:

Timesheet to support all hourly work performed, with proper category breakdown

TEAM MEMBER	EMPLOYEE NUMBER	PAY SCALE	POSITION	PROFESSIONAL LICENSE FEES	TECH HOURS	HOURLY RATE	TECH OT HOURS	HOURLY OT RATE	HOURLY EARNS	# OF SURVEYS	\$ SURVEYS	TOTAL SURVEYS	# OF GRAPHS	\$ GRAPHS	TOTAL GRAPHS	TOTAL OTHER
Anyone, Allie	008965	SLRY	SERVMGRP	\$ -		\$ -		\$ -	\$ -		\$ -			\$ -		\$ -
Ashcroft, Smith	001241	COMM	PESTTECH	\$ -		\$ 10.00		\$ 15.00	\$ -	3	\$ 10.00		4	\$ 2.50	\$ 12.50	\$ 12.50
Doe, John	078932	HRLY	TERMTECH	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -			\$ -		\$ -
Smith, Sam	000123	HRLY	CSS	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -			\$ -		\$ -
Someone, Gordon	804110	SLRY	GENMGR	\$ -		\$ -		\$ -	\$ -		\$ -			\$ -		\$ -
Williams, Anyone	801223	COMM	SALESP	\$ -		\$ -		\$ -	\$ -		\$ 10.00			\$ 2.50		\$ -
Williams, Someone	801896	HRLY	OMGR1	\$ -		\$ 10.00		\$ 15.00	\$ -		\$ -			\$ -		\$ -

3 # of Surveys

Note: Please check with your Service Center to see if and how this field is used.

Where do you get it: Signed surveys or signed New Construction Guarantee Acknowledgment

How do you enter it: Enter total number of customer signed surveys turned in **for the entire month** for eligible team members

4 # of Graphs

Note: Please check with your Service Center to see if and how this field is used.

Where do you get it: Signed graphs

How do you enter it: Enter total number of customer signed graphs turned in **for the entire month** for eligible team members

Note: You only need to complete the fields in blue. Fields in white auto-populate.

Paid Time Off

What is this tab?

This tab is used to track paid time off **days** for salary and commission team members. **Note:** Salary team members don't get daily pay for paid time off. Enter their hours anyway for time tracking purposes.

When will I use this tab?

You will not use this tab for the 1st-15th pay period.

For the 16th-end of month payroll period, you will also use it to track team member paid time off for **the entire month**.

What will I need to complete this tab?

Absentee Calendar

Pay Date:	10/11/11	SC Name - #	Massey																	PAID TIME OFF				
General Manager Approval:																								
Jury Duty-Send in supporting court document																								
1																								
TEAM MEMBER	EMPLOYEE NUMBER	POSITION	PAY SCALE	HIRE DATE	LENGTH OF SERVICE	PTO PAY	PAID TIME OFF																	TOTAL PAID TIME OFF
							VAC DAYS	DATES	VAC EARNS	SICK DAYS	DATES	SICK EARNS	HOLIDAY DAYS	DATES	HOLIDAY EARNS	JURY DAYS	DATES	JURY EARNS	BEREAV DAYS	DATES	BEREAV EARNS	TRAINING DAYS	DATES	
Anyone, Allie	008965	SERVMGRP	SLRY	01/01/01	11.8			\$ -			\$ -					\$ -				\$ -	\$ -			
Ashcroft, Smith	001241	PESTTECH	COMM	01/01/01	11.8	\$70			\$ -		\$ -	1	1-Jan	\$ 70.00		\$ -			\$ -		\$ -	\$ 70.00		
Doe, John	078932	TERMTECH	HRLY	01/01/01	11.8			\$ -			\$ -				\$ -				\$ -		\$ -	\$ -		
Smith, Sam	000123	CSS	HRLY	01/01/01	11.8		5	Jan 17-21	\$ -		\$ -	1	1-Jan	\$ -		\$ -			\$ -		\$ -	\$ -		
Someone, Gordon	804110	GENMGR	SLRY	01/01/01	11.8				\$ -		\$ -	1	1-Jan	\$ -	1	12-Jan	\$ -			\$ -	1	21-Jan	\$ -	
Williams, Anyone	801223	SALESP	COMM	01/01/01	11.8	\$70			\$ -		\$ -			\$ -		\$ -			\$ -		\$ -	\$ -		
Williams, Someone	801896	OMGR1	HRLY	01/01/01	11.8				\$ -		\$ -	1	1-Jan	\$ -		\$ -			\$ -		\$ -	\$ -		
						\$70			\$ -		\$ -			\$ -		\$ -			\$ -		\$ -	\$ -		

