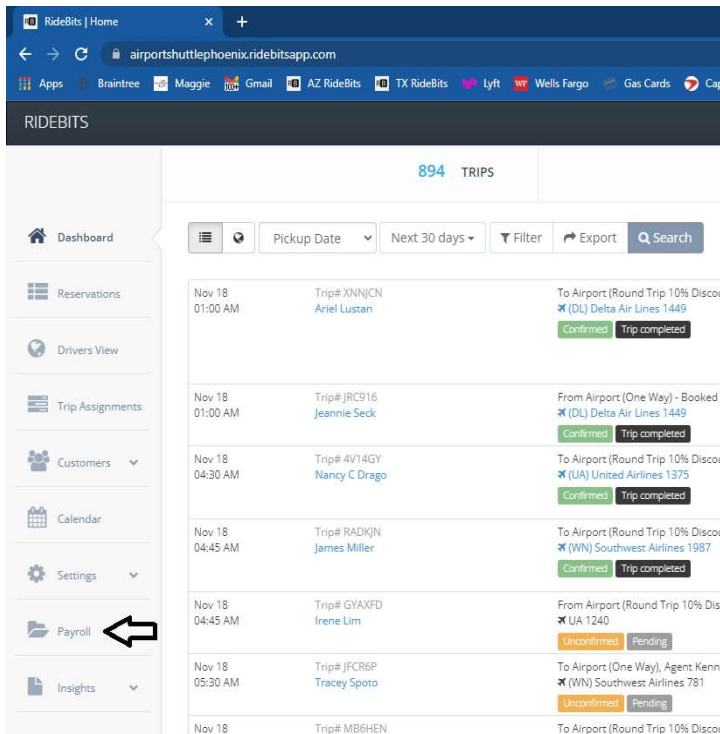


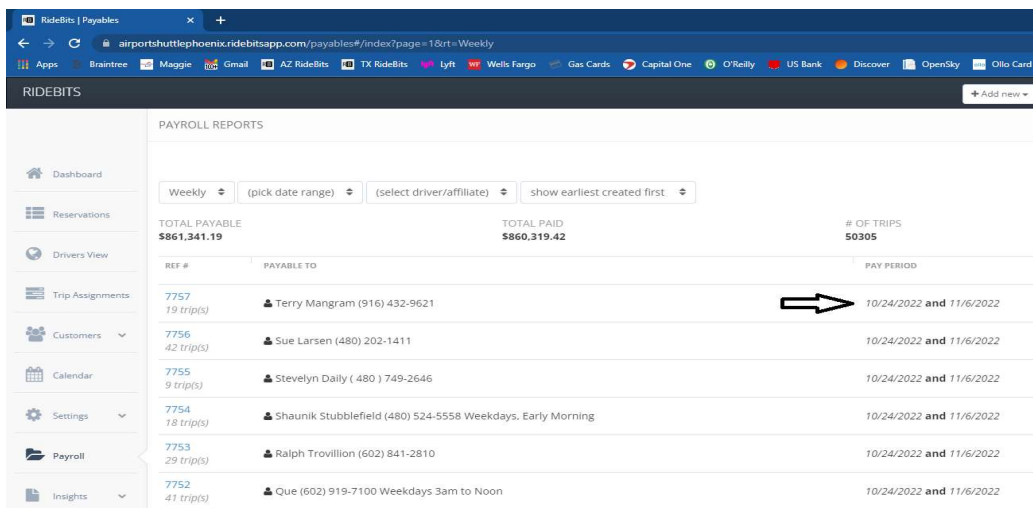
Prepare Payroll

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.

