

Payroll Procedures

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Payroll Procedures

General Info

In order for payroll to be processed accurately and expensed to the correct store, the accounting department is providing a guideline to ensure proper, consistent, payroll reporting.

Payroll is required to be submitted to the Payroll Administrator by 10:30am on Monday.

- Pay periods run every two weeks, from Saturday to Friday.
- Hourly paid technician must clock into an RO.
- Flat rate technicians must be flagged to an RO.
- Hourly paid employees that do not work on the repairs of a vehicle must clock into payworks.
- Print timecards for hourly paid employees - select Time Management, in the Labor tab and set date the parameter (this ensures that hourly technicians are not missed).
- Print the Employee Time Cards report, found in the Accounting tab in the Reports tab, for flat rate technicians - report # 58, and set the date parameter.
- Print the Employee Timesheet daily for hourly employees to sign off.
- All employees must sign off on their submitted hours, either on the payroll submission form, or on their timecard reports.
- The payroll submission form & all timecard reports pertaining to the pay period must be emailed to the payroll adminster by 10:30am on Monday.

Tools

- Payroll submission form (Teams)
- Daily time tickets/reports for all technicians
- Report #58 for Flat Rate employees
- Report #35 for Hourly employees
- Daily Time Tracking excel form (Teams)
- Payworks Time Management Module

Payroll Procedures

Daily Payroll Management

Everyday the following steps must be completed to ensure that there are no delays or errors on the payroll submission.

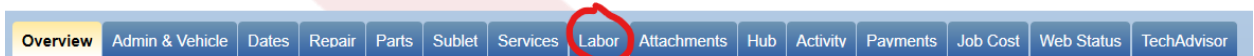
Flat Rate Technicians

Flat rate technicians are not paid an hourly wage, they are paid per job hour.

- Technicians are responsible for handing in a time ticket daily. If you did not receive one from the following day you need to go get it from your technician.
- The time card will have the following information:
 - Name
 - Date
 - Job/RO
 - Hours taken
 - Labour type
 - Safety stamp signed off on
- Once you have the completed time ticket you will need to flag the hours in Repair Center.

Flagging Hours in Repair Center

- Open repair center and open the RO listed on the ticket.
- Open the "Labor" tab



- Make sure your labour is assigned to the technician.

A screenshot of the 'Labor' tab interface. At the top, the 'Labor' tab is highlighted. Below it, there are buttons for 'Assign Technicians', 'Flag Technicians', 'Posted Hours', and 'Labor Totals'. An 'Important Notice' box is visible. The main area contains a table with columns: Labor, Group, Description, Op, Est H., Asn., Assigned To, #, Fi, Line Note, Estimate N. The table lists various labor items like 'CUSTOMER TAX RESPONSIB...', 'Frt Bumper Assy', 'L Frt Otr Bumper Grille', etc. A red circle highlights the 'Assigned To' column. Below the table, there are buttons for 'Add to Labor', 'Change Labor', and 'Un-Assi...'. At the bottom, there is a section for 'Total for Selected:' with a table showing 'Type', 'Est.', 'Asn.', and '% A.'. Below this is a list of technicians to assign to, including 'Nick Adriano (Body)', 'Jack Gilha (Paint)', 'Corey Gowenlock', and 'Corey (S) Gowenloc'. There are also fields for 'Started', 'Due Out: 8/31/2023', 'Internal O', and 'Complete', along with an 'Assign' button and a 'Save' button.

