



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.

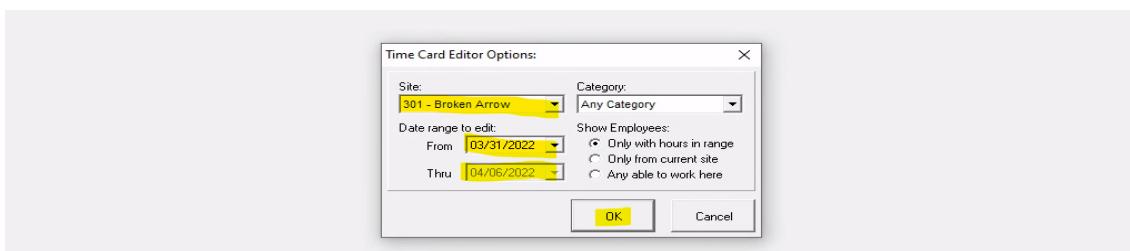
Reach out the HR Department with any questions at HR@whitewatercw.com

Correct a missing “punch out”

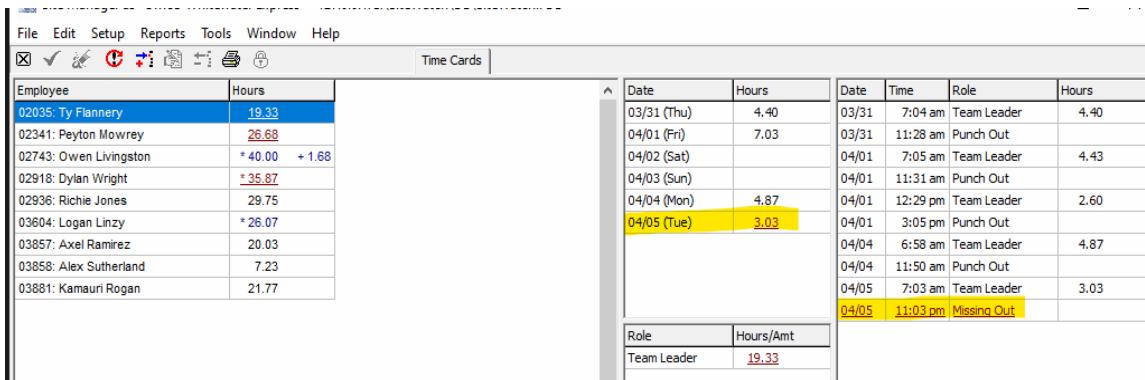
Go to Site Manager click on Tools / Timecard Editor



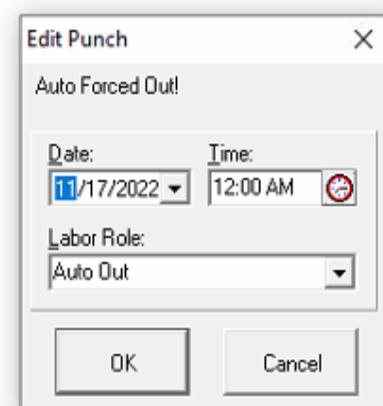
Select your location, Date Range and click OK



Click on the Missing Out to make the appropriate correction

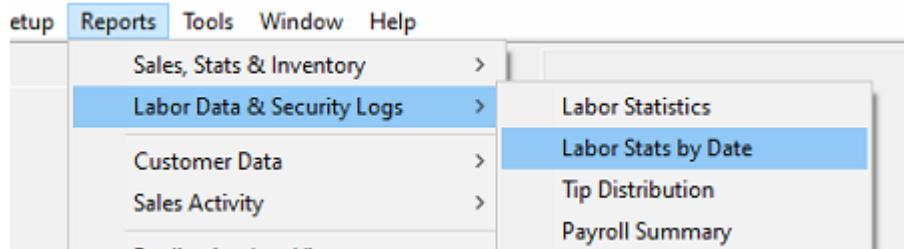


Double click on the “Missing Out” to make the correction.