Sort by

Oldest trip date

Filter

Close

Clear filters

Nov 7 07:30 AM	Trip# FFJQZQ DONNA KINSER	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ SOUTHWEST 1707 Cancelled	1220 East Briarwood Terrace, Phoenix 3400 E Sky Harbor Blvd, Phoenix	\$74.80
Nov 7 05:00 PM	Trip# GQWYV Danyetta Gray	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included Cancelled	3400 East Sky Harbor Boulevard, Phoenix 34631 North Tom Darlington Drive, Scottsdale	\$94.53
Nov 7 08:30 PM	Trip# XRCDA Rich Santysak	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ (DL) Delta Air Lines 940 Cancelled	2056 East Velvet Place, Casa Grande 3400 E Sky Harbor Blvd, Phoenix CANCELLED BY CUSTOMER	\$110.66
Nov 8 06:15 AM	Trip# NDQ12 Jen Chung	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included Cancelled	175 Yucca Drive, Sedona 3400 East Sky Harbor Boulevard, Phoenix CANCELLED BY CUSTOMER	\$313.81
Nov 8 09:00 AM	Trip# 7N96TM Jennifer Latimore	Any Two Addresses 24/7, Agent Stephy with Four Door Sedan - 1 to 2 Passengers Included Cancelled	720 West Gurley Street, Prescott 8590 East Via De Dorado, Scottsdale CANCELLED BY CUSTOMER	\$193.66
Nov 8 10:00 AM	Trip# NKWJB Paul Miles	From Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ (AA) American Airlines 1147 Cancelled	2991 West State Route 89A, Sedona 3400 E Sky Harbor Blvd, Phoenix CARD DECLINED VERIFIED	\$222.02
Nov 8 11:45 AM	Trip# BEEH29 Rachel Madorsky	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ (WN) Southwest Airlines 3124 Cancelled	15 Hyview Lane, Sedona 3400 East Sky Harbor Boulevard, Phoenix	\$220.45
Nov 8 04:00 PM	Trip# AGNZ6H Patrick Methwin	From Airport (One Way) - Booked Online with Four Door Sedan - 1 to 2 Passengers Included ✖ (DL) Delta Air Lines 2076 Cancelled	3400 E Sky Harbor Blvd, Phoenix 100 North Humphreys Street, Flagstaff	\$337.34
Nov 8 04:15 PM	Trip# VAZZZE Daniel DePaolo	From Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 3 Passengers Included ✖ Southwest 3124 Cancelled	3400 E Sky Harbor Blvd, Phoenix 225 Valley View Drive, Sedona NO DRIVER OR LVFT = FULL REFUND	\$314.47
Nov 8 05:00 PM	Trip# RFBQY Nathan Beck	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included Cancelled	199 East 7th Street, Douglas 3037 East Van Buren Street, Phoenix CARD DECLINED	\$502.66

Trips per page: 10

10
20
30
50

Previous

1

2

3

4

5

6

7

8

Next



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

RideBits | Home

airportshuttlephoenix.ridebitsapp.com

Apps: Braintree, Maggie, Gmail, AZ RideBits, TX RideBits, Lyft, Wells Fargo, Gas Cards, Capital One, O'Reilly, US Bank, Discover, OpenSky, Olo Card, CreditOne, TIX Credit Card

Other bookmarks: Reading list

RIDEBITS

+ Add new Search... Daniel Manager (602) 859-6162

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

Dashboard Reservations Drivers View Trip Assignments Customers Calendar Settings Payroll Insights

Pickup Date Custom 11/7/2022 11/20/2022 Filter Export Search Check availability

Trip status: Select trip status 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 Filter Close Clear filters

Nov 7 07:30 AM	Trip# FFJQZQ DONNA KINSER	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers ... ✖ SOUTHWEST 1707 Cancelled	1220 East Briarwood Terrace, Phoenix 3400 E Sky Harbor Blvd, Phoenix	\$74.80
Nov 7 05:00 PM	Trip# GQWYV Danyetta Gray	Any Two Addresses 24/7 - Booked Online with Four Door Sedan - 1 to 2 Passengers Included Cancelled	3400 East Sky Harbor Boulevard, Phoenix 34631 North Tom Darlington Drive, Scottsdale	\$94.53
Nov 7 08:30 PM	Trip# XRCDA Rich Santysak	To Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passengers ... ✖ (DL) Delta Air Lines 940 Cancelled	2056 East Velvet Place, Casa Grande 3400 E Sky Harbor Blvd, Phoenix CANCELLED BY CUSTOMER	\$110.66

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 Cumutt (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

☐ 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) (CWA65C)
☐ 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) (2XARPH)

- 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.
- 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.

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

Check availability

Trip status:

Order status:

Service type:

Vehicle type:

Farm out affiliate:

Driver:

Vehicle:

Payment status:

Account:

Sort by:

Nov 10 09:00 AM	Trip# Z7M4H 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
Nov 10 09:30 PM	Trip# J43N1M Simon Autem	From Airport (One Way) - Booked Online with Four Door Sedan - 3 Passengers Included ✈️ (AC) Air Canada AC1056 Confirmed 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# KZQB6Y Jeff Flores	To Airport (Round Trip 10% Discount), Agent Saron with Four Door Sedan - 1 to 2 Passengers Incl... ✈️ (UA) United Airlines 1373 Confirmed 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# G2ZW76 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
Nov 16 11:30 PM	Trip# BBF3JT Thomas Birtzendine	From Airport (Round Trip 10% Discount) - Booked Online with Four Door Sedan - 1 to 2 Passeng... ✈️ (UA) United Airlines 1546 Confirmed No show - client	3400 E Sky Harbor Blvd, Phoenix 5665 East Mayo Boulevard, Phoenix Jennifer Christopherson (520) 510-7528 VERIFIED	\$82.18

