

2747 Canoga Road
Seneca Falls, New York 13148
Phone (315) 549-8253
Fax (315) 549-7156



State Approved
Crushed Stone
Blacktop
Stone Fill
Lime

Hourly Trucking Timesheet Procedures

Please follow the guidelines below to assist us in providing you with timely and accurate payment.

All time sheets should be kept on the form provided by Seneca Stone. This will ensure that we have all the information we need to quickly process your truck hours. Time sheet booklets can be picked up by drivers at the job site, our scale house, or either of our blacktop plants.

All of the following information needs to be on the time sheet correctly every day for each truck working:
(Please refer to the attached sample for clarification)

- 1) **Job Site** – location the truck is hauling to or working at. It is also helpful to include the Seneca Stone Job # here (found on the daily truck schedule).
- 2) **Material** – when hauling blacktop, it is helpful to list the mix you are hauling, which is listed on the blacktop ticket from the plant (Ty 3 Binder, Ty 6 Top, 9.5mm Top, etc.).
- 3) If hauling stone or blacktop, **each load** must be listed with the ticket number, weight, and time in and out at both the plant and the job.
 - If working onsite and just moving material from place to place or hauling millings offsite, a tick mark is acceptable to tally up the number of loads of each type of material moved.
 - If there is a long delay at the plant, on the job, or in between, please add a note explaining the reason (equipment breakdown, other customers at plant, traffic accident, etc.).
- 4) **Start Time** – this is the time that is listed on the daily truck schedule sent out by Seneca Stone, or the time that material is being loaded into your truck, whichever is earlier.

If your truck arrives at the plant or job later than its scheduled time, 'Start Time' will become the time that the truck is loaded or begins being used by our crew.

- 5) **End Time** – this is the time that a Seneca Stone employee (at the job or the plant) signs you out.
Please do not include any travel time when filling out the Start Time or End Time. If we have made an agreement with you to pay travel time, we will add it in when paying you. Trying to add it into the Start Time or End Time will just create confusion and potential for errors in your payment.
If you need to leave before working a full day the truck will not be paid travel time.

Please be aware that if you are working by the hour, we need the daily time sheets in our office by the following day. If this does not happen, expect that there may be a delay in your payment.

Thank you for your attention and assistance with these procedures.



Producers of Quality Limestone Products

EXAMPLE



Seneca Stone Corp.

2747 Canoga Road, Seneca Falls, NY 13148 315-549-8253 (Plant)

2105 S. Broadway, Pine City, NY 14871 607-737-6200 (Billing)

Co. No. _____

Ticket No. _____

13102

Date: _____

Date _____

Hauler: Hauler Name

Vendor #: _____

Truck No. _____

Truck Number _____

Address: _____

Job Site: **#1**

Material: **#2**

	Ticket Number	Ticket Weight	Plant Time		Job Time		Notes
			In	Out	In	Out	
1	#3 ----->						
2							
3							
4	Failure to properly fill out your time sheet will result in your pay being based on the office manager's best deciphering of your time sheet. If you want accurate pay, please keep neat and accurate time sheets						
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Company Use Only

Co #	Description	G/L	Job	Item No.	Total

Approved By: _____

Checked By: _____

Date: _____

TOTAL: _____

Driver's Signature: _____

Start Time: **#4**

Customer Signature: _____

End Time: **#5**

4/15/2016

White - Office

Canary - Job

Pink - Superintendent

Blue - Driver

Thank you for supporting American-owned business