



Driver:

Date:

Date	Trip Number	Start Time	End Time	Total Hours	HCR/Route Number	Start Odometer Reading	End Odometer Reading
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

ALL TIMESHEETS are to be emailed or faxed to (humanresources@enidanenterprises.com / (240) 718-1727) by the COB on the 15th or the last day of the month. Failure to comply may result in a delay of pay until the next paycycle.

EXTRA & LATE Trip Slips MUST BE physically mailed to headquarters and the envelope MUST BE post-dated by the 15th of every month for processing. Mailing Address: 9123 Old Annapolis Road, Suite 311, Columbia, MD. 21045

ALL LATE Slips are REQUIRED to be post date and in the mail, **NO LATER than 60 days** of the issue date of the slip.

Once headquarters receives the Late Slips & Extra trip slips, the payment of those trips and slips are paid out on the 1st paycheck of every month.

Contract Subtotal:	
Ryder/Other total:	
Holiday/Vacation:	
Extras Subtotal:	
(if applicable)	
Total Hours:	



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