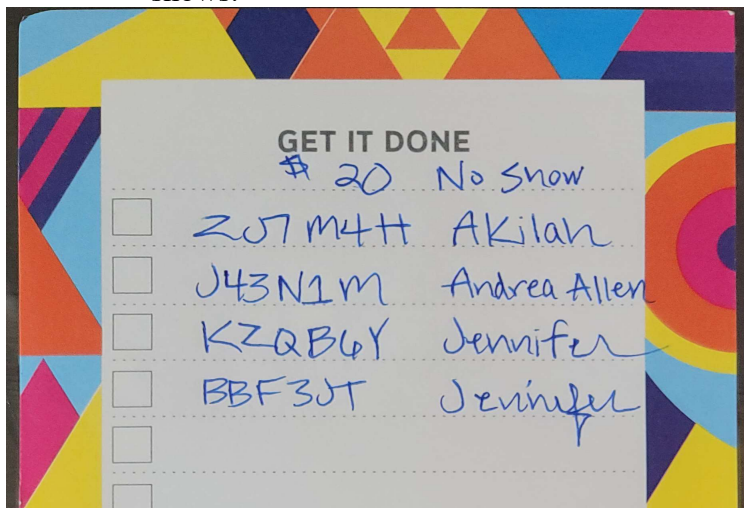
Trips per page: 50

Previous 1 Next

- 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...	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 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 Trip status Assign to Copy trip close				
Nov 10 09:30 PM	Trip# J43N1M Simon Asten	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 119 (Silver Lincoln MKZ Hybrid) (45A3NE) VERIFIED	\$123.85
Nov 12 08:30 PM	Trip# KZQB6Y Jeff Flores	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 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	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

- 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.

The screenshot shows the RideBits Payables interface. The browser address bar indicates the URL: airportshuttlephoenix.ridebitsapp.com/payables#/create/search?page=1. The page title is "RIDEBITS". The main heading is "NEW PAYROLL RECORD". Below this, there are two date pickers labeled "Custom dates" with the dates "11/7/2022" and "11/20/2022". To the right of these is a search icon and a dropdown menu labeled "(select driver/affiliate)". A list of drivers is displayed below the dropdown, with "Akilah Jones (480) 529-4247" selected. The list includes the following drivers:

- Akilah Jones (480) 529-4247
- Amy Anderson (480) 201-7544
- Andrea McCarty (602) 473-2712
- Andrea "Andre" Allen (916) 420-7257 o...
- Angela Vega (602) 577-8531
- Anthony Garrison (602) 980-4300 (TERM...
- Becky Row (928) 533-1574
- Christine (Chris) Boone (360) 535-4296
- Dan Ludwig (919) 791-5983
- Dave Eisner (602) 526-1016

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 Q Garrick Morrison 480-810-6932							
10 Trips by Garrick Morrison 480-810-6932 (9 pending)							Group 0 trips for payment
☐	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 (R9FDY1)	Confirmed	Pending	Nov 09, 2022	\$454.76	(N/A) 📍 Garrick Morrison 480-810-6932	Review
☐	Jennifer Oneill (4ZZXEN)	Confirmed	Pending	Nov 12, 2022	\$286.41	(N/A) 📍 Garrick Morrison 480-810-6932	Review
☐	Christine Cuddy (X4TX7K)	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.

The screenshot shows the RideBits Payables interface. On the left is a sidebar with navigation options: Dashboard, Reservations, Drivers View, Trip Assignments, Customers, Calendar, Settings, Payroll, and Insights. The main area is titled "NEW PAYROLL RECORD" and displays a list of 10 trips by Garrick Morrison 480-810-6932 (9 pending). A black arrow points to the "View full trip details" link for the first trip, Ariel Lustan (XNNJCN).

