- PAYROLL PROCESS
- Payroll sheets are to be turned in every Friday Morning at 9am Sharp, no exceptions after this.
- In case of an emergency, or if you don't make it back in time, you can email a clear picture of your sheet to "Ap@texasautovalue.com" also by 9am Friday morning.
- Your pay period is Friday Thursday, therefore DO NOT put Fridays trip on your sheet before turning it in, from now and on we will cross it out, if you included it ( no exceptions)
- Your pay sheet should look like this, under Comm tab, include hours traveled for that trip (from the time you leave the office the morning till the time you make it back to the office)

DATE	LAST 6 VIN	LOCATION	DESCRIPTION OF THE JOB (vehicle, reason,etc)	сомм	TRIP	LEG WK	AMOUNT
7/20/21	123456	DALLAS, TX	2020 FORD F150	1 HOUR			
					_		
					_		
					_		
					_		
					+		+
					+		
					+		
					+		
TOTAL	HOURS			тот	TOTAL \$		
			TAV:				
			PAPERWORK:				
				_			

- 1.
- If you're set up with Direct deposit, you will see the funds reflected in your account Tuesday Mornings. If there was a federal holiday and banks we're closed on a Monday, you will see the funds reflected on Wednesday.
- 3. If you receive checks, checks will be issued Mondays after 6 p.m.