Labor	Group	Description	Op	Est H.	Asn.	Assigned To	#	Fi	Line Note	Estimate N.
Body		CUSTOMER TAX RESPONSIB...	Addl	0.000			5			GST is 0%...
Body		Frt Bumper Assy	R&I	0.000			6			
Body		L Frt Otr Bumper Grille	Repl	0.000			7			
Body		R Frt Otr Bumper Grille	Repl	0.000			8			
Body		R Park/Signal Lamp	Repl	0.000			9			
Body		Frt Add w/Parking Sensor	Repl	0.400			10			
Body		Frt Bumper Cover	Repl	0.000			11			
Body		Frt Bumper Cover Assy	Ovrh	3.200			12			
Body		Frt Bumper Impact Bar	Repl	0.300			13			
Body		Grille	Repl	0.000			14			
Body		Grille Bracket	Repl	0.000			15			
Body		Hood Panel (Alum)	Rpr	3.000			16			
Body		L Frt Bumper Fog Lamp Bezel	Repl	0.000			17			
Body		R Frt Bumper Fog Lamp Bezel	Repl	0.000			18			
Paint		Clear Coat	Addl	1.500			19			
Paint		Feather, Prime & Block	Addl	0.500			20			
Paint		Frt Bumper Cover A	Refn	2.200			21			

Type	Est.	Asn.	% A.
Body	6.900		0.0
Paint	7.200		0.0
Totals	14.1	0.000	0.0

Payroll Procedures

- If it is not assigned, highlight the lines you want to assign and select their name from the list below.

The screenshot shows the 'Labor' tab in a software application. At the top, there are navigation tabs: Overview, Admin & Vehicle, Dates, Repair, Parts, Sublet, Services, Labor (highlighted), Attachments, Hub, Activity, Payments, Job Cost. Below these are sub-tabs: Assign Technicians, Flag Technicians, Posted Hours, Labor Totals. An 'Important Notice' box is visible. A 'Labor Typ' dropdown is set to 'Body'. Below that, a table lists labor lines with columns: Labor..., Group, Description, Op, Est H., Asn..., Assigned To, N #, Fi, Line Note, Estimate N... The table contains 18 rows of items, including 'CUSTOMER TAX RESPONSIB...', 'Frt Bumper Assy', 'L Frt Otr Bumper Grille', etc. At the bottom, there is a 'Total for Selected:' section showing 'Asn: 0.000'. A red circle highlights the 'Assign' button and a list of technicians: Nick Adriano (Body), Jack Gliha (Paint), Corey Gowenlock (Body), and Corey (S) Gowenlock (Body). The 'Assign' button is also circled in red.

- Hit "Assign". Note: not all the labour lines will have hours associated with it. You can still assign these lines to the technician.
- Once the lines are assigned go to the "Flag Technicians" tab.

This screenshot shows the same software interface as above, but the 'Flag Technicians' sub-tab is now highlighted with a red circle. The 'Assign Technicians' sub-tab is also highlighted in yellow.

- Select the labour type you are flagging for.

This screenshot shows the 'Flag Technicians' sub-tab highlighted in yellow. Below the 'Important Notice' box, there is a prompt: 'Select a labor type to flag payroll hours for commission and flat rate techs.' Below this is a table with the following data:

Labor Type	Est Hrs	Flagge...	Est List	Flagge...	Cost	Profit	Asn Hrs
Body	6.900	0.000	581.53	0.00	0.00	581.53	6.900
Paint	7.200	0.000	606.82	0.00	0.00	606.82	7.200

Payroll Procedures

- Make sure the date and hours reflect what the technician has shown on their time ticket.

	Est Hrs:	Flagged Hr	Est List:	Flagged Lis	Cost:	Profit:
Total	14.100	0.000	1,188.35	0.00	0.00	1,188.35

Select a tech to flag hours:

Tech Name	Asn Hrs	Flagged...	Hrs Left
Corey Gowenlo...	6.900	0.000	6.900

Enter flag hours for tech:

Tec: Gowenlock, Corey (L) Date: 8/14/2023 Post

Pay Type: (flat rate)
 Flag Percent of T: 25% 33% 50% 66% 75% 100

Assigned Hou	Flagged	Hours Work	Hrs Lef
6.900	- 0.000	6.900	0.000
Est Amou	Cost to D	Pay Amou	Profit Remain
581.53	- 0.00	+ 241.16) 340.37

- Hit "Post".
- **NOTE:** If you go to post and there are no hours available, check with your manager if a supplement was done, or an agreement was made to over flag the job.

