



Co-Driver Services

Salary administration

Manage working time reporting and payroll administration in the same system!

Make sure you pay the right salary

Drivers' salaries are often 35-40% of the total transport cost. For this reason, it is important that the reported time corresponds to the work done.

The drivers must have their rightful salary at the same time as it is in the company's interest not to pay too much in salary as it has a great impact on the company's profitability.

In addition, the process of reporting times must be smooth while it is easy to review, adjust (if necessary), approve and generate the payroll before exporting to payroll systems.

Manage working times and salary administration in one system

Our salary administration module makes it possible to export a report with the drivers' working hours in accordance with the collective labor agreement. By customizing the report with the right salary codes, it can be imported directly into the payroll system used by the

transport company. In this way the administration is simplified and allows full control in one and the same system.

The features of the salary administration module include:

- Setting up contracts
- Attach employees to contracts
- Control and approval of working hours
- Check the transport planner's approval
- Perform export of payroll file from the report module

- ↓ Create Contact(s)
- ↓ Connect employees to applicable contract(s)
- ↓ Control and approval of working hours in Weboffice
- ↓ Control of approved times
- Export from report module



After exporting the file, it is imported into existing payroll system where the payment is carried out.

Control and approval of working hours in Weboffice

Registered working hours are sent to the office where the transport manager can review them and if necessary, adjust them before they are forwarded for export to the payroll system as follows:

1. Review the driver's report in the Timeline
2. Adjust any errors
3. Add complementary work that has been scheduled
4. Run a calculation of salary parameters
5. Approve the working day

Create one contract per contract type and enter start date

To calculate a drivers' salary correctly, it must be linked to a contract. Examples of contract types based on the CLA (Collective Labor Agreement) in Sweden are the agreements.

- 3.4 (different meal allowance - different contracts)
- 3.5b (different weekly working hours - different contracts)
- 3.6 (different monthly working hours on the same month-different contract).

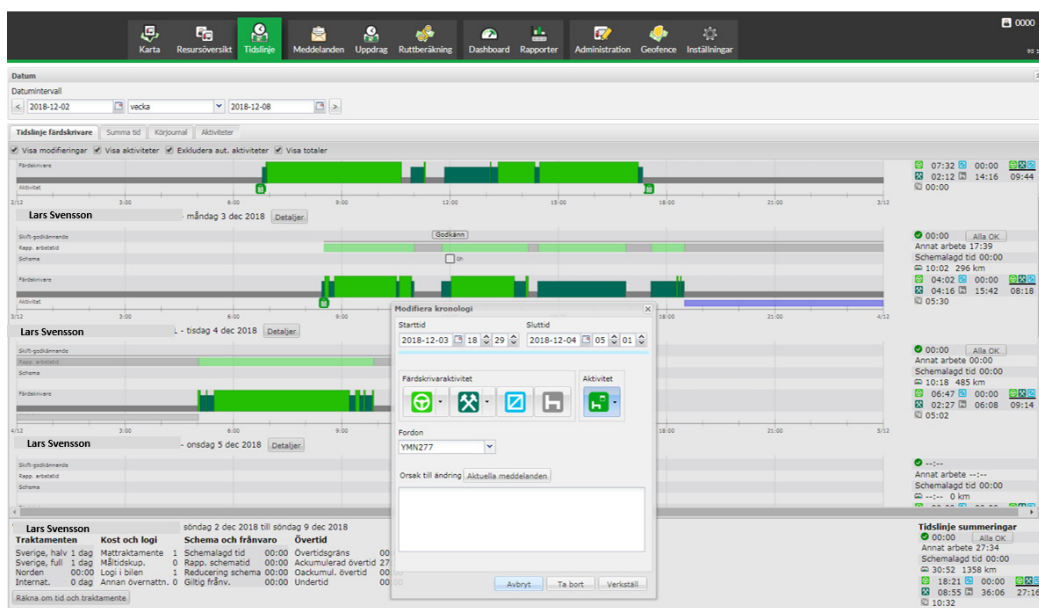
Associate the right driver with the contracts

All drivers must be linked to a contract and one driver can only be linked to one contract at a time. One contract can be replaced for a driver by a new one with later start date. The previous contract then applies to the day before. A driver can only change the type of contract in connection with the change of pay period.

Export of payroll to payroll systems

To export a salary file from the salary administration module to the payroll system, the administrator enters the module "Reports" and selects one of the reports in the "Working Time" category, for example, the "Working Times - Allowance Export" report to payroll systems." The following steps are then performed:

1. Select driver
2. Select time period (always full calendar month)
3. Review the results per driver in the Report Data field
4. See results per driver in the Report Data field
5. Correct possible errors and do the process again
6. Import the finished file into the payroll system.



Picture showing how the salary administrator can tie the right driver to the right contract.