

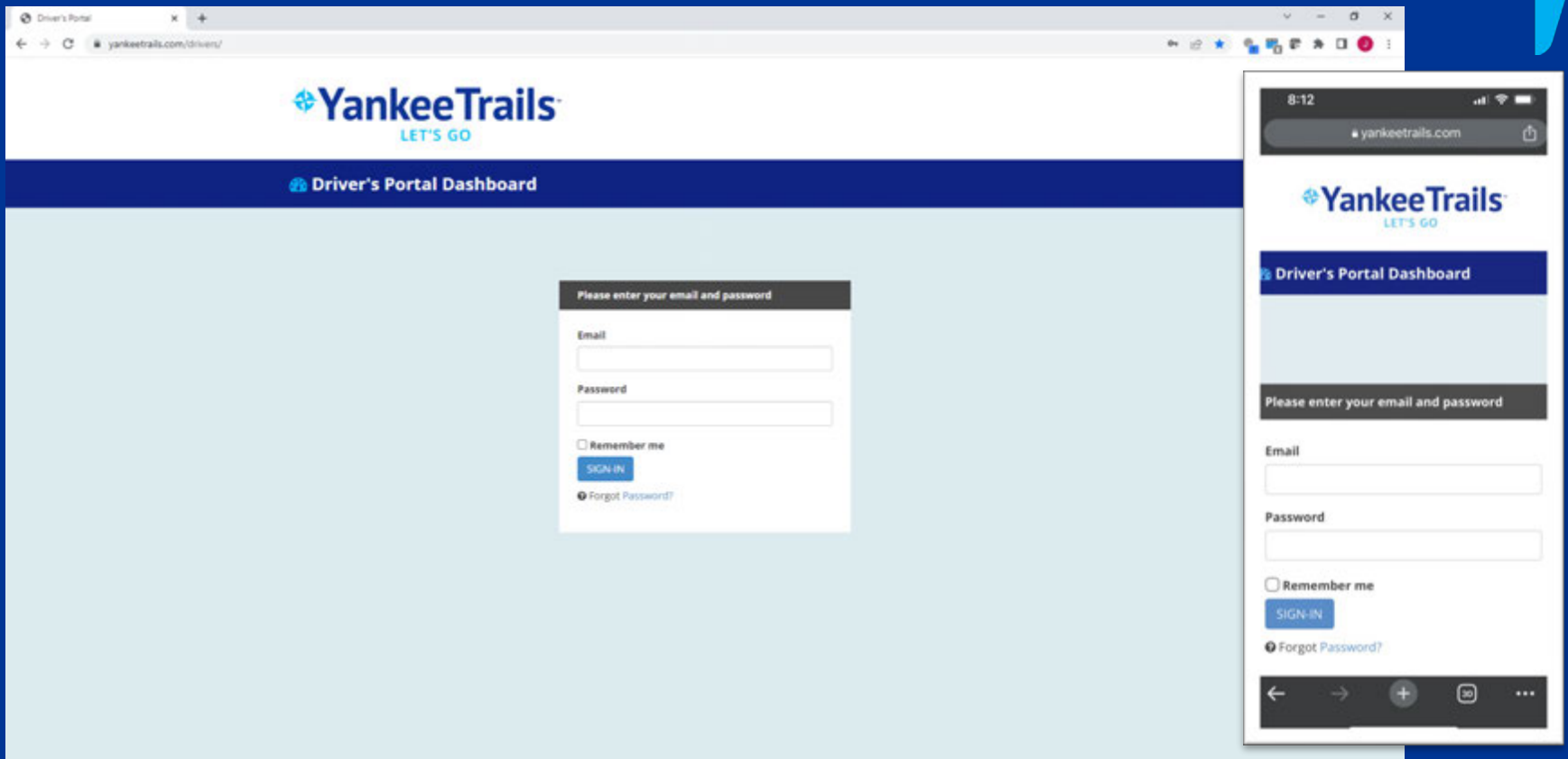
How To:

Submit Your Time Card

These instructions may be followed when submitting your Driver Time Card each week. Please note that your time card **must be submitted no later than 12pm on the Monday following each pay period.**

Step 1

Log into the Yankee Trails Drivers' Portal (<http://www.yankeetrails.com/drivers/>) using the email address on file with Yankee Trails, and the last 4 digits of your social security number (password).