	Est Hrs:	Flagged Hr	Est List:	Flagged Lis	Cost:	Profit:
Total	14.100	6.900	1,188.35	581.53	241.16	947.19

Select a tech to flag hours:

Tech Name	Asn Hrs	Flagged...	Hrs Left
Corey Gowenlo...	6.900	6.900	0.000

Enter flag hours for tech:

Tec: Gowenlock, Corey (L) Date: 8/14/2023 Post

Pay Type: (flat rate)
 Flag Percent of T: 25% 33% 50% 66% 75% 100

Assigned Hou	Flagged	Hours Work	Hrs Lef
6.900	- 6.900	+ 0.000) 0.000
Est Amou	Cost to D	Pay Amou	Profit Remain
581.53	- 581.53	+ 0.00) 0.00

- Over flagging must be approved by a manager, and clear notes need to be put into HUB notes in Repair Center.

Payroll Procedures

- If you posted something in error, or if you need to see the history of time taken on the job, click on the “Posted Hours” tab.

Assign Technicians | **Flag Technicians** | **Posted Hours** | Labor Totals

Important Notice

- If you need to void hours that you posted incorrectly, highlight the line and hit “Void”.

Actual Labor Hr Flagged Labo

Date	Labor Type	Tech Name	Posted Hrs	Posted List	Cost	Transferred	Voided
8/14/2023...	Body	Corey Gow...	6.900	581.53	241.16	N	N

Void

	Posted H	Posted List:	Cost:
Total	6.900	581.53	241.16

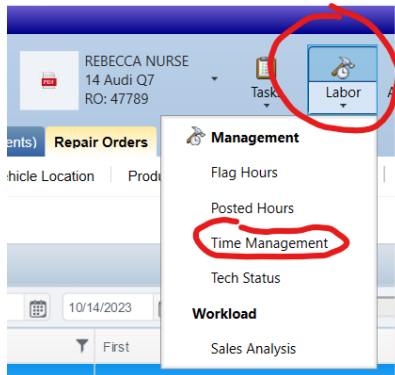
- The line will remain, but the font will change to red, indicating that the time has been voided.
- Initial the time ticket beside each line as you post it.
- Add up the total hours for the ticket and write it at the bottom.
- Rip the ticket apart:
 - Pink copy goes to the technician,
 - White copy goes in your payroll submission binder,
 - Front page can be thrown out.
- Enter the total hours for the day on your Daily Time Tracker in Excel.

Payroll Procedures

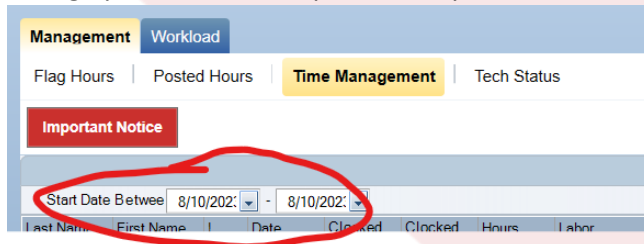
Hourly Technicians

Hourly technicians are paid an hourly wage and are responsible for clocking into and out of jobs in Repair Centers Shop Clock.

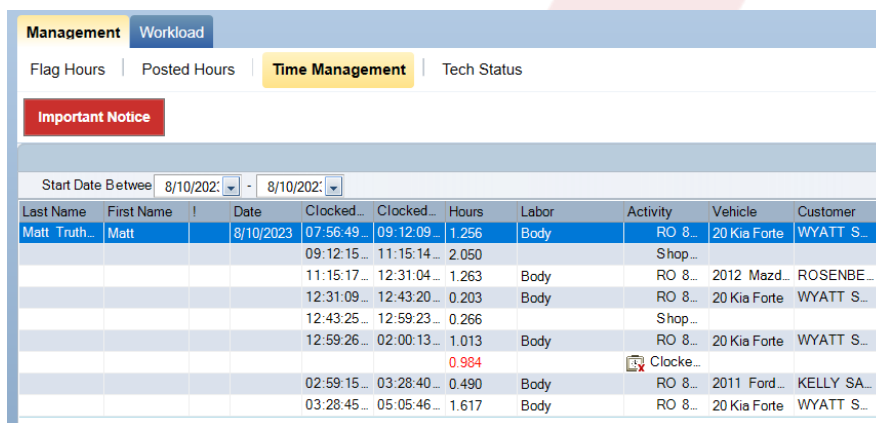
- Open Repair Center.
- Select the “Labor” tab at the top and navigate to the “Time Management” option.



