



Payroll Submission Reference Guide

This guide will walk you through the payroll submission process. Please reach out to the HR department if you have any questions.

1. Correct any missing “punch out” – Reference to page 2.
2. These are the reports that need to be generated.
 - a. Labor by Employee, By Date Report – Reference to page 3.
 - b. General Sales Report – Reference to page 4.
 - c. Plan Analysis Report – This report will be required only when submitting your Monthly membership bonus. Reference to page 5 and 6.
3. Calculate your Cars Per Man Hour (CPMH) and Membership Bonus.
 - a. Download a new Bonus Calculation template every payroll from the company intranet.
 - b. CPMH bonus is calculated bi-weekly – Reference to page 7.
 - c. Membership Bonus is calculated monthly – Reference to page 8.
4. Go to the company intranet and click on the payroll tab
 - a. Find and click on the Payroll Submission form – Complete this form in its entirety and attach the requested payroll reports.

Reminders:

- Labor hours must be reviewed and approved daily.
- The Payroll Submission form must be submitted **no later than 8 AM CT on Thursday** after the end of the pay period.
- Approve pending PTO requests for the pay period.
- Any other payroll related information such as mileage and reimbursements must be approved and submitted by no later than **8 AM CT on Thursday** after the end of the pay period.

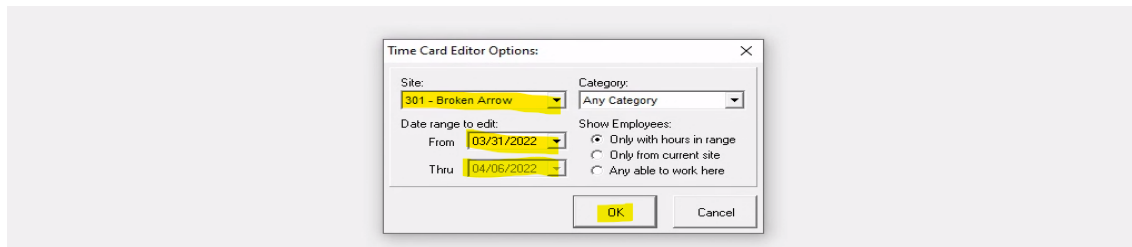
Reach out the HR Department with any questions at HR@whitewatercw.com

Correct a missing “punch out”

Go to Site Manager click on Tools / Timecard Editor



Select your location, Date Range and click OK



Click on the Missing Out to make the appropriate correction

The screenshot shows the 'Time Cards' window. On the left is a list of employees with their IDs and total hours. On the right is a detailed view for a specific date, showing a timeline of punches in and out.

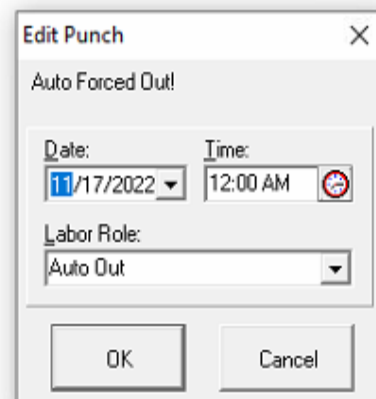
Employee	Hours
02035: Ty Flannery	19.33
02341: Peyton Mowrey	26.68
02743: Owen Livingston	* 40.00 + 1.68
02918: Dylan Wright	* 35.87
02936: Richie Jones	29.75
03604: Logan Linzy	* 26.07
03857: Axel Ramirez	20.03
03858: Alex Sutherland	7.23
03881: Kamauri Rogan	21.77

Date	Hours
03/31 (Thu)	4.40
04/01 (Fri)	7.03
04/02 (Sat)	
04/03 (Sun)	
04/04 (Mon)	4.87
04/05 (Tue)	3.03