The image displays two views of the Yankee Trails Drivers' Portal login page. The desktop view on the left shows the website's header with the Yankee Trails logo and the text "LET'S GO". Below the header is a dark blue navigation bar labeled "Driver's Portal Dashboard". The main content area is light blue and features a white login form titled "Please enter your email and password". The form includes fields for "Email" and "Password", a "Remember me" checkbox, a blue "SIGN-IN" button, and a "Forgot Password?" link.

The mobile view on the right shows the same login page adapted for a smartphone. It includes a status bar at the top with the time "8:12" and signal strength. The website's header and navigation bar are visible, followed by the same login form as the desktop version. The mobile interface also includes a bottom navigation bar with standard Android navigation icons.

Step 2

On the next screen click the tile labeled **TIME CARD**

The image shows a screenshot of the Yankee Trails Driver's Portal Dashboard. The dashboard features a grid of tiles for various services. A yellow arrow points to the 'Time Card' tile. To the right, a mobile phone screen displays the same dashboard, with the 'Time Card' tile highlighted. The desktop version includes a 'Driver Info' section for Jeff Adams and buttons for 'UPDATE PASSWORD' and 'SIGN-OUT'. The mobile version shows the time as 8:13 and the URL yankeetrails.com.

Tile Label	Thumbnail Description
F.A.Q. VIDEOS	Play button icon over a video thumbnail
Fuel Card Instructions	Exxon Mobil logo over a fuel card
Time Card	Clock face
Work Orders	Truck cab
Driver Handbook updated 04-17-2023	Handbook cover
Performance Bonus	Check and dollar sign
SAMSARA	Truck dashboard
Facebook	Facebook logo

Step 3

Make sure the proper date is selected for the payroll week you are submitting (Time Cards for Week Ending: XXXXXXX). If this date is incorrect, select the proper Week Ending date from the dropdown menu and click **Update View**. Begin by selecting Day/Date you are adding to time card. **Carefully read the directions on this page before completing your time card.**

The screenshot displays the Yankee Trails Driver's Portal interface. At the top, the logo and navigation links are visible. The main content area is titled "Time Cards for Week Ending: Apr 30, 2023". Below this title, there are instructions and a "Please Note" section. A section labeled "Select a day to add time to card:" contains buttons for each day of the week: Monday (04/24/23), Tuesday (04/25/23), Wednesday (04/26/23), Thursday (04/27/23), Friday (04/28/23), and Saturday (04/29/23). A dropdown menu is open, showing a list of dates from May 7, 2023, down to Feb 19, 2023. A yellow arrow points to the dropdown menu. An inset image shows a mobile view of the same page with a date selection overlay.

Step 4

Choose from the correct WORK TYPE dropdown based on the work you did that day.

NOTE: IF you have selected CONTRACT TOUR, choose the appropriate Contract Tour from the dropdown menu (see next slide for description of Work Types) and skip to STEP 9, assuming the Contract Tour will last the duration of the current pay period. Otherwise, proceed to STEP 5.

