CAPS

CAPS Pay Quick Start Guide for Project Users

Let's Get Started

To use *CAPS Pay* you will need:

- The username you received via email when your employer set you up on *CAPS Pay*
- An internet connection with either Firefox, Safari or Google Chrome installed
- Pop-ups enabled on your browser
- Employee timecards to enter

Log In

To log in to *CAPS Pay*:

1. Using Firefox, Safari or Google Chrome, browse to https://capspay.capspayroll.com.
2. Enter your username and password. The initial password is e-mailed to you.
3. Change the password when prompted (this happens only on the first login).
4. Keep in mind the Project User ID will expire six weeks after it is created, so if access to the project is still required after the expiration date, the Project User ID will need to be reactivated by CAPS Pay Support.

Be sure to remember your new password! Contact CAPS Pay administrator if you forget your password.

Set up a Batch

In CAPS Pay, you can create as many batches as needed for a job. A batch is simply a group of timecards.

A few important types regarding Batches:

- **Check with Production Company if unsure how to batch your timecards.
  Batching timecards contrary to production company protocols can cause delays in processing.**

- **Each batch of physical timecards should be submitted grouped together with the batch number clearly referenced.**

- **Without the batch number, CAPS may not be able to find your timecards in the system and may process manually, which will delay your payroll checks' release.**

To set up a batch:

1. In the bottom half of the Batch tab, enter a Batch Description.

2. Select a work start date. If not everyone started on the same day, select a day from the pop-up calendar that is common to as many of the batch timecards as possible. *This can be changed on each individual timecard.*

3. Select the number of shoot days from the drop-down list or type it in. That number of shoot days will populate the grid just below it. If there are no shoot days you can leave **Shoot Days** blank.
   On an all non-union job, do not use Shoot Days.

4. For each shoot day, select the Work Zone from the drop-down menu. A location in the studio zone is a STUDIO work zone; a location where crew will drive outside the zone and return at the end of the day is considered a DRIVE-TO work zone; a location where crew will stay overnight is considered DISTANT
   You can also fill in the General Crew Call, and check any boxes that apply for the day, such as **NDB**, **Walking Meal**, **Grace Meals** and **Grace Wrap**.

- If General Crew Call is entered, checking NDB box will reset crew's meal clock to the General Crew Call time.

- If no General Crew Call is entered, checking NDB box will waive all meal penalties prior to meal, if applicable. Without a General Crew Call, the NDB box cannot be defaulted at the Batch level and must be selected on each individual timecard where NDB applies.

- **If not providing General Crew Call, individual NDB times must be noted on physical timecards.**

Important: Any of these selections can be changed in the individual timecards if they do not apply.

5. Click ![Save]. The batch will be assigned a random batch number. The batch number and description appear in the ![Batches] list. The Batch Status for the new batch is Open. <u>Remember your batch number!</u>

Add Project Locations

Your employer assigns location(s) to each project when registering the job in CAPS Pay. If work is done in a new location not already assigned to the project, additional work locations can be assigned in the **Project Locations** tab.

Existing locations that were assigned by your administrator will appear in the top portion of the screen.
- If an existing location needs a new zip code, select the Project Location from the upper quadrant of the screen. The location details will populate the lower quadrant of the screen. Update the zip code to your desired location, and click **Save.** The new zip code will appear in the Project Location listing.
- An existing Project Location cannot be deleted if it is already in use in a timecard. To delete a Project Location that is no longer needed for the project, select the Project Location from the upper quadrant of the screen and click **Delete.** The location will disappear from the Project Location Listing.

To add a Project Location:
1. In the lower quadrant of the **Project Locations** tab, search the Loc Code (Location Code) drop-down menu (or begin typing into the field) for the State where work will take place.
    - Some states will also list options for cities within the state. If a particular city applies to your work location, select the option indicating State—City. Example: for work done in Columbus, Ohio, select "Ohio - Columbus Only"
    - If work is not done in a specific city listed, select the State location without a City designation. Example: for work done in Toledo, Ohio, select "Ohio State outside CIN/CLE/COL/DAY"
    - When a state is listed without any city options, all work within that state is treated the same, so one Project Location can suffice for multiple cities within the state.
    Example: for work in Tucson, Phoenix, and Tempe, Arizona, Project Location "Arizona" can be used for all cities within the state
2. Once a Location Code is selected, a default zip code will populate.
    - If the actual zip code of work is not determined, use the default zip (and update once shooting location is determined), and click **Save**.
    - If zip code is known, replace the default zip code with the actual work zip code, and click **Save.** The new Project Location will appear in the Project Location listing and will be available for any new timecards created in the project.
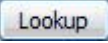
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Enter Time Cards

After you set up a batch for the payroll, you enter timecards for each employee.

