

WP RAWL DRIVER PAYROLL TIPS

The automation of driver payroll has been a goal of ours for some time. It is an ongoing quest of troubleshooting issues, adapting to and learning a new process. We are constantly improving and as we get closer, we are confident that this will be a great process for all of us.

As we transition more each day to driver payroll automation, there are a few things that you as a driver can do to ensure that your pay is correct each week. Your driver manager has begun “testing” with a handful of drivers, *so if a copy of your timesheet is requested from you*, please email a copy and then continue to turn in your timesheet as normal. It is still due on Sunday morning 5am, and if you are not on the yard in Pelion to turn it in, email it to drivertimesheets@rawl.net.

Communicate daily with the dispatch team/manager so that they can document your times for detention, layover, etc. and enter it in McLeod for payment. They are your number one contact.

Vacation/PTO time must be submitted in writing. **PTO request forms are located in the driver lounge.** Complete the form and turn into your driver manager at least 2 weeks prior to the time requested. Your driver manager will check the calendar for availability, approve, and enter days in the HR system. If you are out sick, please notify your driver manager as soon as possible, if you want to use any of your PTO days for that pay week.

Driver Payroll can be challenging, but if we all work closely together during this process, we can continue to ensure that your pay is correct. WP Rawl thrives on growth and just like our crops of delicious, healthy greens that we grow each day, we will continue to improve and better support you, our AWESOME drivers. Thank you again for all that you do to deliver our fresh healthy produce to growing families all over the country.

Any questions? Contact Karen Porth @ karen.porth@rawl.net