

By: Johnny Chabot

Travel Rule Process Amendment

- ◆ Drive time will now accumulate straight time hours worked and after 8 hours, will accumulate to overtime.

Process change

- ◆ Filling out time sheets for technicians will stay the same, but there will be one column added for OT travel which is where any OT travel will be put for this new rule.

Process change

WEEKLY TIME REPORT				NAME:	WEEK ENDING:	PAGE # 1 OF 3										
TUESDAY - DAY #1				Date: 11/15/2022												
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	OOT	MA	SP	TT	IN	OUT	TT	ST TRAVEL	ST	1-1/2	OT TRAVEL	Time off Code
Target Standard service								7:00AM	9:00AM	12:00PM		1.5	3.00			
Lunch									12:00PM	12:30PM			0.00			
Target Standard service									12:30PM	4:00PM			3.5			
Target Standard service									4:00PM	5:30PM	7:30PM				1.5	1.5
Validation (Payroll Dept Use):												1.5	6.5	1.5	1.5	
WEDNESDAY - DAY #2				Date: 11/16/2022												
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	OOT	MA	SP	TT	IN	OUT	TT	ST TRAVEL	ST	1-1/2	OT TRAVEL	Time off Code
Target Standard service								7:00AM	9:00AM	12:00PM		1.50	3.00			
Lunch									12:00PM	12:30PM			0			
Target Emergency Service				x					12:30PM	5:00PM	7:00PM		4.50	2.00	2.00	
Validation (Payroll Dept Use):												1.5	6	2	2	
THURSDAY - DAY #3				Date: 11/17/2022												
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	OOT	MA	SP	TT	IN	OUT	TT	ST TRAVEL	ST	1-1/2	OT TRAVEL	Time off Code
Validation (Payroll Dept Use):																
FRIDAY - DAY #4				Date: 11/18/2022												
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	OOT	MA	SP	TT	IN	OUT	TT	ST TRAVEL	ST	1-1/2	OT TRAVEL	Time off Code
Validation (Payroll Dept Use):																

New Timesheets

- ◇ 30-minute deduction will still apply on the front and back end of each day worked

Process change

- ◆ To appreciate the technician's value to the company at RSC.
- ◆ Increase payroll processing efficiency

Reason for
change

- ◆ Lunch deductions will be taken out of the combined ST travel and ST hours worked total each day.

Lunch Deductions

Timecard Example

- ◇ Example: Tech leaves his house at 7:00AM on a Tuesday for a standard service call. He arrives on site at 9:00AM. He works for 8 hours (takes 30 min break.) Then drives home at 5:30PM and arrives home at 7:30PM.

WEEKLY TIME REPORT				NAME:				WEEK ENDING:				PAGE # 1 OF 3				
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Target Standard service									4:00PM	5:30PM	7:30PM			1.5	1.5	
												1.5	6.5	1.5	1.5	
Validation (Payroll Dept Use):																

WEDNESDAY - DAY #2 Date: 11/16/2022

Timecard Example

- Example: Tech leaves his house at 7:00AM on a Wednesday for a standard service call. He arrives on site at 9:00AM. He works for 8 hours (takes 30 min break.) Then drives home at 5:00PM and arrives home at 7:00PM.

WEDNESDAY - DAY #2				Date: 11/16/2022												
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	OOT	MA	SP	TT	IN	OUT	TT	ST TRAVEL	ST	OT	OT TRAVEL	Time off Code
Target Standard Service								7:00AM	9:00AM	12:00PM		1.50	3.00			
Lunch									12:00PM	12:30PM			0			
Target Emergency Service				X					12:30PM	5:00PM	7:00PM		3.50	1.00	2.00	
Validation (Payroll Dept Use):												1.5	6.5	1	2	
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