- Change your dates to the previous day.



- Review/watch for the following things:
 - Appropriate labour categories have been clocked into (ex: a detailer should not clock into anything but detail lines).
 - There is a clocked in and clocked out time listed. Sometimes technicians fail to clock out of a job and this needs to be corrected.
 - A lunch break was taken – this will be shown with a red fonted line.

A screenshot of the software interface showing a table of clocked-in and out times. The table has columns for 'Last Name', 'First Name', 'Date', 'Clocked In', 'Clocked Out', 'Hours', 'Labor', 'Activity', 'Vehicle', and 'Customer'. The data is as follows:

Last Name	First Name	Date	Clocked In	Clocked Out	Hours	Labor	Activity	Vehicle	Customer
Matt Truth...	Matt	8/10/2023	07:56:49...	09:12:09...	1.256	Body	RO 8...	20 Kia Forte	WYATT S...
			09:12:15...	11:15:14...	2.050		Shop...		
			11:15:17...	12:31:04...	1.263	Body	RO 8...	2012 Mazd...	ROSENBE...
			12:31:09...	12:43:20...	0.203	Body	RO 8...	20 Kia Forte	WYATT S...
			12:43:25...	12:59:23...	0.266		Shop...		
			12:59:26...	02:00:13...	1.013	Body	RO 8...	20 Kia Forte	WYATT S...
					0.984		Clocke...		
			02:59:15...	03:28:40...	0.490	Body	RO 8...	2011 Ford...	KELLY SA...
			03:28:45...	05:05:46...	1.617	Body	RO 8...	20 Kia Forte	WYATT S...

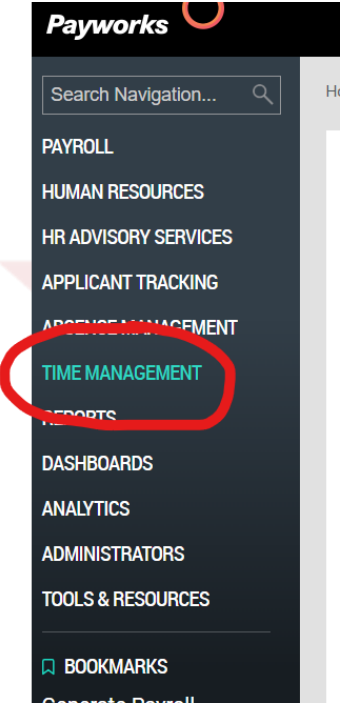
- Hit Print.
- Take it to the technician to sign off on their hours and the safety stamp.
- Enter the total hours for the day on your Daily Time Tracker in Excel.

Payroll Procedures

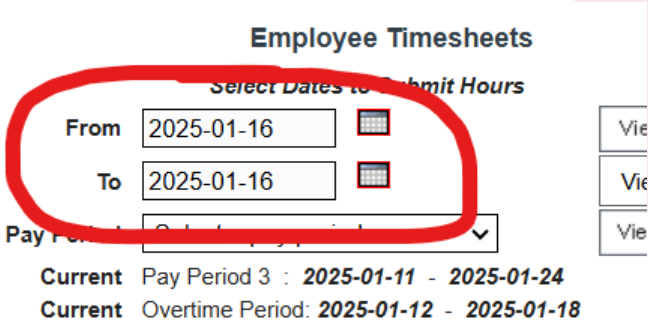
Hourly Employees (Payworks)

Hourly employees who do not directly affect the margins on a repair job must clock in and out of payworks to track their hours. This includes detailers, shop/office cleaners, front office staff that are paid hourly, etc.