The image displays three screenshots of the Yankee Trails Driver's Portal Dashboard. The top-left screenshot shows the 'Driver's Portal Dashboard' for 'Jeff Adams' on 'MONDAY, Apr 17, 2023'. The 'WORK TYPE' dropdown is open, showing options like 'Hours 9-11', 'Hours 11-1', 'Series Major Express', etc. The 'CONTRACT TOUR' dropdown is set to 'If Contract, Select Tour' and the 'FLAT PAY (CONTRACT)' is \$0.00. The top-right screenshot shows the same dashboard with the 'CONTRACT TOUR' dropdown open, displaying a list of tours including 'NIGHT INCENTIVE', 'AMERICAN INCORPORATED', 'AMERICAN INCORPORATED', etc. The bottom-right screenshot shows the dashboard for 'MONDAY, Apr 24, 2023' with the 'Work Type' set to 'Charters NY', 'Contract Tour' set to 'If Contract, Select Tour', and various pay fields (Flat Pay, Hourly Pay, Mileage Pay, Best Pay) all set to \$0.00. A yellow arrow points from the 'WORK TYPE' dropdown in the first screenshot to the 'CONTRACT TOUR' dropdown in the second, and another yellow arrow points from the 'CONTRACT TOUR' dropdown in the second screenshot to the 'Work Type' field in the third.

Work Types



- **Tours NY** Individually sold tours by Yankee Trails, that originate from our NY headquarters
- **Tours FL** Individually sold tours by Yankee Trails, that originate from our office in FL
- **Santas Magical Express** Yankee Trails produced show that takes place in NY
- **Charters NY** Group charters where the bus originates from our NY headquarters
- **Contract Tour** Multi-day, OTR (Over-The-Road) non-Yankee Trails Tour Director escorted work
- **Hudson Correctional** NY based service running in the AM/PM to Hudson Correctional Facility
- **Hoosick Falls Line** NY based service running in the Am/PM to Bennington, VT and back to Albany, NY
- **Cushion** Time spent as a *passenger* of a Yankee Trails vehicle (non-driving)
- **Driving YT Van** Time spent driving non-Yankee Trails BUS (could be van, car, rental car, etc., just not a bus)
- **Training** Time spent training (this could include both “classroom” and/or behind the wheel)
- **Charters FL** Group charters where the bus originates from FL
- **Academy** Services provided on behalf of Academy Bus
- **Mears** Services provided on behalf of Mears Transportation
- **Cruise Express NY** Cruise Express shuttle service originating from our NY headquarters
- **Cruise Express FL** Cruise Express shuttle service originating from FL

Step 5

Use the next dropdown menu to select the time you **STARTED** this work type/assignment. This would be the time you began your pre-trip inspection in most cases.

Driver Info
Jeff Adams #111111
UPDATE PASSWORD SIGN-OUT

YankeeTrails
LET'S GO

Driver's Portal Dashboard Portal Main

BACK TO TIME CARD MAIN

MONDAY, Apr 17, 2023

WORK TYPE	CONTRACT TOUR	FLAT PAY (CONTRACT)	TIME START	TIME END	HOURLY PAY	MILES	MILAGE PAY	BEST PAY
Contract Tour	If Contract, Select Tour	\$0.00	Mon 12:00 AM	Mon 12:00 AM		20		

Time Start dropdown menu options:
Mon 12:00 AM
Mon 12:05 AM
Mon 12:10 AM
Mon 12:15 AM
Mon 12:20 AM
Mon 12:25 AM
Mon 12:30 AM
Mon 12:35 AM
Mon 12:40 AM
Mon 12:45 AM
Mon 12:50 AM
Mon 12:55 AM
Mon 1:00 AM
Mon 1:05 AM
Mon 1:10 AM
Mon 1:15 AM
Mon 1:20 AM
Mon 1:25 AM
Mon 1:30 AM
Mon 1:35 AM
Mon 1:40 AM
Mon 1:45 AM
Mon 1:50 AM
Mon 1:55 AM
Mon 2:00 AM
Mon 2:05 AM
Mon 2:10 AM
Mon 2:15 AM
Mon 2:20 AM
Mon 2:25 AM
Mon 2:30 AM
Mon 2:35 AM
Mon 2:40 AM
Mon 2:45 AM
Mon 2:50 AM
Mon 2:55 AM
Mon 3:00 AM

Step 6

Use the dropdown menu to select the time you ENDED this work type/assignment.

