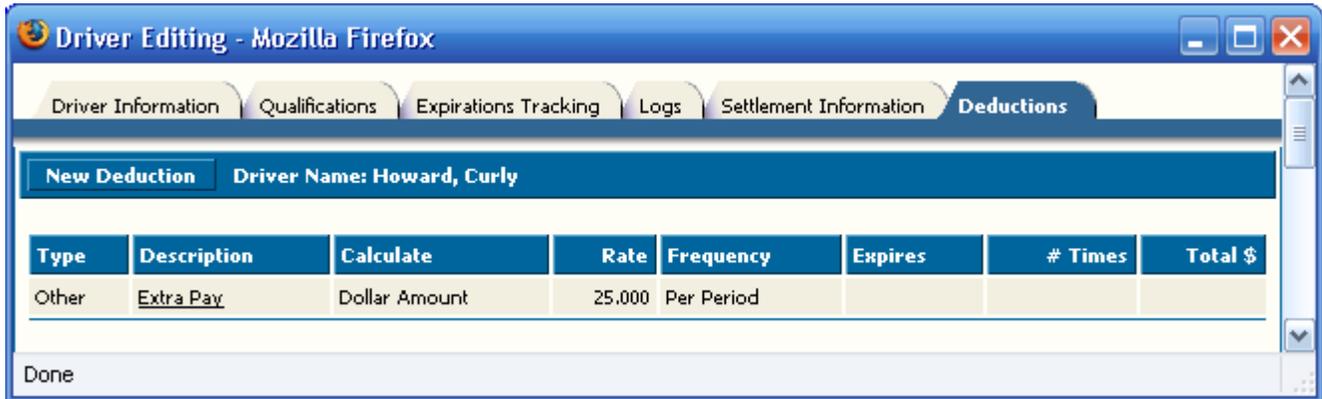


Automated Driver Payroll Deductions

There is a new automated payroll deduction feature that has been added to Strategy Live. This document contains the preliminary documentation for this feature.

Management Automatic Deductions

On the Driver, Owner/Operator and Carrier screens there is a Deduction Tab that will list each driver/carrier's deductions:



Click 'New Deduction' to create or click on the Description to edit an existing deduction. The following screen will be displayed:

Settlement Deduction			
Type	Other	Description	Extra Pay
Calculation Method	Dollar Amount	Rate	25.000
Deduction Frequency	Per Period	Expire After Date	
Maximum Deduction		Last Deduction Date	
Max. Times to Deduct		Number of Times Deducted	
Total Deduction \$		\$ Deductions Created	
Load Based Deduction Restrictions			
Driver Number		Tractor Number	
Co Driver-#		Trailer Number	
Save Cancel			

- Type matches the settlement types on the load pay tab
- Calculation Method include: Per Mile, Per Loaded Mile, Per Empty Mile, Percent of Pay, Dollar Amount
- Deduction Frequency can be: Per Load, Per Period, Monthly, or Weekly
- You can also restrict load based deductions by tractor, trailer, driver or co-driver.

You can control how long the deduction is created by Expiration Date, Total times deducted, and Total \$ deducted.

Processing Automatic Deductions

The procedure would be to:

1. Setup deductions on each driver,
2. Select your settlements by marking them ready to print. (Load based deductions and deductions based on mileage will only be calculated on items marked ready to print.)
3. Click Auto Deductions on the settlement screen to run the process that calculate deductions. Normally you will do this once per pay period:

Automated Deduction Processing		Last Date Processed
Select which types of deductions would you like to process Items not already checked may already be processed		
Per Load Deductions	<input type="checkbox"/>	03/12/2007
Period Deductions	<input type="checkbox"/>	03/12/2007
Weekly Deductions	<input checked="" type="checkbox"/>	03/10/2007
Monthly Deductions	<input type="checkbox"/>	03/12/2007

NOTICE: For load and percentage of pay based deductions you should have all your payments selected prior to calculating automatic deductions

Mark New Deductions Ready To Print: Yes

Process Cancel

Done

4. The types of deductions checked to process should be defaulted properly under most circumstances based on when you last processed them. You should take care to not process a type of deductions more often than necessary or you may duplicate deductions. You may optionally mark the new deductions as Ready To Print. New deductions created will then be ready and processed the next time you print a report, statements or transfer payments.
5. Once you have selected the types of deductions you would like click 'Process' to create them. A message will display the number of deductions processed. Load based deductions will create a deduction for each load that matches so the actual number of deductions created will not necessarily match the number processed.
6. Double check to make sure the deductions you expected were created.
7. Print your Report and/or Settlement Statement.
8. Transfer as usual.
9. Any deductions that are marked as ready will not be processed for reports, statements or transfer unless there is at least one load being paid. Strategy Live requires all payments processed to have a load number for tracking purposes. The first load marked ready for pay will be assigned to the automatic deductions during the transfer process.