

Payroll Sheets

When do I submit my Payroll Sheet?

- Must be submitted to payroll by 12:00 noon the Tuesday following the end of the work week
 - The work week goes from Sunday to Saturday

How do I submit my Payroll Sheet?

- Scan to Accounting at BOLSCAN@garnertrucking.com using CamScanner

What happens if I do not submit my Payroll Sheet on time?

- Your pay will be delayed a week
- This is your timecard – Accounting cannot process your payroll or pay you without it!

How do I get additional blank payroll sheets?

- Blank payroll sheets are available in the Operations Department
- Driver Desk in the shop

Who should I speak with if I have a problem with my pay and/or payroll sheet?

- Brad Lucius, Accounting Department, at 419-422-5742.

Receipts

Do I have to submit receipts?

- Yes

How do I submit receipts?

- Scan to Accounting at BOLSCAN@garnertrucking.com by using the CamScanner App.

When should I submit receipts?

- At least weekly when you submit your payroll sheets

Bills of Lading (BOL)

When should I submit BOL's?

- Within 48 hours of delivery, as soon as load is delivered is preferred.

How do I submit a BOL?

- Scan to Accounting at BOLSCAN@garnertrucking.com by using the CamScanner App.

Per Diem

What is Per Diem?

- Per diem is an Internal Revenue Service (IRS) approved method of receiving tax free reimbursement for lodging, meals, and incidental expenses without receipts through your employer.

Can I claim Per Diem?

- Not all associates/drivers are eligible to claim per diem. The following rules apply when claiming per diem; and both rules must be met to qualify:
 - You must be away from your tax home more than an ordinary day
 - Your work requires you to sleep or rest while away from home.

How do I know what to claim for Per Diem?

- The following guidelines will be used to calculate per diem:
 - **For departure day:**
 - Leave before 12:00 – eligible for a full day of per diem
 - Leave between 12:00 and 18:00 - eligible for $\frac{3}{4}$ day or partial day of per diem for that day
 - Leave after 18:00 – you are not eligible for per diem for that day
 - **For return day:**
 - Return before 12:00 – you are not eligible for per diem for that day
 - Return between 12:00 and 18:00 – eligible for $\frac{3}{4}$ day of per diem for that day
 - Return after 18:00 – you are eligible for a full day of per diem
 - **Above guidelines are only applicable for day of departure and return day.**
 - If you are out, on the road, subsequent days from day of departure, you are eligible for per diem on those days; and then return day you will have to abide by the calculation requirements above.

How do I annotate Per Diem on my Payroll Statement?

- In the section labeled Per Diem, note how many full days and partial days of per diem you are claiming. See example below

	Full	Partial	
Per Diem:	3	1	

Example

What is the Per Diem rate?

- The per diem rate is federally mandated and may change without notice. For current rate, contact your Payroll Associate or Human Resources.

Am I allowed to claim Per Diem if I depart and return the same calendar day?

- No – you can not claim per diem if you depart from home and/or return home the same calendar day.
- See rules/guidelines above on how to calculate per diem and your eligibility.

Am I required to claim Per Diem if I am eligible?

- No – Per Diem is completely voluntary. You are not required to take per diem if you elect not to do.
- But to claim Per Diem, you must follow the above rules/guidelines on how to calculate per diem if you choose to claim it.

What If I need assistance with calculating Per Diem?

- Contact Accounting or Safety for guidance.

Who in Accounting do I contact about Per Diem?

- Brad Lucius or Brian Loch at 419-422-5742.

Who in Safety could assist me with Per Diem?

- Emma Gelacek or Jenny Schaub at 419-422-5742.

CamScanner

How do I get the CamScanner App?

- Go to the Google Playstore or Apple App Store
- Search for CAMScanner app (It is Free)
- Download and Install

How do I scan using the CamScanner App?

- Open CS (CamScanner)
- Tap the small camera icon
- Put the paperwork in focus
 - Be sure you still see background area, so it captures the entire document
- Tap camera again to take the picture
 - Move any corners if you need to; if okay, tap the checkmark
 - It will auto adjust the pic, if it looks okay, tap the checkmark again
- Tap the 3 dots on the top right, select "RENAME"
 - if you have an iPhone, you'd click what looks like a gear on the top right
- Rename the document then hit "Ok"
 - i.e. Lowes 547543
- Go back and tap the Share symbol
 - Then PDF
 - Then Select your email provider
 - such as Gmail
- In the subject line enter the document information
 - i.e. Lowes 547543
- Enter the email address you are sending the document to,
BOLSCAN@garnertrucking.com, and then tap send!