Date	Time	Role	Hours
03/31	7:04 am	Team Leader	4.40
04/01	11:28 am	Punch Out	
04/01	7:05 am	Team Leader	4.43
04/01	11:31 am	Punch Out	
04/01	12:29 pm	Team Leader	2.60
04/01	3:05 pm	Punch Out	
04/04	6:58 am	Team Leader	4.87
04/04	11:50 am	Punch Out	
04/05	7:03 am	Team Leader	3.03
04/05	11:03 pm	Missing Out	

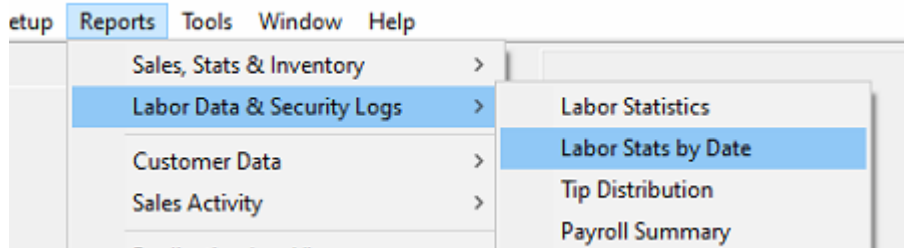
Role	Hours/Amt
Team Leader	19.33

Double click on the “Missing Out” to make the correction.



Labor by Employee, By Date Report

From Site Manager go to Reports / Labor Data & Security Logs / Labor Stats by Date



From the drop-down box select the format Labor By Employee, site, date range, check the box labor hours and click OK.

The 'Labor Stats by Date' dialog box is shown. It has a 'Format' dropdown set to 'Labor By Employee'. The 'Site' dropdown is set to '207 - Plano'. The 'Date Range' is set from '09/23/2021' to '09/29/2021'. The 'Employee data' dropdown is set to 'Empl # + Search Name'. The 'Data to Show' list has 'Labor Hours' checked. The 'Profit center/Labor Role' dropdown is set to 'All PC/Labor Roles'. The 'Specific Employee' radio button is selected. The 'Employee Category' dropdown is set to 'All Employees'. The 'Group Hours first' and 'Show empty rows' checkboxes are checked. 'OK' and 'Cancel' buttons are at the bottom.

This is how the report will be generated.

WhiteWater Express - Office		Labor By Employee, By Date						From Thu, 09/23/2021	
207 - Plano		For Showing Labor Hours						Thru Wed, 09/29/2021	
Employee	Thu 09/23	Fri 09/24	Sat 09/25	Sun 09/26	Mon 09/27	Tue 09/28	Wed 09/29	Total	
02216: Ezequiel Gaspar	0.00	0.00	9.55	9.47	8.15	7.02	7.28	41.47	
02259: Umair Abbas	0.00	0.00	9.63	8.68	9.12	9.08	9.57	46.08	
02317: Mychael Donahue	0.00	4.80	6.27	5.35	6.25	6.52	0.00	29.18	
02319: Jacob Robinson	6.00	7.08	0.00	4.98	0.00	0.00	6.12	24.18	
02931: Bryan Reynoso	7.43	7.22	0.00	0.00	7.27	7.83	6.75	36.50	
02981: Khi Sims	6.43	6.52	4.45	6.48	0.00	0.00	2.85	26.73	
Grand Totals:	19.87	25.62	29.90	34.97	30.78	30.45	32.57	204.15	

General Sales Report

From Site Manager go to Reports / Sales, Stats & Inventory / General Sales

The screenshot shows a 'General Sales' dialog box with the following settings:

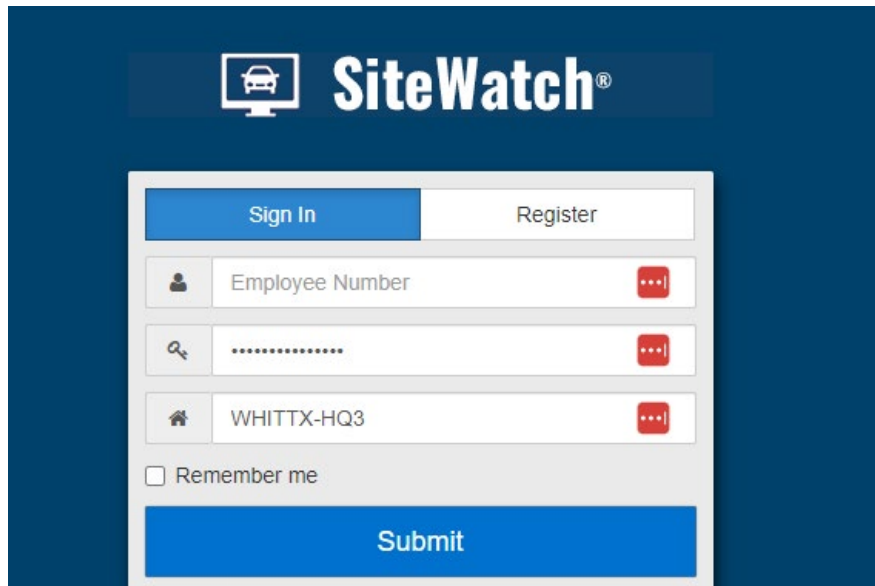
- Format: General Sales Report
- Site: 710 - Grand River
- Date From: 10/06/2022 12:00:00 AM
- Thru: 10/19/2022 11:59:59 PM
- Day of week: All Days
- Employee: All Employees
- Sales Role: All Sales Roles
- Shift(s): Shift 1, Shift 2, Shift 3 (all unchecked)
- Terminal(s): Automatic Recharge, Cashier1, DXPT1, ManagerStation1, Server, Tunnel1, XPT1, XPT2 (all unchecked)
- Buttons: OK, Cancel

This is how the report will be generated.

General Sales Report				Thu 10/06/2022 12:00:00am Wed 10/19/2022 11:59:59pm			
WhiteWater Express - Office 710 - Grand River							
Description	Price	Quantity	Amount	Description	Price	Quantity	Amount
=====				TOTAL:		0	0.00
CARWASH SALES				ARM PLANS RECHARGED-			
=====				TOTAL:		0	0.00
WASH SALES-				ARM PLAN TOTAL:			0.00
Rapid Wash	8.00	2	16.00	ARM PLANS SWITCHED-			
White Rapids Ceramic	22.00	33	726.00	TOTAL:		0	0.00
TOTAL:		35	742.00				
WASH EXTRA SERVICES-							

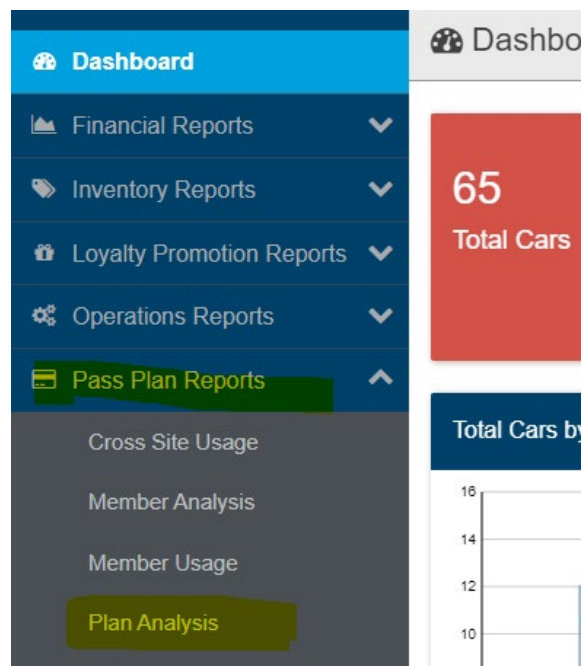
Plan Analysis

Go to the SiteWatch portal to generate this report.



The image shows the SiteWatch login portal. At the top, there is a logo with a car icon and the text "SiteWatch®". Below the logo, there are two buttons: "Sign In" (highlighted in blue) and "Register". Under these buttons, there are three input fields: "Employee Number" with a person icon, a password field with a key icon and masked dots, and a location field with a house icon containing the text "WHITTX-HQ3". Each input field has a red "X" icon to its right. Below the input fields is a checkbox labeled "Remember me". At the bottom of the form is a large blue "Submit" button.