NOTE: Pay attention to the DAY as the dropdown list may include the next day.

The screenshot displays the Yankee Trails Driver's Portal interface. At the top, the logo "Yankee Trails LET'S GO" is visible. The user is identified as "Jeff Adams #1111111" with options to "UPDATE PASSWORD" and "SIGN-OUT". The page title is "Driver's Portal Dashboard" and "Portal Main".

The main content area shows a time card entry for "MONDAY, Apr 17, 2023". The table below has the following columns: WORK TYPE, CONTRACT TOUR, FLAT PAY (CONTRACT), TIME START, TIME END, HOURLY PAY, MILES, MILAGE PAY, and BEST PAY.

WORK TYPE	CONTRACT TOUR	FLAT PAY (CONTRACT)	TIME START	TIME END	HOURLY PAY	MILES	MILAGE PAY	BEST PAY
Contract Tour	If Contract, Select Tour	\$0.00	Mon 12:00 AM	Mon 12:00 AM	20			

The "TIME END" dropdown menu is open, showing a list of times from "Mon 12:00 AM" to "Tue 02:00 AM". A mobile phone overlay on the right shows the same interface with the dropdown menu expanded, displaying a list of times from "Mon 10:15 PM" to "Tue 01:30 AM".

Step 7

Enter the number of miles driven as part of the work type/assignment being entered.

NOTE: This only applies to trips where the mileage pay could potentially exceed the hourly pay when applicable (see Driver Handbook for more details)

The screenshot displays the Yankee Trails Driver's Portal Dashboard. At the top, the Yankee Trails logo and "LET'S GO" tagline are visible. The user is logged in as Jeff Adams. The dashboard shows the "Driver's Portal Dashboard" and "Portal Main" links. A "BACK TO TIME CARD MAIN" button is present. The date "MONDAY, Apr 17, 2023" is displayed. Below this is a table for entering time card data:

WORK TYPE	CONTRACT TOUR	FLAT PAY (CONTRACT)	TIME START	TIME END	HOURLY PAY	MILES	MILEAGE PAY	BEST PAY
Charters NY	If Contract, Select Tour	\$0.00	Mon 06:00 AM	Mon 12:00 PM	\$0.00	150	\$0.00	\$0.00

Below the table are buttons for "CALCULATE" and "ADD TO TIME CARD". A mobile phone overlay on the right shows the same interface on a smaller screen, with a "MONDAY, Apr 24, 2023" header and a "BACK TO TIME CARD MAIN" button. The mobile view shows the same table and buttons, with the "MILES" field set to 150 and the "MILEAGE PAY" field set to \$0.00. The "BEST PAY" field is highlighted in green.

Step 8

Click **CALCULATE** to view the FLAT PAY (if applicable), HOURLY PAY and MILEAGE PAY that will be used to determine the BEST PAY.

The image shows a web browser window displaying the Yankee Trails Driver's Portal. The page title is "Driver's Portal" and the URL is "yankeetrails.com/drivers/posttimecard.cfm?day=1". The user is logged in as "Jeff Adams #1111111" with options to "UPDATE PASSWORD" and "SIGN-OUT". The page is titled "Driver's Portal Dashboard" and "Portal Main".

The main content area shows a time card entry for "MONDAY, Apr 17, 2023". There is a button to "BACK TO TIME CARD MAIN". The time card entry is as follows:

WORK TYPE	CONTRACT TOUR	FLAT PAY (CONTRACT)	TIME START	TIME END	HOURLY PAY	MILES	MILEAGE PAY	BEST PAY
Charters NY	If Contract, Select Tour	\$0.00	Mon 06:00 AM	Mon 10:00 PM	16 Hours @ 20 \$320.00	150	\$97.50	\$320.00

Below the table are buttons for "CALCULATE" and "ADD TO TIME CARD".