The modal window titled "Trip # XNNJCN on Fri 18 Nov, 2022 View full trip details" contains the following information:

- Customer name:** Ariel Lustan
- Phone:** 5206785920
- Email:** pastor@stanthonycg.org
- Service:** To Airport (Round Trip 10% Discount), Agent Krista
- Vehicle type:** Shuttle & Large SUV - 15 to 21 Passengers Included
- Distance:** 45 miles
- 17 Passenger(s):** ARIEL LUSTAN (5206785920, pastor@stanthonycg.org)
- Addresses:**
 - Pickup:** Phoenix Sky Harbor International Airport (PHX), 3400 E Sky Harbor Blvd
 - Dropoff:** 201 North Picacho Street
- Invoice:**

Invoice	Payments	Balance	Status
\$636.37	\$636.37	\$0.00	Paid
- Invoice Items:**

Item	Amount
Base rate percentage	
10% Discount	-10.0%
10:00 pm to 7:00 am Pickup	15.0%
Distance	
Base distance based rate	\$383.06
Other	
Door to Door Service	\$35.00

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

This screenshot is similar to the previous one, but with a right-click context menu open over the "View full trip details" link for the first trip, Ariel Lustan (XNNJCN). The context menu options are:

- 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

The modal window content is identical to the one in the previous screenshot.

20. Click the tab you just opened.

airportshuttlephoenix.ridebitsapp.com/payables#/create/search?page=1&sa=d12346&rt=Custom%20dates

RIDEBITS

NEW PAYROLL RECORD

Custom dates 11/7/2022 11/20/2022

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

CUSTOMER ORDER

Ariel Lustan (XNNJCN) Conf

Brian Pearson (CGPDG2) Conf

Molly Lenehan (QPHHDQ) Conf

Tina McMillan (R9FDY) Conf

Jennifer Oneill (4Z2XEN) Conf

Christine Cuddy (X41X7K) Conf

Jacquelyn Lavery (ZCPXDB) Conf

Nicole Conrad (KTT1PH) Conf

Terry Shaffer (B11JHQ) Conf

Kazunori Maruyama (249EJ) Conf

Previous 1 2 Next

Trip # XNNJCN on Fri 18 Nov, 2022 [View full trip details](#)

Customer name: Ariel Lustan Phone: 5206785920 Email: pastor@stanthonycg.org

Service: To Airport (Round Trip 10% Discount), Agent Krista Vehicle type: Shuttle & Large SUV - 15 to 21 Passengers Included Distance: 45 miles

17 Passenger(s)

ARIEL LUSTAN 5206785920 pastor@stanthonycg.org

Addresses

Pickup: Phoenix Sky Harbor International Airport (PHX) 3400 E Sky Harbor Blvd

Dropoff: 201 North Picocho Street

Invoice

Invoice	Payments	Balance	Status
\$636.37	\$636.37	\$0.00	Paid

Invoice Items

Item	Amount
Base rate percentage	
10% Discount	-10.0%
10:00 pm to 7:00 am Pickup	15.0%
Distance	
Base distance based rate	\$383.06
Other	
Door-to-Door Service	\$25.00

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	\$636.37	Edit Delete
Credit card payment REF: Braintree: h6amy6em		
Total payments	\$636.37	
Outstanding balance	\$0.00	

Expenses [Payroll](#)

Tip	\$77.67
Tip	
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](#)

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

Terminal
1

To, Nov 18
Scheduled 10:26 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

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.

AZ

Doubles - 2 Drivers

XNNJCN 636.37/77.67 Andrea M. / Garrick⁺

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 11/7/2022 11/20/2022 Akilah Jones (480) 529-4247

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

Group 28 trips for payment

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

[Previous](#) 1 2 **3** [Next](#)

Page 3/3

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

[Print](#) [Add new record](#)

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

REF #	PAYABLE TO	PAY PERIOD	TOTAL PAYABLE	DUE DATE	PAYABLE STATUS
TOTAL PAYABLE \$864,909.42	TOTAL PAID \$860,319.42	# OF TRIPS 50503	DRIVERS / AFFILIATES 194 / 2		
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 results page for the query "airport shuttle of phoenix reviews". The search bar at the top contains the text "airport shuttle of phoenix reviews". Below the search bar, there are tabs for "All", "Videos", "Images", "Maps", "News", and "More". The search results show about 3,790,000 results in 0.78 seconds. The first result is an advertisement for "Airport Shuttle Of Phoenix Reviews - Airport Shuttle Prices" with a URL "https://www.airportshuttleofphoenix.com/". The ad text describes the service as "Airport Shuttle Phoenix to and from Phoenix AZ and Anywhere in Arizona on Your Schedule. 24/7, Door to Door Any Address, Non-Stop, Affordable, Reliable, Convenient, Safe. Non-Stop and No Sharing. 24/7 On Your Schedule. We Pick...". There is a small image of a white shuttle van. Below the ad, there are links for "Airport Shuttle" and "Book Online". To the right of the search results, there is a map showing the location of "Airport Shuttle of Phoenix" in Phoenix, Arizona. The map includes a street view image and a "See outside" button. A black arrow points to the "254 Google reviews" link in the map area.