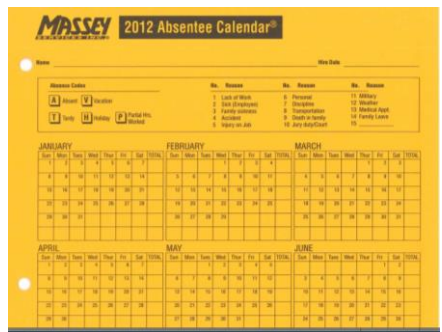
1

Paid Time Off (Vac Days/Dates, Sick Days/Dates, Holiday Days/Dates, Jury Days/Dates, Bereav Days/Dates, Training Days/Date)

Where do you get it: Absentee calendar

How do you enter it:

1. Enter **days** each team member took for vacation (VAC), Sickness (SICK), holidays (HOLIDAY), Jury Duty (JURY), Bereavement (BEREAV) and training (TRAINING) in the appropriate "Days" column. For the **entire month**.
2. Then enter the dates of those days in the appropriate "Dates" column. Enter consecutive dates like Jan 1-5. Enter non-consecutive days like Jan-5, 8, 16.



Massey															PAYROLL TIME SHEET																																												
NAME: Team Member															PAYROLL #															EMPLOYEE SIGNATURE:																													
SERVICE CENTER: 8															PAY PERIOD ENDING: 10/10/11															MANAGER APPROVAL:																													
WEEK ONE															WEEK TWO															WEEK THREE															WEEKLY RECAP OF HOURS TO BE PAID														
Day	Date	In	Out	In	Out	Only Hours	Total Reg	Total Off	Total PTO	Total Off	Costs	Day	Date	In	Out	In	Out	Only Hours	Total Reg	Total Off	Total PTO	Total Off	Costs	Day	Date	In	Out	In	Out	Only Hours	Total Reg	Total Off	Total PTO	Total Off	Costs	TYPE OF HOURS	Week One	Week Two	Week Three	Carry Forward	Grand Total																		
MON	10/10					0.00						MON	10/10					0.00						MON	10/10					0.00						REGULAR	-	-	-	-	-																		
TUE	10/11					0.00						TUE	10/11					0.00						TUE	10/11					0.00						HOLIDAY	0	0	0	0	0																		
WED	10/12					0.00						WED	10/12					0.00						WED	10/12					0.00						WEEKEND	0	0	0	0	0																		
THU	10/13					0.00						THU	10/13					0.00						THU	10/13					0.00						SICK	0	0	0	0	0																		
FRI	10/14					0.00						FRI	10/14					0.00						FRI	10/14					0.00						BEREAVEMENT	0	0	0	0	0																		
SAT	10/15					0.00						SAT	10/15					0.00						SAT	10/15					0.00						JURY	0	0	0	0	0																		
WEEK 1 TOTAL						0.00						WEEK 2 TOTAL					0.00							WEEK 3 TOTAL					0.00																														
SERVICE CATEGORY BREAKDOWN																																																											
REG	PTO	BEREAV	SICK	JURY	TRAINING	WEEKEND	HOLIDAY	OTHER	TOTAL	REG	PTO	BEREAV	SICK	JURY	TRAINING	WEEKEND	HOLIDAY	OTHER	TOTAL	REG	PTO	BEREAV	SICK	JURY	TRAINING	WEEKEND	HOLIDAY	OTHER	TOTAL																														
31	18	0	0	0	0	0	0	0	49	31	18	0	0	0	0	0	0	0	49	31	18	0	0	0	0	0	0	0	49																														

Note: You only need to complete the fields in blue. Fields in white auto-populate.

Production Allowance

What is this tab?

We occasionally write off all or a portion of a customer's service charge for satisfaction reason. If we determine that the technician or specialist was at fault/negligent in the treatment that caused the dissatisfaction, we will charge that technician back for the % of production commission he received. Production allowances can be supported by allowance forms approved by the General or Regional Manager.

When will I use this tab?

You will not use this tab for the 1st-15th pay period.

For the 16th-end of month payroll period, you will also use it to track production commission team member charge backs for **the entire month**.

What will I need to complete this tab?