Overlaid on the right is a mobile view of the portal for "MONDAY, Apr 24, 2023". It shows the same form fields and results:

- Work Type: Contract Tour
- Contract Tour: If Contract, Select Tour
- Flat Pay (Contract): \$0.00
- Time Start: Mon 09:00 AM
- Time End: Mon 06:00 PM
- Hourly Pay: 9 hours @ 20 = \$180.00
- Miles: 150
- Mileage Pay: \$97.50
- Best Pay: \$180.00

Mobile view buttons include "CALCULATE" and "ADD TO TIME CARD".

Step 9

Click **ADD TO TIME CARD**.

Repeat Steps 3 thru 9 for each day worked during the respective pay period, UNLESS you have selected the Work Type: Contract Tour which lasts for the duration of the current pay period, in which case you will skip to Step 13. (**NOTE: See "FORGOT TO SUBMIT TIME CARD"**)

The screenshot displays the Yankee Trails Driver's Portal Dashboard. The desktop view shows the following table for Monday, Apr 17, 2023:

WORK TYPE	CONTRACT TOUR	FLAT PAY (CONTRACT)	TIME START	TIME END	HOURLY PAY	MILES	MILEAGE PAY	BEST PAY
Charters NY	If Contract, Select Tour	\$0.00	Mon 06:00 AM	Mon 10:00 PM	16 Hours @ 20 \$320.00	150	\$97.50	\$320.00

Buttons: **BACK TO TIME CARD MAIN**, **CALCULATE**, **ADD TO TIME CARD**

The mobile view shows the same form with the following details:

- Work Type: Contract Tour
- Contract Tour: If Contract, Select Tour
- Flat Pay (Contract): \$0.00
- Time Start: Mon 09:00 AM
- Time End: Mon 06:00 PM
- Hourly Pay: 9 hours @ 20 = \$180.00
- Miles: 150
- Mileage Pay: \$97.50
- Best Pay: \$180.00

Buttons: **BACK TO TIME CARD MAIN**, **CALCULATE**, **ADD TO TIME CARD**

Step 10

Under **Charter # / Comments** be sure to include comments that are associated with the work you are requesting to be paid for, that does not align with a work assignment that appeared in your Driver Portal for the week (ie. Training), or may explain why you are requesting to be paid for something that is “abnormal” or unexpected during your work assignment (ie. Extensive Traffic, etc.) Failure to do so will likely result in a response from the Payroll Department asking for more information before you can be paid.

YankeeTrails
LET'S GO

Driver Info
Jeff Adams 40111111
UPDATE PASSWORD SIGN-OUT

Driver's Portal Dashboard Portal Main

Time Cards for Week Ending: Apr 23, 2023 Apr 23, 2023 Update View

For the Week Ending: Sunday, April 23, 2023, please select a day (click on the blue box) to add the Work Type performed for that day (i.e. OTHER, CHARTER, TOUR, CUSHION). If you performed more than one Work Type in a particular day (i.e. CHARTER + TOUR), select the same day for each work type for each (ie. Monday, July 9 - CHARTER, then Monday, July 9 - TOUR).

Please Note: ALL time cards are subject to management approval and may be modified to reflect actual pay, based on computer generated information (ie. GPS Tracking, etc.).

Select a day to add time to card:

Monday 04/17/23 Tuesday 04/18/23 Wednesday 04/19/23 Thursday 04/20/23 Friday 04/21/23 Saturday 04/22/23 Sunday 04/23/23

YOUR REQUESTED TIME CARD

DATE	WORK TYPE	TIME START	TIME END	HOURLY PAY	MILES	MILAGE PAY	BEST PAY
MONDAY 04/17/23	Charters NY	04/17/2023 06:00 AM	04/17/2023 03:00 PM	9 hours 20	150	\$97.50	\$180.00
				TOTAL: 150	TOTAL: \$97.50	TOTAL: \$180.00	

Charter # / Comments

SUBMIT TIME CARD FOR REVIEW

YOUR REQUESTED TIME CARD

* Use horizontal swipe/scroll to see full time card

DATE	WORK TYPE	TIME
MONDAY 04/24/23	Contract Tour	04/24/23 09:00
TUESDAY 04/25/23	Tours NY	04/25/23 06:15
WEDNESDAY 04/26/23	Training	04/26/23 09:00

This is where a Driver will leave comments as they pertain to the time card they are submitting for the week. Failure to do so will likely result in a response from the Payroll Department asking for more information before you can be paid.

