

AIM DEDICATED LOGISTICS

PAYROLL ACKNOWLEDGEMENT FORM

To: All New Drivers

From: Payroll Department

We would like to take this opportunity to welcome you to Aim Dedicated Logistics. It is common to have questions regarding the payroll process and to know when to expect your first paycheck. In order for you to be paid on time the following instructions explain how our payroll process works for your first check and every check thereafter.

After you have completed your first week of work you will do one of the following things:

- ❖ You will turn your paperwork in to an onsite supervisor who will either process the payroll there or will send it to the payroll department. Please have all paperwork to your supervisor by Monday following the week worked so that they can forward to the payroll department by Tuesday.
- ❖ If you mail your paperwork in weekly via United States Postal Service, place in mailbox on Saturday (Sunday the latest) after the week worked to guarantee that payroll department receives by Tuesday.

The payroll department should have all paperwork no later then Tuesday following the week worked.

During your second week of work, the payroll department receives and processes all the paperwork from the previous week and sends the finalized payroll information to the outside companies that print the checks. Those companies deliver the paychecks to our office on the Wednesday of your third week of work. We attach backup and the checks are sent out in the mail that same day. You should receive your check or direct deposit on Friday of the same week. Keep in mind that this check is for your first week of work and is dated for Friday of the week, even though you may receive it on Thursday.

Please remember that if we do not receive paperwork on time you will not be paid. Once you do turn your paperwork in we will process it with the week we are currently working on. You will not be paid immediately due to late paperwork there will be no exceptions.

Attached you will find a list of every account and instructions as to what should be done with your tripsheets. Hopefully this memo will help you to better understand our payroll system and clarify when to expect your first check and checks thereafter. If you are ever uncertain about where or who to turn your paperwork into, or if you need more mailing envelopes and self addressed stickers to mail in your paperwork, please call Terri Wilkerson (ext. 107) or Kim Slater (ext. 135) at 1-800-873-5059.

Employee's Signature

Print Employee's Name

Date

Witness

Date

ACCOUNT LISTING OF WHAT TO DO WITH PAPERWORK

Aim Shuttles – mail/turn in to Girard office
Anheuser Busch – on site supervisor
Astro Shapes – on site supervisor
Bennett – on site supervisor
Bush/Jamestown – on site supervisor
Circuit City – mail/turn in to Girard office
Cloverhill – on site supervisor
Dietrich – on site supervisor
Dometic – on site supervisor
Ethan Allen/Buffalo – mail/turn in to Tonawanda office
Ethan Allen/Girard – mail/turn in to Girard office
Fieldbrook Farms – on site supervisor
Freezer Queen – on site supervisor
Genmak – mail/turn in to Girard office
Global – fax coversheet weekly then mail to Elkhart office
HBC – on site supervisor
Indalex Burlington – on site supervisor
Indalex Gainesville – on site supervisor
Indalex Niles – mail/turn in to Girard office
Indalex Winton – on site supervisor in Burlington
Jamestown Container/Cleveland – on site supervisor
Jamestown Container/Lockport – on site supervisor
Joshen Paper – Mike's truck or mail/turn in to Girard
Michael Lewis – on site supervisor
New Era Cap – mail/turn in to Tonawanda office
Nordic Fish – mail/turn in to Girard office
OEM – mail/turn in to Girard office
Ormet – on site supervisor
Phoenix Steel – mail/turn in to Girard office
SFS Stadler – mail/turn in to Girard office
Smurfit Stone – on site supervisor
Trumbull – on site supervisor
Tuscarora – mail/turn in to Evans office
Universal Forest – mail/turn in to Girard office
Wholey – on site supervisor

*****IF THERE IS EVER A PROBLEM WITH TURNING YOUR PAPERWORK IN TO THE ONSITE SUPERVISOR YOU CAN ALWAYS MAIL IT TO GIRARD AND WE WILL MAKE SURE THE APPROPRIATE PERSON RECEIVES IT*****

*****MAKE SURE YOU KEEP THE GOLD COPY OF YOUR TRIP SHEET FOR YOUR RECORDS *****