Allowance form

	TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	PRODUCTION TYPE	PRODUCTION ALLOWANCE ENTER NEGATIVE	PRODUCTION COMMISSION %	PRODUCTION CHARGEBACK \$	ACCT CODE	TOTAL Production Allowance	Reason
12											
13	Ort 1 Andrew N.		78 2 /89	Masse 3 vices	L 4	\$ 5 .00)	6	\$ (65.00)	36	\$ (65.00)	Applied to much ch 7 ul, burned grass
14								\$ -		\$ -	
15								\$ -		\$ -	

1 Team Member

Where do you get it: Customer Allowance

How do you enter it: Select appropriate team member name from the dropdown

Chargeback to: (Name)*
Bill Route 08

2 Account Number

Where do you get it: Customer Allowance

How do you enter it: Enter account number the allowance is for

Acct #
177886

3 Customer Name

Where do you get it: Customer Allowance

How do you enter it: Enter customer name for the account the allowance is for

Customer Name
Sam Raulerson

4 Production Type

Where do you get it: Customer Allowance

How do you enter it: Select appropriate production type from the dropdown

Svc Type
Pest

PEST
TERMITE
BAIT
LAWN
IRRIGATION
AERATION
PRETREAT
TERMITE REI
BAIT REI
INDIRECT
BORA CARE
BIOREMEDIATION
RENOVATION
FUMIGATION

5 Production Allowance

Where do you get it: Customer Allowance

How do you enter it: Enter the the total amount as a negative number

Amount
\$72.00
Chargeback to: (Name)*

6 Commission %

Where do you get it: Employee Status Form

How do you enter it: Enter commission percentage the team member receives for this type of production. This should be a positive number, even though you are decreasing the commission paid.

38	PRODUCTION		
39	PP Service %		
40	Lawn Care Service %		
41	Annual Aeration %		
42	Aeration Starts %		
43	Irrigation/ Renovation %		
44	Termite Reinspection %		
45	Baiting Monitoring/LF		
46	Baiting Reinspection %		
47	Baiting Installations Hourly \$		

7 Reason

Where do you get it: Customer allowance

How do you enter it: Make a note as to why the chargeback is happening

Sales Correction Tab

What is this tab?

This tab is used to adjust sale values and commissions. For example, a technician performs a lead inspection, but did not receive the commission or an inspector needs to be deducted a lead commission because he didn't complete it.

When will I use this tab?

You will not use this tab for the 1st-15th pay period.

For the 16th-end of month payroll period, you will also use it to make adjustments to sales commissions **for the entire month.**

What will I need to complete this tab?

Information regarding the correction from the General Manager. (Or sales agreement ?????)

Sales Correction Tab Continued


Completing the Tab

Review the following pages to learn how to complete the Sales Correction tab. After this is completed, print it and obtain the General Manager's signature. Make a copy of the agreements associated with the changes to be submitted with payroll.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pay Date:	1/0/1900						SALE CORRECTION							
2															
3		0													
4															
5	Prepared By:														
6															
7	General Manager Approval:														
8															
9	****Submit this form along with agreements when processing corrections****														
10															
11	TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	SALE TYPE	DATE SOLD	DATE COMPLETED	DATE PAID	INCREASE SALE (ENTER +)	DECREASE SALE (ENTER -)	COMMISSION %	COMMISSION \$	ACCT CODE	REASON(NO SALES PERSON, WRONG VALUE , ETC)	
12												\$ -			
13												\$ -			
14												\$ -			
15												\$ -			
16												\$ -			
17												\$ -			
18												\$ -			
19												\$ -			
20												\$ -			
21												\$ -			



Note: You only need to complete the fields in blue. Fields in white auto-populate.

Pay Date:	10/11/11		SALE CORRECTION										
SC Name - #													
Prepared By:													
General Manager Approval:													
****Submit this form along with agreements when processing corrections****													
TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	SALE TYPE	DATE SOLD	DATE COMPLETED	DATE PAID	INCREASE SALE (ENTER +)	DECREASE SALE (ENTER -)	COMMISSION %	COMMISSION \$	ACCT CODE	REASON(NO SALES PERSON, WRONG VALUE, ETC)
1		2	3	4	5	6	7	8	9	10	\$ -	#REF!	11
											\$ -	#REF!	
											\$ -	#REF!	
											\$ -	#REF!	
											\$ -	#REF!	
											\$ -	#REF!	

1 Team Member

Where do you get it: Provided by General Manager

How do you enter it: Select appropriate team member name from the dropdown

2 Account Number

Where do you get it: Provided by General Manager

How do you enter it: Enter account number the sales correction needs to be applied to

3 Customer Name

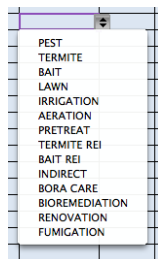
Where do you get it: Provided by General Manager

How do you enter it: Enter customer name for the account the sales correction needs to be applied to

4 Sale Type

Where do you get it: Provided by General Manager

How do you enter it: Select appropriate sale type from the dropdown



5 Date Sold

Where do you get it: Provided by General Manager

How do you enter it: Enter the date it the service was sold by month/date/year, for example 12/31/2011