1. After you save the batch, either click **Timecard** on the left-hand menu or double-click the batch name in the batch list. The [Timecards] Tab opens.

2. Click [New Timecard]. A timecard opens in a new browser window with an SSN lookup box.

3. Type in the employee's SSN and click [Lookup].
   - If the employee has been previously paid by CAPS, a timecard grid appears with the employee's name and SSN.
   - If the employee has never been paid by CAPS, a timecard grid appears with the SSN you entered and empty first and last name fields.

4. The **Start of Week** is populated with the date you entered when you set up the batch. Select a different date as needed. You can change the work week on individual timecards by clicking the calendar icon on the timecard entry screen and choosing a different start date.

   *Important: If additional work locations are needed, see **Project Locations.***

5. Enter **Union Local** and **Job Title**. Change any of these fields by using the drop-down list for the field, or by just typing in a field.
   If working on an all non-union job, you may have to reselect "NON" as the union designation when entering the first timecard to generate the drop-down list of non-union titles.

6. Enter the Negotiated Rate (you can use a daily, hourly, or weekly rate), the Rate Unit (day, hour or week) and the Guaranteed Hours (if needed). No guarantees beyond 8 hours should be entered for non-union, non-exempt employees.
   →For any **non-union exempt** employees (paid on a flat daily), select the version of the title that notes "Exempt" and enter only a daily rate with a guarantee of 1. No in/out/meal times need to be entered—simply enter an AICP # and Work Status, and 1 day's pay will compute for each day entered.
   Exempt positions are determined by the production company.

7. Above the **Timecard** grid are buttons for **Halfday**, **Deduct Second Meal**, **Drive Time**, **Unpaid Travel Additional Job Title** (use this for rate changes)**, Additional Work Locations**, **Grace** and **Walking**.

   [Halfday] [Ded 2nd Meal] [Drive Time] [Unpaid Travel] [Add'l Job Title] [Add'l Work Locs] [Grace] [Walking]

   - Hover over a button to see its description.
   - Click a button to add that column to the **Timecard** grid.
   - Click the button again to remove the column from the **Timecard**.

8. In the **Timecard** grid, enter the following information:
   - AICP#, Time In, Meal1 Out, Meal1 In, and Out times for each day of work. Enter other information if needed, according to timecard specifications.

   Important: Enter timecard times using a 36-hour clock with decimals for portions of hours. Example: Enter 12:15 PM as 12.25.
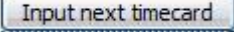
   Important: If the AICP# has a letter before the number, drop the letter and use numbers only.
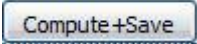
Depending on the information you entered when you set up the batch, some of the time card information cells may already be populated. You can change the information by clicking the cell and entering different information or selecting a different item from the drop-down list.

   Tip: Use your keyboard TAB key to move across the fields for a date. When you reach the last field in a line, the first field of the next day is selected.
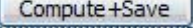
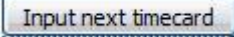9. Save the timecard. To save the timecard YOU MUST CLICK [Compute+Save].

Tip: To delete a timecard before you have saved it, click on [Input next timecard]

10. A copy of the completed timecard pops in a separate window for you to review. Verify that the time card is correct. The timecard report can be reopened via the "Print" button to the left of [Compute+Save]
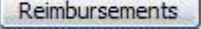
11. Write the AICP# and total gross on the original timecard.

Tip: If you make changes to the timecard after it has been computed and saved, click [Compute+Save] *to save and view the latest version.*

12. Click [Input next timecard] (or another timecard command) to enter the next timecard. The SSN lookup screen appears as described in number 2. above.

