



Payroll at a Glance

Exempt (is not eligible for Overtime)

Salary

Job Code	
00	General Managers
30	Pest Service Manager
35	Lawn Service Manager
40	Termite Service Manager
19	Office Managers (managing 2 or more CSRs)
13	Manager Trainee
20	Sales Manager
21	Account Managers

Non-Exempt (eligible for OT)

Guarantee (Production Commission)

Job Code	
31	Pest Prevention Technicians
36	Lawn Specialists
39	Baiting Technicians
46	Reinspectors

Draw (Sales Commission)

Job Code	
21	Pest Inspectors (Sales)
22	Lawn Inspectors (Sales)

Hourly

Job Code	
19	Office Managers
19	Customer Service Spec.
41	Termite Technicians

Definitions:

Pay Week:	Sunday 12:00 a.m. through Saturday 12:00 midnight. If non-exempt team members work over 40 hours during this window of time, the additional hours are paid at an Overtime Rate of time and a half.
Pay Period:	1st through the 15th Pay Date: 25th of same month 16th through the end of the month Pay Date: 10th of next month Commissions are paid on the 10th pay date.
Guarantee:	Technician or Specialist's monthly pay. They will be paid production commission they earn that is more than the value of their guarantee. They will be paid this guarantee even if they don't earn enough production commission to cover it.
Draw:	Sales Inspector's monthly pay: This is an advance payment to a sales inspector. They will be paid sales commission they earn that is more than the value of their draw. They will be paid this draw each month.
Deficit:	If the Sales Inspector doesn't earn enough money through sales commission to meet or exceed the monthly draw, they will owe the difference back to the company. They will not have to pay this amount, and we will not reduce their draw, but they will need to earn enough commission in the next month to cover the deficit amount plus the new month's draw amount.
Semi-Monthly:	Twice per month, as in semi-monthly guarantee and draw for payroll as shown on the Payroll Recap
Overtime:	Time and a half pay for hours worked over 40 regular hours in a single Pay Week. Paid time off for sick days, vacation, etc., will not count toward regular hours for overtime purposes.
Regular Hours:	Actual hours physically worked. Does not include paid time off for sick days, vacation, holiday, etc.
Hours Carried Forward	The hours worked by an hourly team member during a pay week that is included in two different pay periods. 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
Paid Time Off for Techs and Inspectors:	Employed 12 months to 36 months \$55 per day Employed 36 months to 60 months \$60 per day Employed over 60 months \$65 per day Employed over 10 years \$70 per day