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

The screenshot shows the Google review page for "Airport Shuttle of Phoenix". The page displays the business name, address "2406 S 24th St #E102, Phoenix, AZ", and a rating of 4.3 stars based on 254 reviews. There are buttons for "Get more reviews", "Website", "Directions", "Save", and "Call". Below the rating, there are tabs for "All", "sky harbor 29", "conversation 21", "pickup 17", "texted 11", and "+6". A black arrow points to the "Newest" tab under the "Sort by" section. The "Newest" tab is selected, showing a review from "Thomas Deal" with a 5-star rating and a photo of a person standing next to a car. The review text says "Jason was on time and very professional Glad tip was included to speed up the process". There is a "Reply" button and a "Like" button below the review.

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.

RESERVATIONS

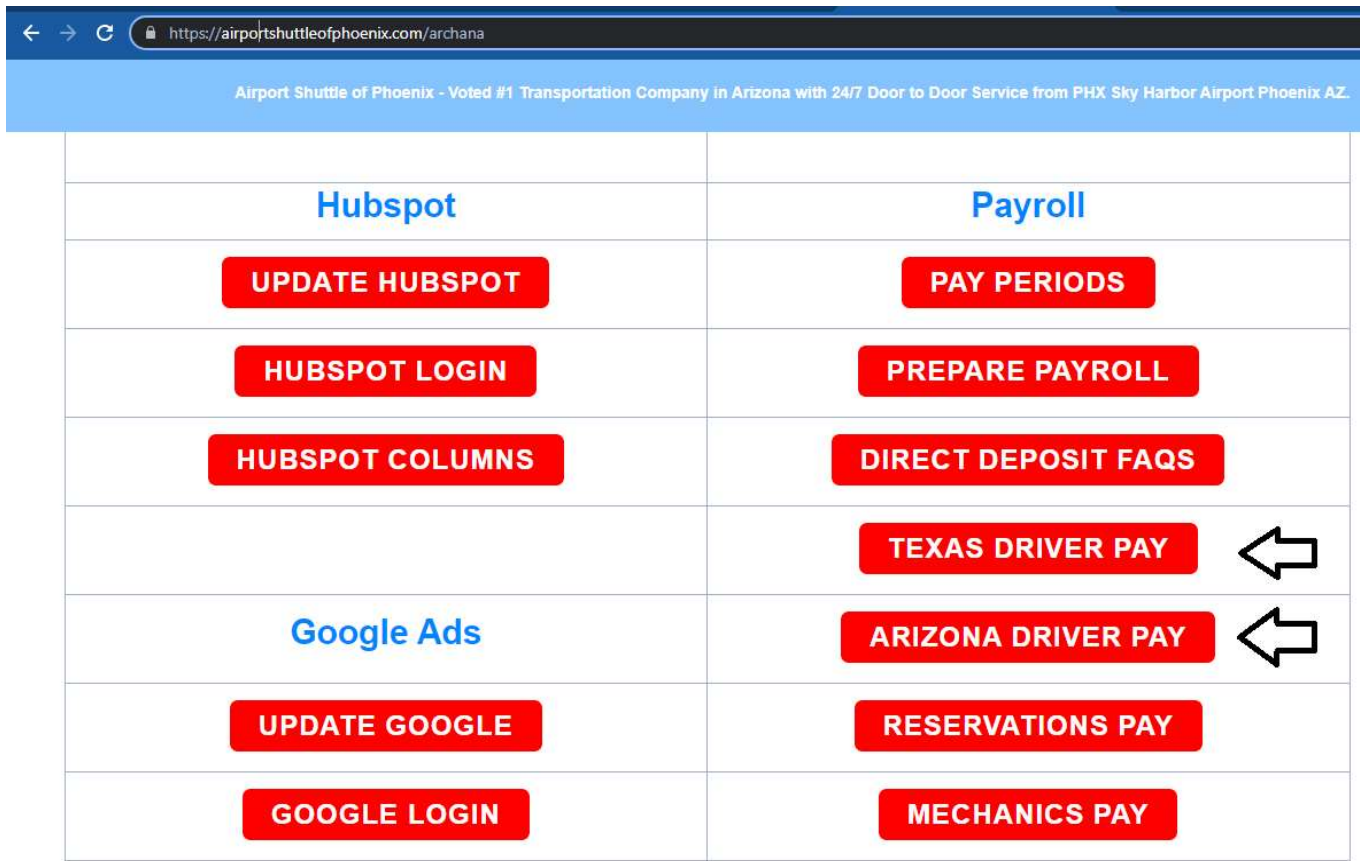
NAME	TYPE	STATUS	CREATED AT
Dolcharate Sutakul	Reservation	Confirmed	3/30/2017 10:33 am
Gary Brous	Reservation	Confirmed	1/26/2020 09:37 am
Jennifer Raeburn	Reservation	Confirmed	1/14/2022 01:49 pm
jmkmj@aol.com -Schinner	Reservation	Confirmed	1/13/2022 05:35 am
Kelli Urasaki	Quote	Unconfirmed	1/14/2022 02:43 am
Diane Barlow	Quote	Unconfirmed	1/14/2022 05:46 am
Brenda Terry	Quote	Unconfirmed	1/18/2022 12:12 pm
James Kiselak	Quote	Unconfirmed	1/19/2022 07:42 am
Anthony Lecher	Reservation	Cancelled	1/20/2022 03:51 pm
Bart Widder	Quote	Unconfirmed	1/31/2022 03:53 pm
Katherine Genser	Reservation	Confirmed	1/29/2022 03:56 pm
Katherine Genser	Quote	Unconfirmed	1/29/2022 03:48 pm
Katherine Genser	Quote	Unconfirmed	1/29/2022 04:02 pm
Charlette Whitney	Quote	Unconfirmed	1/4/2022 01:10 pm
Bart Widder	Quote	Unconfirmed	1/31/2022 03:53 pm
Jeffrey Plett	Reservation	Confirmed	1/11/2022 12:41 pm
Jeffrey Plett	Reservation	Confirmed	1/11/2022 12:41 pm
DJ Lewis	Quote	Unconfirmed	1/18/2022 10:35 pm
Dawn Gagnon	Reservation	Confirmed	1/23/2022 04:05 pm
Catriska Rucker	Quote	Unconfirmed	1/25/2023 01:00 pm