6 Date Completed

Where do you get it: Provided by General Manager

How do you enter it: Enter the date it was completed by month/date/year, for example 12/31/2011

7 Date Paid

Where do you get it: Provided by General Manager

How do you enter it: Enter the date the customer paid for the sold service by month/date/year, for example 12/31/2011

8 Increase Sale Amount

Where do you get it: Provided by General Manager

How do you enter it: If you need to increase the commission paid to the team member, enter the total sale amount as a positive number

9 Decrease Sale Amount

Where do you get it: Provided by General Manager

How do you enter it: If you need to decrease the commission paid to the team member, enter the total sale amount as a **negative** number

10 Commission %

Where do you get it: Provided by General Manager

How do you enter it: Enter commission percentage the team member should have received. This should be a positive number, even if you are decreasing the commission paid.

11 Reason

Where do you get it: Provided by General Manager

How do you enter it: Make a note as to why the sale needs to be corrected. For example, lead person not applied to account.

Production Corrections Split Tab

What is this tab?

This tab is used to adjust production commissions. This is often used to split the commission for a completed service across technicians. In ServicePro, the production can only be assigned to one technician, so this tab must be used to create a split among technicians if needed. This is often needed when there is a large job technicians performed together, such as a large lawn service.

When will I use this tab?

You will not use this tab for the 1st-15th pay period.

For the 16th-end of month payroll period, you will also use it to make adjustments to production commissions for **the entire month**.

What will I need to complete this tab?

Varying sources, including information from the General Manager [or Service Manager](#).

Best Practice: It is a best practice to keep track of the production splits you will need to perform, as you enter the production each day. Make a copy and place it in a special file, so you will be sure to remember you need to enter the split at the end of the month.

Product Corrections Split Tab

Continued

Completing the Tab

Review the following pages to learn how to complete the Production Corrections Split tab. After this is completed, print it and obtain the General Manager's signature. Make a copy of the invoice(s) associated with the corrections to be submitted with the payroll.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Pay Date:	1/0/1900						SALE CORRECTION								
2																
3		0														
4																
5	Prepared By:	_____														
6		_____														
7	General Manager Approval:	_____														
8		_____														
9	****Submit this form along with agreements when processing corrections****															
10																
11	TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	SALE TYPE	DATE SOLD	DATE COMPLETED	DATE PAID	INCREASE SALE (ENTER +)	DECREASE SALE (ENTER -)	COMMISSION %	COMMISSION \$	ACCT CODE	REASON(NO SALES PERSON, WRONG VALUE , ETC)		
12												\$ -				
13												\$ -				
14												\$ -				
15												\$ -				
16												\$ -				
17												\$ -				
18												\$ -				
19												\$ -				
20												\$ -				
21												\$ -				



Note: You only need to complete the fields in blue. Fields in white auto-populate.



Pay Date:	10/11/11	PRODUCTION CORRECTION OR SPLIT PRODUCTION									
SC Name - #											
Prepared By:											
General Manager Approval:											
****Submit this form when processing production corrections or splits****											
Split production, the invoice will need to be submitted for balancing the split											
TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	DATE COMPLETED	PRODUCTION TYPE	INCREASE PRODUCTION ENTER POSITIVE	DECREASE PRODUCTION ENTER NEGATIVE	COMMISSION %	COMMISSION \$	ACCT CODE	REASON
1		2	3	4	5	6	7	8	\$ -	##	9

1 Team Member
Where do you get it: Varies

How do you enter it: Select appropriate team member name from the dropdown

2 Account Number
Where do you get it: Varies

How do you enter it: Enter account number the production correction needs to be applied to

3 Customer Name
Where do you get it: Varies

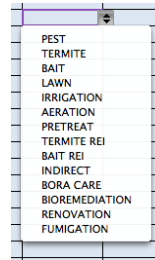
How do you enter it: Enter customer name for the account the production correction needs to be applied to

4 Date Completed
Where do you get it: Varies

How do you enter it: Enter date the service was completed by month/date/year, for example 12/31/2011

5 Production Type
Where do you get it: Varies

How do you enter it: Select appropriate production type from the dropdown



6 Increase Production
Where do you get it: Varies

How do you enter it: If you need to increase the commission paid to the team member, enter the production value as a positive number

7 Decrease Production
Where do you get it: Varies

How do you enter it: If you need to decrease the commission paid to the team member, enter the production value as a **negative** number

8 Commission %
Where do you get it: Varies

How do you enter it: Enter commission percentage the team member should have received. This should be a positive number, even if you are decreasing the commission paid.

10 Reason
Where do you get it: Varies

How do you enter it: Make a note as to why the sale needs to be corrected. For example, split production value among technicians.