By: Johnny Chabot

Travel Rule Process Amendment

 Orive 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 RE	PORT	NAME:						WEEK EN	DING:				PAGE #	1 OF 3		
TUESDAY - DAY#1		Date:	11/15/2022													
Customer	Store Number	Tioket/Job Number	Tech(s)	EM	ООТ	MA	SP	тт	IN	ООТ	TT	ST TRAVEL	ST	1-1/2	OT TRAVEL	Time o Code
Target Standard service		Î		[7:00AM	9:00AM	12:00PM	Î	1.5	3.00	Î	î î	Î
Lunch									12:00PM	12:30PM			0.00			
Target Standard service									12:30PM	4:00PM			3.5			
Target Standard service							Í		4:00PM	5:30PM	7:30PM			1.5	1.5	
							í									
								¥alidatio	n (Payroll I)ept Use):		1.5	6.5	1.5	1.5	
WEDNESDAY - DAY#2		Date:	11/16/2022													
	Store	Ticket/Job] ST]		L	от	Time of
Customer	Number	Number	Tech(s)	EM	I DOT	_ MA I	SP	TT	IN			TRAVEL	ST	1-1/2	TRAVEL	Code
Target Standard service					<u> </u>		╢──┤	7:00AM	9:00AM	12:00PM		1.50	3.00			
Lunch									12:00PM	12:30PM	_		0			
Target Emergency Service				×					12:30PM	5:00PM	7:00PM		4.50	2.00	2.00	
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												15		2		
								¥alidatio	n (Payroll [Jept Use):		1.5	6	2	2	
THURSDAY - DAY#3		Date:	11/17/2022													
	Store	Ticket/Job						[1		1 ST 1		1	от	Time of
Customer	Number	Number	Teoh(s)	EM	OOT	MA	SP	TT	IN		TT	TRAVEL	ST	1-1/2	TRAVEL	Code
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								¥alidatio	n (Payroll [)ept Use):						
FRIDAY - DAY#4			11/18/2022													
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	001		SP	TT	IN	ООТ	TT	ST	ST	1-1/2	OT TBAVEL	Time of Code
Lustomer	Number	Number	Tech(s)	EM		1914						TRAVEL	31	<u> 2</u>	TRAVEL	Loge
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								¥alidatio	n (Payroll [Jept 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 him 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 EN	DING:				PAGE #	1 OF 3			
TUESDAY - DAY#1		Date:	11/15/2022														
Customer	Store Number	Ticket/Job Number	Tech(s)	EM	OOT	MA	SP	ТТ	IN	OUT	ТТ	ST TRAVEL	ST	1-1/2	OT TRAVEL	Time of 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 (Validation (Payroll Dept Use):			1.5	6.5	1.5	1.5		
		Deter	44/46/0000														

Timecard Example

 Example: Tech leaves him 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															Γ
Customer	Store Number	Ticket/Job Number	Tech(s)	E	M	оот	MA	SP	TT	IN	OUT	TT	ST TRAVEL	ST	от	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					<u><</u>					12:30PM	5:00PM	7:00PM		3.50	1.00	2.00		
									Validation (F	Payroll Dept I	Jse):	1.5	6.5	1	2			
		Date	11/17/2022															