From the Dashboard click on **Pass Plan Reports** and click on **Plan Analysis**



Plan Analysis Continued

The Report Date needs to be the last day of the prior month and click on Apply

The screenshot shows a modal window for selecting report parameters. It has three sections: 'Report Period' with 'Month' and 'Year & Month' buttons; 'Report Level' with 'Summary' and 'Detailed' buttons; and 'Report Date' with a text input showing '10 / 31 / 2022' and a calendar icon. At the bottom, there is a 'Today' button and an 'Apply' button.

This is how the report will be generated. The number to enter on your bonus calculation is the Ending Members highlighted below.

Pass Plan Analysis as of 10/31/2022
Site: WHITTX-109

10/31/2022

Pass Plan Washes: 186
Pass Plans Sold: 2
Pass Plans Lost: 1
[Pass Plan Recharge Amount: \\$94.96](#)

Statistics

	Effective Price ?	Avg Members ?	Avg Monthly
▼ Month 10/1/2022 - 10/31/2022	\$23.36	1,552.97	

Changes

	Starting Members ?	Ending Members ?	Joined ?	Trans
▼ Month 10/1/2022 - 10/31/2022	1,512	1,566	161	

\$ Unsells

Calculate CPMH Bonus

Open the Bonus Calculation template and click on the CPMH Bonus tab.

1. In the yellow box below enter the **TOTAL CARS WASHED** from the General Sales Report (GSR)
2. In the yellow box below enter the **TOTAL LABOR HOURS** from the Labor By Employee, By Date report

CPMH Bonus Calculation										
Cars per Biweekly Pay Period										
\$ /car		0-5000			5001-7500			>7500		
		GM	SM	Total	GM	SM	Total	GM	SM	Total
Team Lead CPMH	<11									
	11-11.99									
	12-12.99	\$0.024	\$0.016	\$0.040						
	13-13.99	\$0.024	\$0.016	\$0.040						
	14-14.99	\$0.024	\$0.016	\$0.040	\$0.024	\$0.016	\$0.040			
	15-15.99	\$0.033	\$0.022	\$0.055	\$0.033	\$0.022	\$0.055			
	16-16.99	\$0.033	\$0.022	\$0.055	\$0.033	\$0.022	\$0.055	\$0.027	\$0.018	\$0.045
	17-17.99	\$0.033	\$0.022	\$0.055	\$0.033	\$0.022	\$0.055	\$0.027	\$0.018	\$0.045
	18-18.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.036	\$0.024	\$0.060
	19-19.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.036	\$0.024	\$0.060
	20-20.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.036	\$0.024	\$0.060
	21-21.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075
	22-22.99	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040	\$0.100
	23+	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040	\$0.100

Calculate the Membership Bonus

Open the Bonus Calculation template and click on the Monthly Bonus tab.

1. Enter your Store Number, this will populate your store beginning of year memberships.
2. Enter your store End of Month Members from the Plan Analysis report.
3. Enter the names, employee numbers and hours of the Team and Shift Lead's that worked 100+ hours within the month.

Monthly Membership Bonus Calculation				
	WX101	Store Number ("WX000")		
	5103	Beginning of Year Memberships		
	6000	End of Month Memberships		
	Eligible Employees (100 hrs +)			
	Number	Name	Monthly Hours	Bonus
1	1235	Ricky Jones	125	\$484.55
2	5623	Carlos White	100	\$387.64
3	4526	David Jones	150	\$581.46
4				NA
5				NA
6				NA
7				NA
8				NA
9				NA
10				NA
11				NA
Total			375	
	Bonus			
	Base		\$3,500.00	
	Growth		\$1,345.50	
	Total		\$4,845.50	
	AD	15%	\$726.83	
	GM	35%	\$1,695.93	
	SM	20%	\$969.10	
	SL/TL	30%	\$1,453.65	