Reimbursements

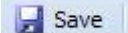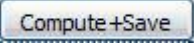You can add reimbursements to a timecard.

1. In the employee's timecard, click the [Reimbursements] button to open the Reimbursement entry screen.

2. Select the type of reimbursement from the drop-down box
   ***If an itemized Kit Rental with replacement values is submitted, enter the Kit Rental as non-taxable. If itemized list of content *and* replacement value is not provided, enter the Kit Rental as taxable.

3. Enter the quantity and rate.

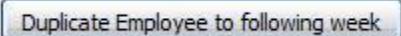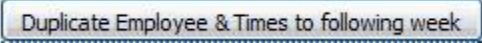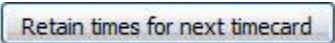4. Adjust the date and location as necessary.

5. Enter the AICP# and click [Save]. The reimbursement appears in the list at the top of the screen. Be sure to click [Compute+Save] when you have finished with the timecard.

   ▪ To edit a reimbursement, click on it in the list.

   ▪ To delete a reimbursement, highlight it in the list, click the [Delete] button and confirm the deletion.

   ▪ To clear the reimbursement form, click [Clear].
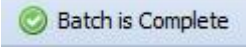
Additional CAPS Pay Features

Timecard Time-Savers

After you click [Compute+Save] for a timecard, you can use the following option buttons:

   ▪ [Duplicate Employee to following week] creates a new timecard for the current employee with all the same information but with the next week's dates populating the timecard area—*useful for Locations or other crew with multiple work weeks per batch*

   ▪ [Duplicate Employee & Times to following week] creates a new timecard for the same employee with the next week's dates, but with the same options and times as the previous timecard—*useful for production teams who work consistent weekly schedules*

   ▪ [Retain times for next timecard] saves the work times you just entered for the next employee timecard. Enter the SSN and the new timecard is populated with the same time information as the last timecard—*useful for entire departments with the same or similar work schedules*

   ▪ To copy a line of information from one date to another on the same timecard, go to the blank column at the end of the line and right-click (or double-finger tap/CTRL+click if you're using a Mac—check your settings). You can choose to delete entries, copy, or paste.

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Mark Batch as Complete

When you have entered all timecards for a batch, you review them, print them out for your records and then submit them for processing.

1. Save the final timecard and close that window.

2. In the **Timecards** tab, click ▦ TC Rpt to open a PDF report containing each timecard in the batch.

3. Review the timecards and print copies for your records. You can also save this report to your computer.

4. When you are ready to submit the batch, in the 📝 Timecards tab click ✅ Batch is Complete and confirm the pop-up prompt. The **Batch Status** changes to **Completed**.

   *Important: You can no longer make changes to a batch when its status is **Complete**. If you need to edit the batch after it has been completed, contact your company administrator or the CAPS Pay administrator.*

5. Before submitting the original timecards to CAPS, make sure there is a reference to the CAPS Pay batch number with the timecards, either on the cover sheet, log, or a post-it with the batch. *Omitting the batch number could result in a delay of processing.*
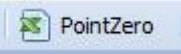
   Important: The following information must be written on the original timecards:

   - Employee information at top of timecard
   - Rate of pay
   - In and out times
   - AICP line numbers
   - Location(s)
   - Reimbursements
   - Total gross
   - Signatures at bottom of timecard

Because the CAPS payroll team has access to your timecards and can verify the distribution of hours, meal penalties, etc. given the CAPS Pay Batch number, you are not required to break out this information on the physical timecard.

PointZero Reports

You can copy batch information from CAPS Pay into a PointZero log. To copy batch data to a PointZero file:

1. Open your PointZero log in Microsoft Excel.

2. Click 📊 PointZero in CAPS Pay and select **Open with Microsoft Excel** at the prompt to open the batch spreadsheet.

3. Verify that your PointZero log has at least as many available rows as you will be copying from your batch spreadsheet.

4. In the batch spreadsheet, select the rows with data and click CRTL+C (Copy).

5. Click on the appropriate line or column in your PointZero log.

6. Select Paste Values (this is an Excel Paste Special option). The batch information is pasted into the PointZero log.

7. Save and close the PointZero log.

8. Close the CAPS Pay batch spreadsheet.