

# Timesheet

Learn how to keep your timesheet accurate and up to date to ensure you're paid correctly.

## Clock In/Out

Two important moments of the ride are when exactly begins and ends:

1. **Clock in** when you begin your ride to pick up the passenger.

2. **Clock out** when you've dropped off your last passenger at the drop location.

During a normal day, you may clock in and out several times.

# Paid and unpaid time

The time you've worked and is paid and your time off are marked by the clock in and out.

3. **On the clock** is the period of time between clock in and clock out. This time is **paid**.

4. **Off the clock** is the time between you clock out and back in. This time is **unpaid**.

# Idle time, waiting times, breaks

Each ride will also admit other moments you'll inform

Dispatch and might be on or off the clock.

- **Early arrival** means arriving before the scheduled pickup time. The maximum allowed is 15 minutes early unless Dispatch has specifically asked you for an earlier arrival. This time is on the clock.

- **Waiting time** refers to the time you wait for your passenger at the pickup spot. The maximum allowed is 15 minutes. This time is on the clock.

Try using this time to check and clean your car, call the passenger of your next trip, or stretch your arms and legs if you can get out of the car.

If your passenger still doesn't arrive, notify Dispatch and await instructions.

- Idle time refers to the time between rides. If two rides are less than 15 minutes apart, you can stay on the clock. However, if it exceeds 15 minutes you need to clock out and then clock back in, and this time will be considered a break and off the clock.

# Calling Out of Work

If you need to call out of work, you must inform Dispatch by phone. Text messages won't be accepted.

## Informing your unavailability

Update your availability for the upcoming week in Connecteam every week **before Saturday.**

To know when you're not available helps in many ways:

- **Work-life balance:** Ensures your unavailability is respected.
- **Efficient scheduling:** Helps managers create accurate schedules and allocate resources appropriately.
- **Operational Smoothness:** Reduces last-minute changes and ensures all shifts are adequately covered.

[How to inform unavailability-link](#)

## Where's your timesheet



You'll use a manual timesheet-link until HR requests you start keeping your timesheet in ADP.

## Manual Timesheet

If you have an inconvenience with the app, you'll keep track of your work through a paper timesheet until the issue is fixed.

## How to make your paper timesheet

You can create a paper timesheet by hand or you can

download and print [this](#)  
[timesheet](#).

The information you must include is:

5. Your name at the top.

6. For each ride include in a table:

- Date.
- Clock In time.
- Clock Out time.
- Passenger, origin and destination: passenger's

last name, from where to where.

- Why I'm not using the app: the reason why you're doing it manually. If you have several rides with the same reason, just write it once.

Check this example:

**LBJ Transportation - Timesheet**

Driver's Name: Jhon Doe

Date	Clock In	Clock Out	Passenger, origin & destination	Why I'm not using the app
6/2/24	9:25 am	10:10 am	Ms Jones home to dialysis	I don't have user yet

How to submit your manual timesheet

7. Check and complete your timesheet at the end of your work day before 6 PM.
8. Submit a picture of your timesheet before 6 PM to HR through Connecteam.

Final submissions are due by Saturday.

How to correct errors in your timesheet

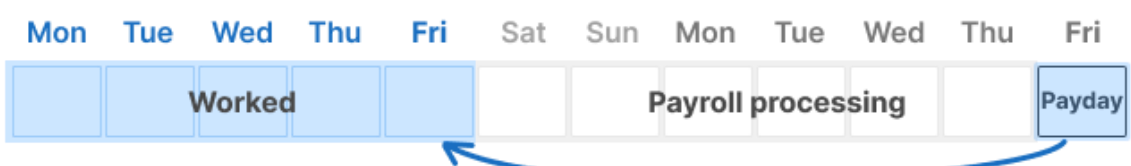
If you find an error in your submitted timesheet, contact Dispatch immediately and inform the corrections.

**Final corrections are due by Saturday.**

# **Payments and Gas Reimbursements**

**When do you get paid and reimbursed**

We pay you for your rides and reimburse your gas expenses the Friday following the week you worked, that is, with a week in a hole.



# How will you get paid

We pay you through ADP bank transfer.

Check ADP's [website-link](#) to change your payment options.

# How much will you get paid

You'll find the hourly rate in your Offer Letter and at ADP payment information.

Read [Timesheet-link](#) to know which hours are paid.

# How do you get reimbursed for my gas expenses

Gas reimbursement is as follows:

- . 30 to 50 miles: \$25
- . Over 50 miles: \$50

Dispatch will text you the rides where a gas reimbursement applies.

If you find discrepancies, please contact HR through Connecteam.

# Where can you find your pay stubs

Your pay stubs and other information related to your payments are at ADP.

Check ADP's [website-link](#)

## Keep timesheet through ADP

ADP is the app you'll use to keep your timesheet.



# How to update your timesheet

9. Clock in and out in the ADP app.

If you have doubts about how to use the app, check the **ADP instructions guide**.

10. Check your timesheet at the end of your work day and before 6 PM.

# How to correct errors in your timesheet

Unfortunately, you can't correct errors yourself in the app. Please send corrections to LBJ HR via Connecteam before 6 PM. Final corrections are due by Saturday.

If you found an error after you've submitted your hours, please inform immediately the corrections to *Dispatch*.

**Final corrections are due by Saturday.**

What happens if app doesn't work

If there's a technical issue, notify Dispatch and use the Manual **Timesheet-link** in the meantime.

## How to inform Unavailability

It's important for us to know when you're not available for a more efficient scheduling and to respect your time off.

Update in Connecteam every week before Saturday.

At Connecteam:

11. Tap Assets,
12. Scroll down until you find the group Operations and tap Job Scheduling,
13. then My Availability at the bottom of the calendar.
14. then Mark unavailability on the day you need to mark it.
15. Complete the details and press Confirm.