



Limousine Management Systems

Your Partner In Transportation Technology



Driver Pay

Once a Driver's profile has been created in Driver/Employee Earnings, Pay and Scheduling feature and the driver's name is entered on a reservation and the hours for the run are entered on page 2 of the reservation, the driver's pay will automatically be calculated for that run.

HOW TO RUN A DRIVER PAY REPORT

The Driver Pay Report integrates with the Driver/Employee Earnings, Pay and Scheduling feature.

1. On the upper menu or side icon toolbar click on **Tables**, then click on **Employee**.
2. Click on **Print** then click on **Driver Pay**.
3. The **Employee Payables Report Selection Criteria** window will appear. In the **Employee Id** field's drop-down list select the driver's id for the report.
4. Under **Payment Status** select **Outstanding** for a list of outstanding payments in the date range. Select **History** for a report which lists all payments due and/or paid in the date range. Select **Paid** for a list of payment in the date range specified.
5. Enter the **Start** and **End** dates for the pay period.
6. The report can be printed with **Detail** or in a **Summary** format. Click on **Proceed**.
7. Select whether to send the report to **Screen**, **Printer** or **Fax**.

HOW TO PAY APPLY A DRIVER PAYMENT

Driver Pay integrates with the Driver/Employee Earnings, Pay and Scheduling feature.

1. On the upper menu or side icon toolbar click on **Tables** then click on **Employee**.
2. Click on **Utility** found on the second row of the upper menu.
3. The **Employee Payables Report Selection Criteria** window will appear. In the **Employee Id** field's drop-down list select the driver's id for the report.
4. Under **Payment Status** select **Outstanding** for a list of outstanding payments.
5. Enter the **End** date. Click on **Proceed**.
6. An **Employees Payables** window will appear with a list of outstanding payments for the driver selected.
7. It is suggested to avoid human error to refer to the Driver's Outstanding Pay report when paying off the driver.
8. Highlight the entry for payment. Click on **Toggle Payment** and an * will appear to the left of the employee's name.

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9. Click on **Add** and an **Add Payment Type** window will appear. To pay off an entry, click on **Payment** and an **Add Driver Payment** window will appear. An additional payable entry can also be added by clicking on **Payables** in the **Add Driver Payment** window. Enter the **Employee**, the **Date** of the payable, a **Description** and **Amount Due**. The entry will automatically become available on the Employee Payables window for payment.
10. Enter the **Pay Date** and the **Amount Paid**. Partial payments can be applied.
11. To exit, click on **Exit** on the upper menu or the **X** on the right side of the window.

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