Who should I contact if I need assistance with scanning?

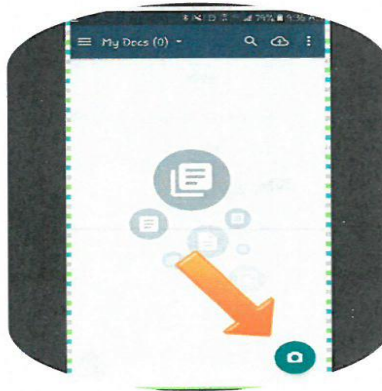
- Contact Julie Dean, Accounting Department, at 419-422-5742.

SCANNING



These directions were made with an Android phone--if you have an iPhone, it should be similar, just a few differences.

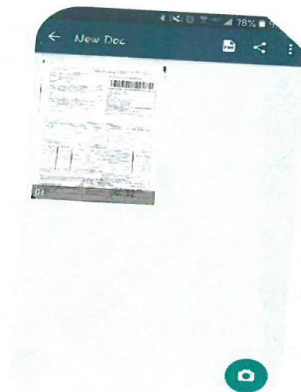
Take Your Picture



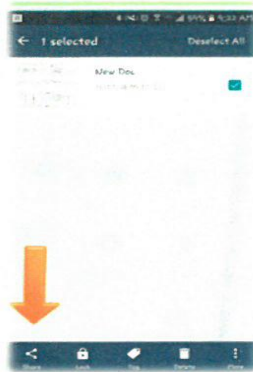
Crop your image then press the



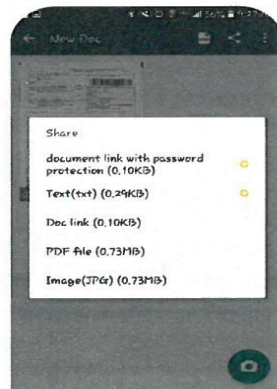
Hold down on the document



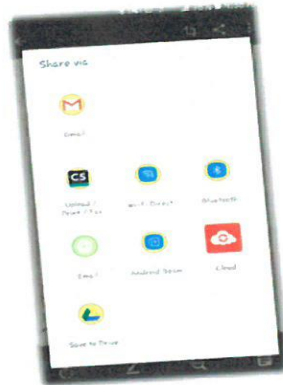
Click on the “Share” button



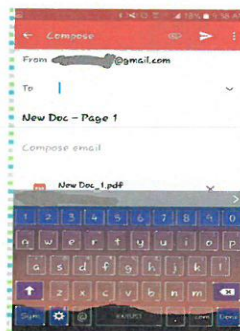
Pick PDF file



**Share via Gmail/AOL/Yahoo
etc.**



**To:
BOLSCAN@GarnerTrucking.com**



**Change "New Doc - Page 1" to the
customer/broker and invoice number
(Example: Lowes 566780).**

Payroll Statement Example							
				(Saturday P.M.)			
Driver Name:	Gale Hawthorne			Week ending date:	3/2/2019		
Tractor No:	2650						
	Full	Partial					
Per Diem:	3						
	Date	Amount	Reason for Advance				
Advances:	2/27/2019	\$100.00	Personal Advance				
	Date	Amount	Reason for Reimbursemt				
Reimbursements:	2/28/2019	\$12.00	Shower				
	3/1/2019	\$3.46	Fuse				
	Date	Truckstop	Gallons	Amount			
Fuel Purchase:	2/26/2019	Shop	90	-			
	2/28/2019	T/A	100	\$244.31			
Date	Load #	BOL Number	Starting City & State	Ending City & State	TIME IN	TIME OUT	HOURS
2/26/2019	655959	655959	Findlay, OH	oregon			
	656413	761922	bowling green	detroit	10:00	15:00	D
2/27/2019	651127	651127	bowling green	Bedford Heights			
	651127	9672	Bedford Heights	Bowling Green			
2/28/2019	655961	655961	Findlay	oregon			
	656650	762358	bowling green	detroit	8:00	11:00	B
3/1/2019	656671	772398	Mattawan, MI	Fremont, OH			
Pay week ends on Saturday at midnight							
MUST BE IN BY 12:00 NOON Tuesday							