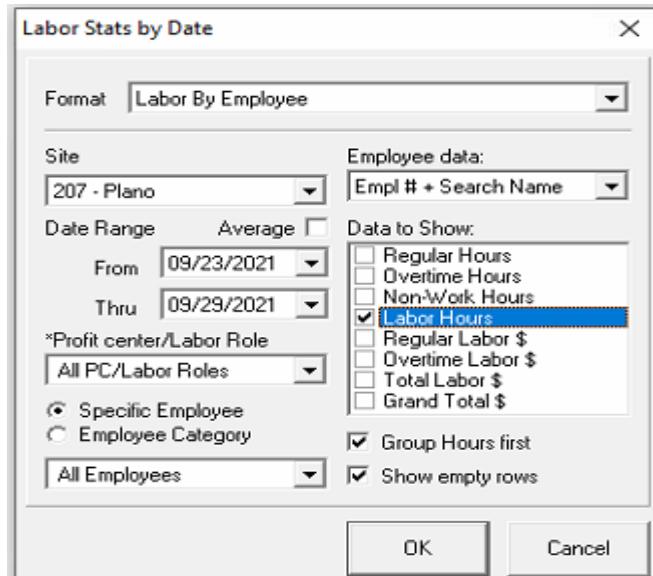


Labor by Employee, By Date Report

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.

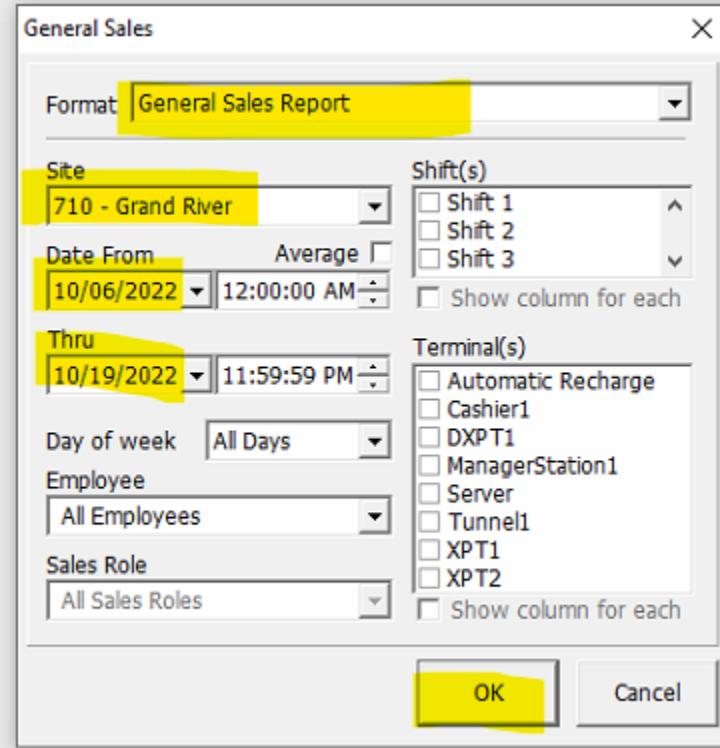


This is how the report will be generated.

WhiteWater Express - Office 207 - Plano		Labor By Employee, By Date For Showing Labor Hours							From Thu, 09/23/2021 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

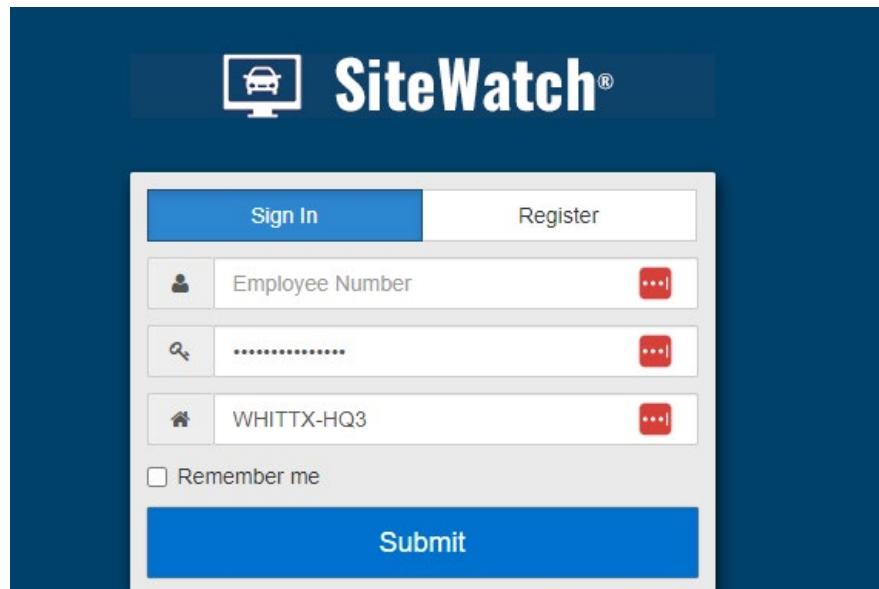


This is how the report will be generated.

