



2300 Empire Ave., 4th Floor
Burbank, CA 91504
(310) 280-0755

65 Bleecker St., 13th Floor
New York, NY 10012
(212) 925-1415

CREW TIME CARD

Employer: CAPS, LLC, FEIN: 27-4217142

WEEK ENDING DATE

PRODUCTION CO.	PROD NAME/NUMBER	UNION	OCC CODE	OCCUPATION DESCRIPTION	ACCOUNT #	FRINGE ACCOUNT #
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	WEEKLY \$	HRLY \$	GUAR HRS	LOCATION	ON PROD OFF PROD
LOAN OUT	FEDERAL I.D. NUMBER	WORK ZONE STUDIO DRIVE-TO BUS-TO DISTANT				

CITY	STATE	ACCOUNT CODE	LOCATION/SET	DATE	RE-RATE	OCC CODE	*TRVL	START	NDB	1ST MEAL		WRAP	FOR COMPANY USE ONLY				TOTAL HOURS	MEAL PEN	ACCT	RATE	TYPE	HRS	TOTAL				
										OUT	IN		ST	1.5X	2X												
				1ST																			1X				
				2ND																				1.5X			
				3RD																				2X			
				4TH																							
				5TH																							
				6TH																							
				7TH																							
										TOTAL HOURS															MP		

COMMENTS: _____

*T = Travel Day TW = Travel/Work WT = Work/Travel

TOTAL AMOUNT

ACCT	PER DIEM NON-TAX	ACCT	MILEAGE NON-TAX	ACCT	KIT RENTAL	ACCT	HAZARD
ACCT	PER DIEM TAX	ACCT	MILEAGE TAX	ACCT	CAR ALLOWANCE	ACCT	MULTI-CAM
ACCT	PER DIEM ADV	ACCT	MILEAGE ADV	ACCT	MEAL ALLOWANCE	ACCT	SAL ADV
ACCT	LODGING NON-TAX	ACCT	LODGING TAX	ACCT		ACCT	

EMPLOYEE SIGNATURE _____ APPROVED _____

Attention all CA employees: Effective 2/14/2014, CAPS has established a Medical Provider Network (MPN) for all work-related injuries and/or illnesses. In the event of an injury, your care will be directed to a physician within the MPN and you have the right to pre-designate a doctor. For further information, please visit <https://www.capspayroll.com/MPNNotice.pdf>, email MPN@capspayroll.com, or call 877-243-9910.