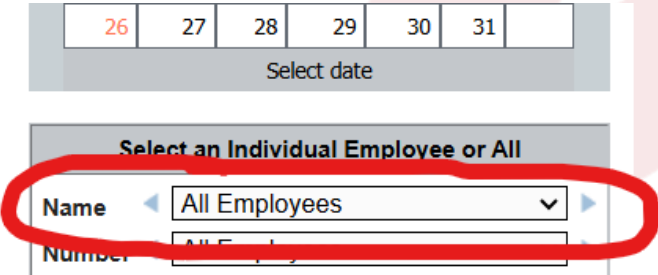
- The designated Payworks administrator must log into Payworks daily; payworks.ca
- Open the Time Management module on the left side of the webpage.



- Go to the ADMINISTRATION tab and click on “Timesheets”
- Change your dates to the previous day.



- Select your employees name.



Payroll Procedures

- Click “View”.
- Ensure that the labour type is correct (Detail Labour for detailers, Regular Hours for all other employees).

Hours Worked for 2025-01-14 to 2025-01-14													
#	Employee	Number	Date	Position	Department	Type	Start	End	Hours	Rate	Status	Add	
1	Name, Name		Tue 2025-01-14	Shop Cleaner	Fife Shop	Detail Labor	7:57 am	5:00 pm	8.05	15.80	Approved	<input checked="" type="checkbox"/>	
Total Approved Hours							8.05	(Excluding Shift Premiums)					

Save Remove Remove Scheduled Remove Pending

- Ensure the clock in, clock out, and total daily hours are correct.

Hours Worked for 2025-01-14 to 2025-01-14													
#	Employee	Number	Date	Position	Department	Type	Start	End	Hours	Rate	Status	Add	
1	Name, Name		Tue 2025-01-14	Shop Cleaner	Fife Shop	Detail Labor	7:57 am	5:00 pm	8.05	15.80	Approved	<input checked="" type="checkbox"/>	
Total Approved Hours							8.05	(Excluding Shift Premiums)					

Save Remove Remove Scheduled Remove Pending

- Make any adjustments as required.
- Hours need to be approved daily – any hours that are pending approval are marked “Pending”.

Date	Status	Add
	Pending	<input type="checkbox"/>

- Check off the checkbox and click save.

Hours Worked for 2025-01-14 to 2025-01-14													
#	Employee	Number	Date	Position	Department	Type	Start	End	Hours	Rate	Status	Add	
1	Name, Name		Tue 2025-01-14	Shop Cleaner	Fife Shop	Detail Labor	7:57 am	5:00 pm	8.05	15.80	Pending	<input type="checkbox"/>	
Total Approved Hours							8.05	(Excluding Shift Premiums)					

Save Remove Remove Scheduled Remove Pending

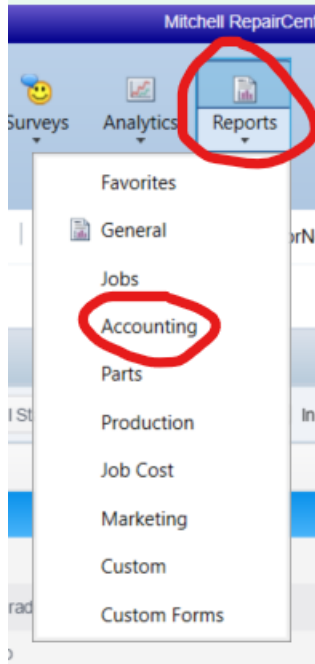
- Once the status has been changed to “Approved” print the page.
- Printing directly from the payworks website will allow you to only print the date and employee selected.
- Take it to the employee to sign off on their hours and the safety stamp.
- Enter the total hours for the day on your Daily Time Tracker in Excel.

Payroll Procedures

Payroll Submission

Payroll is required to be submitted to the Payroll Administrator by 10:30am on Monday.

- Open your Daily Time Tracker in excel.
- Open Repair Center.
- Open the “Accounting” tab under “Reports”.



- Note: these reports can be saved to your favourite for easier access.