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>

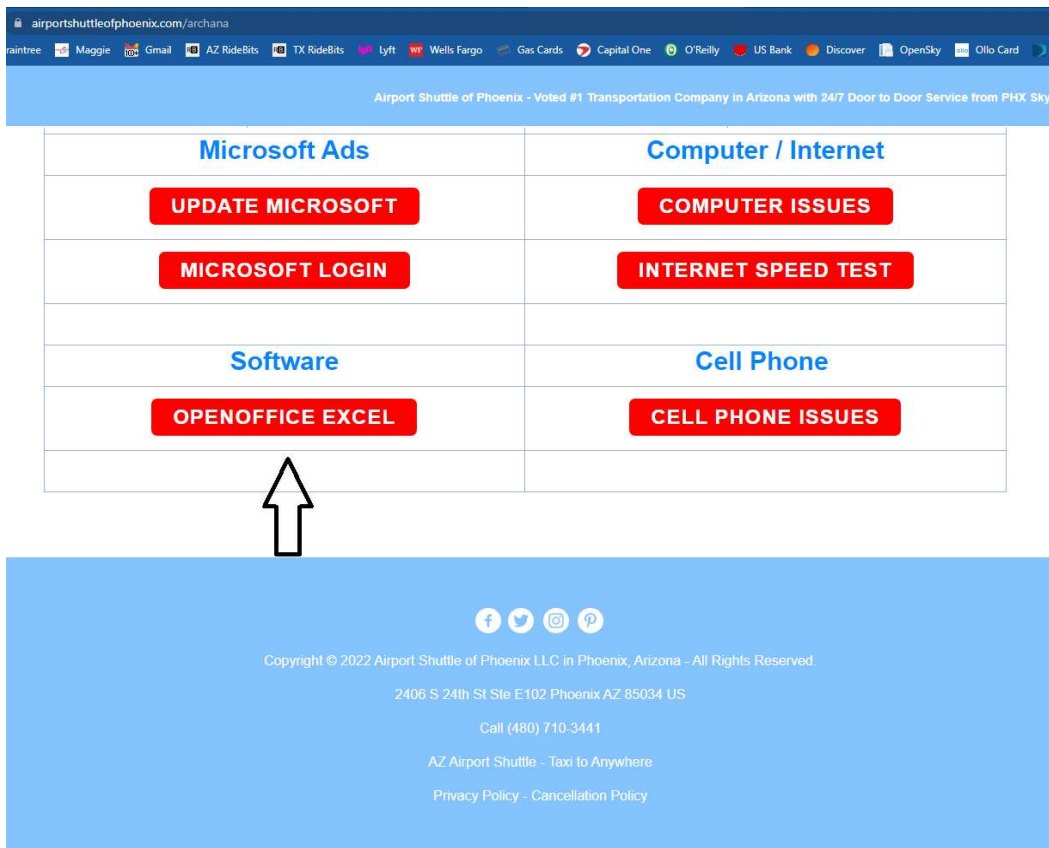
36. Open the most recent payroll spreadsheet for Arizona or Texas. These are both on your portal under the payroll section. See picture on next page.