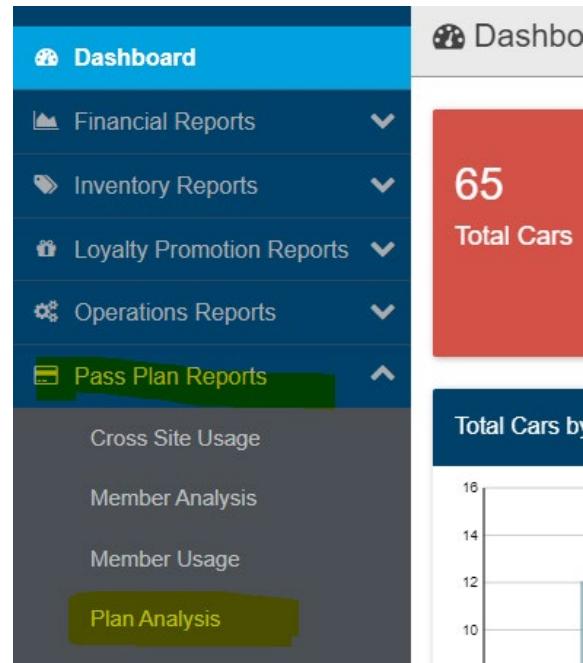
General Sales Report			Thu 10/06/2022 12:00:00am		
			Wed 10/19/2022 11:59:59pm		
Description	Price	Quantity	Amount	Description	Price
				TOTAL:	0
				ARM PLANS RECHARGED-	0.00
				TOTAL:	0.00
				ARM PLAN TOTAL:	0.00
				ARM PLANS SWITCHED-	0.00
				TOTAL:	0.00
CARWASH SALES					
=====					
WASH SALES-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

Plan Analysis

Go to the SiteWatch portal to generate this report.

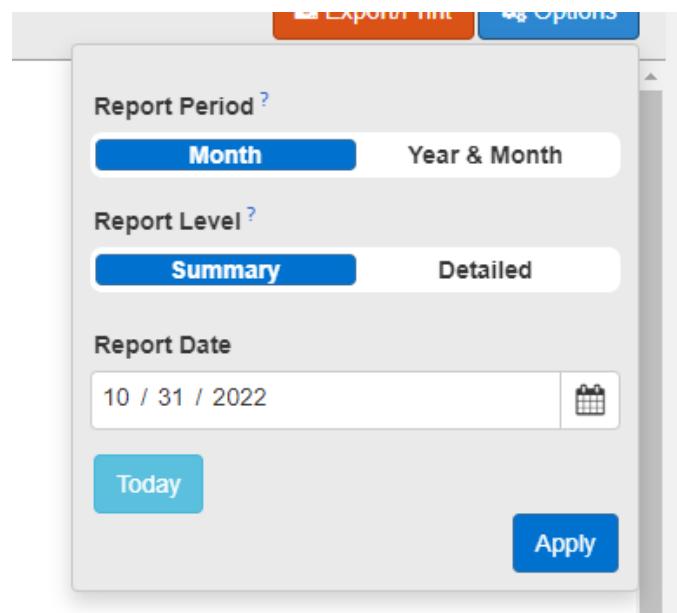


From the Dashboard click on Pass Plan Reports and click on Plan Analysis



Plan Analysis Continued

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



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

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

Changes

Month	Starting Members	Ending Members	Joined	Trans
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									
\$/car	<11	Cars per Biweekly Pay Period							
		0-5000			5001-7500			>7500	
		GM	SM	Total	GM	SM	Total	GM	SM
Team Lead	11-11.99								
CPMH	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
	17-17.99	\$0.033	\$0.022	\$0.055	\$0.033	\$0.022	\$0.055	\$0.027	\$0.018
	18-18.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.036	\$0.024
	19-19.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.036	\$0.024
	20-20.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.036	\$0.024
	21-21.99	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030	\$0.075	\$0.045	\$0.030
	22-22.99	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040
	23+	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040	\$0.100	\$0.060	\$0.040
		5622	Total Cars Washed (Biweekly)						
		300	Total Hours (Biweekly) (from Labor Statistics Report)						
		18.74	CPMH						
CPMH Bonus	Store Manager :				General Manager:				
	Total Cars Washed	5622			Total Cars Washed	5622			
	Cents per Car	\$0.030			Cents per Car	\$0.045			
	SM CPMH Bonus	\$ 168.66			GM CPMH Bonus	\$ 252.99			

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