SUBMIT TIME CARD FOR REVIEW

Step 11 (FINAL STEP!)

DO NOT FORGET TO COMPLETE THIS STEP!

Click **SUBMIT TIME CARD FOR REVIEW**. This will submit your completed time card to our Payroll Department for review. If there are any questions or issues with your submitted time card, you will be notified within 24 hours at which time you must respond IMMEDIATELY (within 24 hours). Failure to do so could result in a different payment than you were expecting.

Yankee Trails
LET'S GO

Driver Info
Jeff Adams 40111111
UPDATE PASSWORD SIGN-OUT

Driver's Portal Dashboard Portal Main »

Time Cards for Week Ending: Apr 23, 2023 Apr 23, 2023 Update View

For the **Week Ending: Sunday, April 23, 2023**, please select a day (click on the blue box) to add the **Work Type** performed for that day (i.e. OTHER, CHARTER, TOUR, CUSHION). If you performed more than one **Work Type** in a particular day (i.e. CHARTER + TOUR), select the same day for each work type for each (i.e. Monday, July 9 - CHARTER, then Monday, July 9 - TOUR).

Please Note: ALL time cards are subject to management approval and may be modified to reflect actual pay, based on computer generated information (i.e. GPS Tracking, etc.).

Select a day to add time to card:

Monday 04/17/23 Tuesday 04/18/23 Wednesday 04/19/23 Thursday 04/20/23 Friday 04/21/23 Saturday 04/22/23 Sunday 04/23/23

YOUR REQUESTED TIME CARD

DATE	WORK TYPE	TIME START	TIME END	HOURLY PAY	MILES	MILAGE PAY	BEST PAY
MONDAY 04/17/23	Charters NY	04/17/2023 06:00 AM	04/17/2023 03:00 PM	9 hours 20	150	\$97.50	\$180.00
				TOTAL: 150	TOTAL: \$97.50	TOTAL: \$180.00	

Charter # / Comments

SUBMIT TIME CARD FOR REVIEW

YOUR REQUESTED TIME CARD

* Use horizontal swipe/scroll to see full time card

DATE	WORK TYPE	TIME
MONDAY 04/24/23	Contract Tour	04/24/23 09:00
TUESDAY 04/25/23	Tours NY	04/25/23 06:15
WEDNESDAY 04/26/23	Training	04/26/23 09:00

This is where a Driver will leave comments as they pertain to the time card they are submitting for the week. Failure to do so will likely result in a review from the Payroll Department before the time card is processed.

SUBMIT TIME CARD FOR REVIEW

NOTE: If it is necessary for you to RE-OPEN TIME CARD FOR EDITING (ie. a change is Necessary AFTER you have submitted to the Payroll Department), click this button which will provide you with the opportunity to DELETE or ADD additional **day/date entries**, or additional **Charter # / Comments** entries. Once you have done so, do not forget to **SUBMIT TIME CARD FOR REVIEW** again, as noted in Step 11.

Once your time card has been submitted, an email confirmation will be sent to your email address that we have on file, displaying the information that has been given to our Payroll Department.

YankeeTrails
LET'S GO

Driver Info
Jeff Adams #111111
UPDATE PASSWORD SIGN-OUT

Driver's Portal Dashboard Portal Main

Time Card Posted
Time Cards for Week Ending: Apr 23, 2023
Your time card has been submitted for review for the week ending Sunday, April 23, 2023.
Please Note: ALL time cards are subject to management approval and may be modified to reflect actual pay, based on computer generated information (ie. GPS Tracking, etc.).