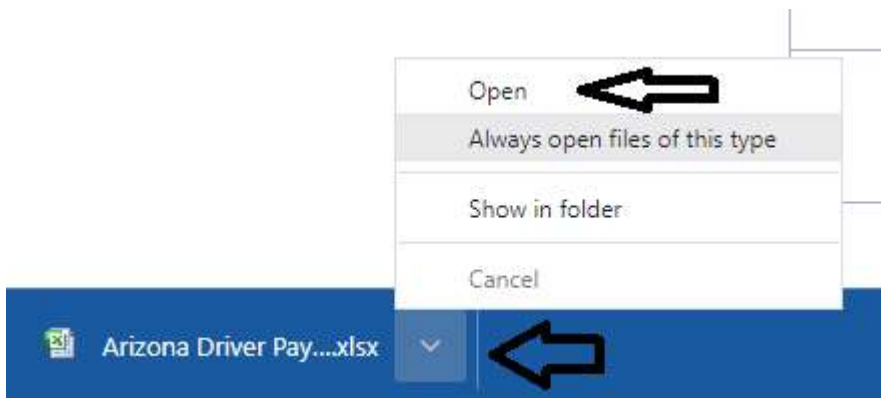
The screenshot shows a web browser window with the URL <https://airportshuttleofphoenix.com/archana>. The header text reads: "Airport Shuttle of Phoenix - Voted #1 Transportation Company in Arizona with 24/7 Door to Door Service from PHX Sky Harbor Airport Phoenix AZ." Below the header is a table with two columns. The first column contains links for Hubspot and Google Ads. The second column contains links for Payroll. The Payroll column has two additional arrows pointing to the left, indicating more links are available.

Hubspot	Payroll
UPDATE HUBSPOT	PAY PERIODS
HUBSPOT LOGIN	PREPARE PAYROLL
HUBSPOT COLUMNS	DIRECT DEPOSIT FAQs
	TEXAS DRIVER PAY ←
Google Ads	ARIZONA DRIVER PAY ←
UPDATE GOOGLE	RESERVATIONS PAY
GOOGLE LOGIN	MECHANICS PAY

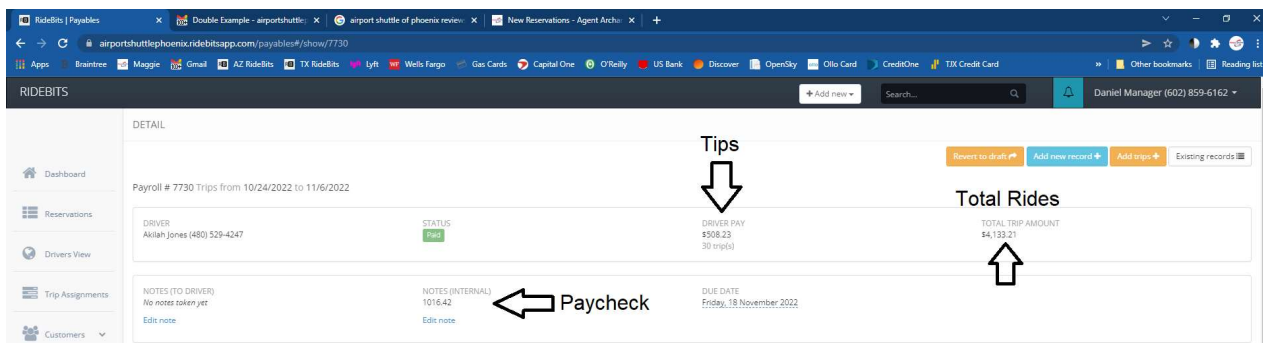
37. If you don't have Excel, download OpenOffice on your portal for free, so you can open Excel files. It's located at the bottom under Software. See picture on next page.