Flat Rate Technicians

- Select report #58 “Employee Time Cards”



- Change your date parameters to reflect the pay period. Note: you need to select Saturday to Friday! Do not skip the weekend dates!



- Hit “Print Preview” and print the report.
- Only print this report for your flat rate technicians. The hourly technicians will generate on here as well but do not print them and do not include them in your payroll submission.
- Look at the bottom of the page for the grand total of the technicians hours.

SubTotal:	Body - Flat Rate Hr @ \$34.95	45.20
	Glass - Flat Rate Hr @ \$34.95	19.90
	Mech - Flat Rate Hr @ \$34.95	5.10
	Totals:	70.20

Payroll Procedures

- This number should match the number you have on your Daily Time Tracking excel sheet.

	TOTAL HOURS
2	70.2
2	63.452
6	69.01
9	74.8

- If it does you may proceed, if it does not you will need to go through each time card to see where the discrepancy is. **IF THESE NUMBERS DO NOT MATCH THEN YOU CANNOT SUBMIT PAYROLL!**
- Note: Some flat rate employees will have two reports. One for regular time and one for structural time.
- Take the report print out to the technician for their signature.
- Verify with them at this time if they are seeking any vacation pay, banked time, etc on this pay period.
- Final hours, including any addons, must be signed off on!

Hourly Technicians

- Select report #35 "Shop ClockTime Card Report".

All Jobs	Shop ClockTime Card Report	35
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- Change your date parameters to reflect the pay period. Note: you need to select Saturday to Friday! Do not skip the weekend dates!

Start Date: 7/29/2023 End Date: 8/11/2023

- Select your hourly employees from the list at the bottom of the page.

Employees

Select All Clear Selections

- Delaurier Tyson
- Grexton Trevor
- Grexton (S) Trevor (S)
- Martinez Darius
- Santos Luis

- Hit Print Preview.
- NOTE: If you have been keeping up with the daily payroll practices then there should be no need to go and make changes to hourly technicians times.
- There will be a final page that prints a full summary of all the labour categories for all the hourly employees you have selected. DO NOT PRINT THIS PAGE!
- Look to the bottom of the last page for the technician for their pay period total hours.

Payroll Procedures

Pay Period Total : 69.010

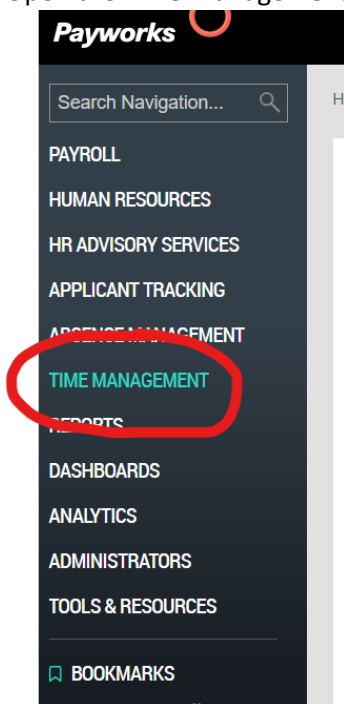
- This number should match the number you have on your Daily Time Tracking excel sheet. Note: hourly employee may be off between the two reports. There is a discrepancy allowance below 0.5. Anything 0.5 and above will need to be looked into.

	TOTAL HOURS
2	70.2
2	69.432
5	69.01
3	74.8

- Take the report print out to the technician for their signature.
- Verify with them at this time if they are seeking any vacation pay, banked time, etc on this pay period.
- Final hours, including any addons, must be signed off on!

Hourly Employees (Payworks)

- The payroll administrator must log into payworks; payworks.ca.
- Open the Time Management module on the left side of the webpage.




- Go to the ADMINISTRATION tab and click on “Timesheets”


Payroll Procedures


- Select the pay period as noted below the drop box.

Employee Timesheets

Select Dates to Submit Hours


From 

To 

Pay Period 

Current Pay Period 3 : 2025-01-11 - 2025-01-24

Current Overtime Period: 2025-01-12 - 2025-01-18

[View](#) 


[View Employee](#)


[View Timecard](#)


- Click "View".
- Ensure that all the days the employee worked are marked "Approved".
- At the top of the page, click "View Timecard".

