

Weekly HQ WebConnect Breakdown Log

In-House Payroll		
Light Duty Total Payroll		Hourly payment for light duty employee(s) on workers comp.
Non-Billable Total Payroll		Hourly payment for employee(s) help in the office.
Transportation		
Total Carpool Deductions		Should equal zero.
Total Driver Pay Misc Pay		Include Contract Drivers Daily Reports.
Total Parking Fee Misc Pay		Include reimbursed receipts for parking and tolls.
Advances		
Total Cash Advance Misc Pay		Advances must have corporate approval.
Total Advance Payback Deduction		These 2 must balance out over a set period of time.
Other Deductions		
Total Equipment Deduction		Enter a negative equipment ded. for a reimbursement.
Total Lunch Deduction		Will offset the expense to make/buy the lunch. Include receipts.
Total Bus Pass Deduction		Will offset the expense to buy the bus pass. Include receipts.
Outsourced Carpool	-	Do not use this deduction type.
Other Misc Pay		
Reimbursements		Type only used when the customer is billed for reimbursement.
Waiver of Subrogation	-	Type only used to bill customers for special insurance requirements.
Benefits Reimbursements	-	Do not use this misc pay type.
Cell Phone	-	Do not use this misc pay type.
Per Diem	-	Do not use this misc pay type.
Prevailing Wage	-	Do not use this misc pay type.

This report is due in each weekly package. To get the information you will need to run 2 reports:

1. The **Combined Payroll Billing Time Slip Report** for the prior week with the Customer ID for your in-house. You should have jobsites separated to differentiate Light Duty from Non-Billable (work in office or for a customer who is not going to pay).
2. The **GL Summary Report** for the prior week. You will see a section of all Misc Pay totals and a section of all deduction totals for the week.

Please account for any oddities in this report below:

Completed By	/ /	Date		Audited By	/ /	Date
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