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 Driver Pay Calculator (1) - Microsoft Excel non

HomeInsertPage LayoutFormulasDataReviewViewAcrobatQuickBooks

</

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 Robert	STATUS Paid	DRIVER PAY \$262.10 10 trip(s)	TOTAL TRIP AMOUNT \$1,536.94
NOTES (TO DRIVER) No notes taken yet Edit note	NOTES (INTERNAL) 627.50 One Triple: D7V4EF Edit note	DUE DATE 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.

Arizona Driver Pay Calculator (1) - Microsoft Excel non-c

Preview and print the document

Print
Select a printer, number of copies, and other printing options before printing.

Quick Print (Ctrl+P)
Send the workbook directly to the default printer without making changes.

Print Preview
Preview and make changes to pages before printing.

Excel Options Exit Excel

Independent Contractor (Updated 10/28/2022)
Driver Earnings Report 11/7/2022 to 11/20/2022

Subtotal	\$	2,318.24		
Tips Before CC Processing				
Tips from RideBits	\$	400.71		
Double: 1/2 to each driver	\$	-		
Triple: 1/3 to each driver	\$	-		
Total Tips	\$	400.71		
Final Pay Calculation				
Base Pay	\$	347.74		
Tips Actually Received	\$	395.10		
Minimum / Maximum Pay	\$	71.17		
5 Star Review Bonus (0-2%)	\$	-		
Extra Pay for 5 Star Reviews > 4	\$	-		
Contractor Wages	\$	814.00		
Pay For Local No Show (\$20)	\$	-		
Reimbursement	\$	-		
Recruiting Bonus	\$	-		
Maintenance (\$15/hour)	\$	-		
Advance Repayment	\$	-		
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.

Arizona Driver Pay Calculator (1) - Microsoft Excel non-c

Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: 1 page Height: 1 page Scale: 86% Gridlines View View Bring to Front Send to Back Selection Pane Align Group Rotate

Print Area Arizona Independent Contractor (Updated 10/28/2022)

	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			Max Pay (Total - Tax - Fuel)	32.0%
9	Credit Card Pr			Gas Allowance	12.3%
10	Amount Actual			Number of 5 Star Reviews Last 14 Days	0
11	Taxes 7.9% (N			Percent of Total Minus Taxes & Fuel	30.0%
12	Tips Actually R			Removed	
13	Fuel Surcharge			Cost	
14	Subtotal			YTD Earnings	\$ -
15					
16	Tips Before CC				
17	Tips from Ride				
18	Double: 1/2 to				
19	Triple: 1/3 to e				
20	Total Tips				
21					
22	Final Pay Calc				
23	Base Pay				
24	Tips Actually R				
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)	\$ -	Total Maintenance Hours =>		0.00
33	Advance Repayment	\$ -			
34	Paycheck	\$ 814.00			
35					

Print

Printer: Microsoft Print to PDF

Name: Microsoft Print to PDF

Status: Idle

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment:

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

OK Close

ptions:

nimum of \$15/hr before cash tips

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

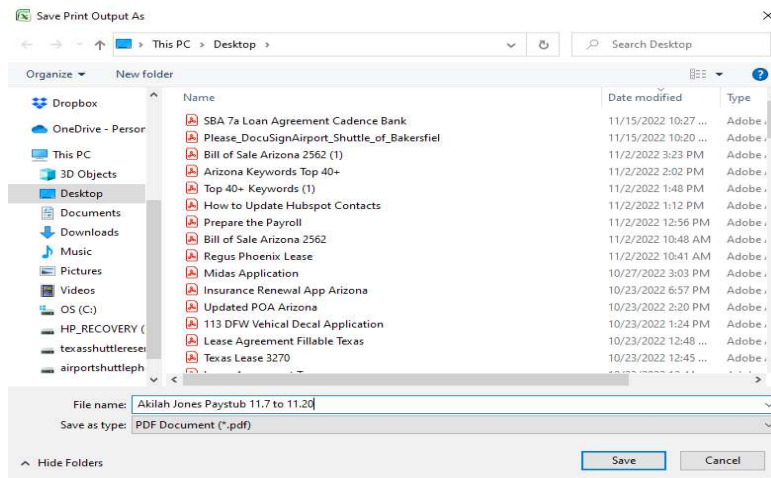
Shuttle trips pay 130% more than MKZ trips

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

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 (480) 710-3441 for Arizona and (817) 403-6196 for Texas.

53. Congratulations, you are done with driver pay.

54. Next step is reservations pay.