Employee Timesheets

Select Dates to Submit Hours










Pay Period 3 : 2025-01-11 - 2025-01-24

Overtime Period: 2025-01-12 - 2025-01-18

[View](#) 

[View Employee Breaks](#) 

[View Timecard](#) 

- The report generated will have all your hourly employees on one document.
- Look at the bottom section for each employee for their Total Hours.

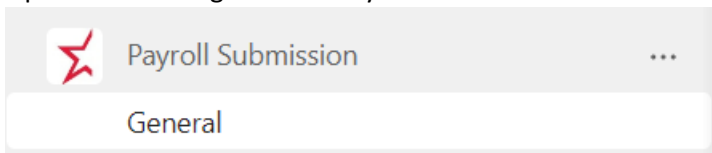
End Time	Earning Type	Hours	Departm
2024-12-30 9:00 AM	Regular Pay	1.50	000500-4
2025-01-02 4:30 PM	Regular Pay	8.00	000500-4
2025-01-03 4:30 PM	Regular Pay	8.00	000500-4
2025-01-08 4:23 PM	Regular Pay	8.00	000500-4
2025-01-09 4:30 PM	Regular Pay	5.88	000500-4
2025-01-10 4:30 PM	Regular Pay	8.77	000500-4
Total Hours		39.55	
2024-12-30 5:00 PM	Detail Labor	7.98	000302-1
2024-12-31 12:00 PM	Detail Labor	2.38	000302-1

- This number should match the number you have on your Daily Time Tracking excel sheet.
- Take it to each employee listed to get their final sign off.

Payroll Procedures

Payroll Submission Form

- Gather all the reports you printed from Repair Center and Payworks.
- Open Teams and go to the “Payroll Submission” team.



- Open “General”, “Files”, and select your appropriate store.
- Enter in the dates for the pay period.

Store: **CARSTAR in Stonewall**

Pay Period:

DR GREXTON	Body	Paint	Detail	Frame	Mechanical	Glass	TOTAL HOURS	REGULAR HOURS	OT HOURS
------------	------	-------	--------	-------	------------	-------	-------------	---------------	----------

- At the bottom of each Repair Center report is a break down of each labour category per employee.

Flat Rate:

SubTotal:	Body - Flat Rate Hr @ \$34.95	45.20
	Glass - Flat Rate Hr @ \$34.95	19.90
	Mech - Flat Rate Hr @ \$34.95	5.10
	Totals:	70.20

Hourly:

Summary of Labor Activities :

Hours	Labor Type
61.984	Detail
7.026	Glass

- These totals need to be entered into the payroll submission form **exactly** as they are shown on the report. Failure to do so may result in your submission being sent back for a redo.

Body	Paint	Detail	Frame	Mechanical	Glass	TOTAL HOURS	REGULAR HOURS	OT HOURS
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
-	-	-	-	-	-	-	-	-

- Once all the time has been entered, the amount on the “Total Hours” column **must** match the totals on the report.

Payroll Procedures

- Any overtime hours can be entered in the far-right column “OT HOURS”. Note: any overtime must be pre-approved by the shop manager, and the manager must initial beside the employees box.
- Fill in any necessary notes in the “Notes” section at the bottom of the page. This should include things like:
 - Vacation pay
 - Stat holidays
 - Any sick days
 - Starting/end dates for employees
 - Anything else relevant to payroll submissions.

Payroll Submission

Once all the totals have been entered, and all hours are balanced, payroll need to be submitted to the Payroll Administrator for processing.

- The following need to be emailed:
 - Payroll Submission form,
 - Daily Time Tracking excel sheet,
 - All employee Repair Center reports (either #35 **or** #58 depending on flat rate/hourly)
- The employee Repair Center reports need to be placed in the same order as the employees appear on the Payroll Submission form.
- Scan all documents and email them to the Payroll Administrator.
- Take all the daily time cards/reports and pin them together with the submission package.
- File away for safe keeping.