YOUR REQUESTED TIME CARD

DRIVER NOTE: This is where a Driver will leave comments as they pertain to the time card they are submitting for the week. Failure to do so will likely result in a response from the Payroll Department asking for more information before you can be paid.

DATE	WORK TYPE	TIME START	TIME END	HOURLY PAY	MILES	MILAGE PAY	BEST PAY
MONDAY 04/17/23	Charters NY	04/17/2023 06:00 AM	04/17/2023 03:00 PM	9 hours 20	150	\$97.50	\$180.00
TUESDAY 04/18/23	Tours NY	04/18/2023 06:30 AM	04/18/2023 10:00 PM	15.5 hours 20	500	\$325.00	\$325.00
WEDNESDAY 04/19/23	Contract Tour AMERICAN INCOMING Capital Cultures \$2,200.00	04/19/2023 12:00 AM	04/19/2023 12:00 AM		0	\$0.00	\$2,200.00
				TOTAL: 650	TOTAL: \$422.50	TOTAL: \$2,705.00	

RE-OPEN TIME CARD FOR EDITING

8:26
yankeetrails.com
Your time card has been submitted for review for the week ending Sunday, April 30, 2023.
Please Note: ALL time cards are subject to management approval and may be modified to reflect actual pay, based on computer generated information (ie. GPS Tracking, etc.).
YOUR REQUESTED TIME CARD
* Use horizontal swipe/scroll to see full time card
DRIVER NOTE: This is where a Driver will leave comments as they pertain to the time card they are submitting for the week. Failure to do so will likely result in a response from the Payroll Department asking for more information before you can be paid.

DATE	WORK TYPE	TIME START	TIME E
MONDAY 04/24/23	Contract Tour	04/24/2023 09:00 AM	04/24/23 06:00 P
TUESDAY 04/25/23	Tours NY	04/25/2023 06:15 AM	04/25/23 10:30 P
WEDNESDAY 04/26/23	Training	04/26/2023 09:00 AM	04/26/23 12:00 P

RE-OPEN TIME CARD FOR EDITING

Once the Payroll Department reviews your time card, you may receive notice that there were discrepancies found that require further explanation. This notice will be in the form of an email that is sent to the same email address we have on file for you. You will have 24 hours to respond to this notice. Failure to do so could result in a different payment than you were expecting.

SEE NEXT SLIDE FOR **“FORGOT TO SUBMIT MY TIME CARD”**



Forgot To Submit My Time Card

(or you missed the Monday/12 Noon deadline)

In the event you forget to submit your time card, or you miss the deadline of Monday at 12 noon, please follow these instructions:

For each of the days worked during the ***previous*** (missed) week, follow Steps 3 thru 9, creating a new entry for the DAY in which you worked that coincides with the day you worked during the current week.

For Example: You are filling out your time card for the Week Ending April 23, 2023. During the previous week you worked on Monday, April 17th. However, you worked the week before (Week Ending April 16, 2023) but forgot to submit your time card. If you worked on April 10th, you would add a SECOND ENTRY for Monday, April 17th. You will enter the information required in Steps 5 thru 9 as though you were entering it for April 10th. You will continue to do this for each day that you missed for the Week Ending April 16th, adding the days to the time card for the Week Ending April 23rd. When complete, your time card will have multiple entries for each day of the Week Ending April 23rd on which you worked the corresponding days the week before. The final step is to include a set of Comments that instruct the Payroll Department as to why you are ending a time card in with multiple entries for each day this applies. A suggested comment could be:

2nd Entry for Monday, 4/17 is actually for Monday, 4/10 (time card never submitted)

2nd Entry for Tuesday, 4/18 is actually for Tuesday, 4/11 (time card never submitted)

2nd Entry for Wednesday, 4/19 is actually for Wednesday, 4/12 (time card never submitted)

You should also send an email to payroll@yankeetrails.com, notifying them that you will be submitting a time card with double entries due to missing the time card submission for the prior week.