

onTimeTM

The New Generation of Time
Card & Payroll Processing

USER MANUAL



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onTime™ User Manual

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Compiled and curated by: Cast & Crew Product Support Department





Section 1

How to Use This Manual

Welcome to the User Manual for Cast & Crew's onTime™

The purpose of this manual is to give you a reference guide to assist you in your use of the software. We encourage you to review this manual in order to better understand the powerful capabilities of the **onTime™** software. This manual contains step-by-step instructions, covering most aspects of the program. Additionally, you will notice along the way, various Note and Warning messages displayed which may be helpful in your use of the program. These are noted as follows:


Note: Notes are designed to remind you of certain program behaviors or alert you to things which may be beneficial as you use the program. Notes may also include examples to better illustrate or explain the topic on which you are working.

Warning: Warnings are exactly that – a warning. As you complete certain functions such as deleting items or changing values, these are things which you should be aware of before proceeding.

Chapter 1.1 Preface

Built by payroll accountants for payroll accountants, **onTime™** features comprehensive pay rules for all Canadian Cast and Crew and can be easily customized to accommodate your production concessions. **onTime™** is end-to-end payroll solution that offers both daily and weekly data entry formats, user-configurable time card presentation and calculation over-ride capabilities. Our daily hot cost is integrated with the actual time card calculations for accurate day costing.

The **onTime™** advantages:

- Multi-user. Supports any number of users.
- Multi work-site. All you need is internet access.
- Secure. Cloud based data storage.
- Integrated. End to End.
- Easy. Includes DPR entry and hot costs.
- Flexible. Accommodates concessions and over-rides.
- Intuitive. Simple user interface.

Audience

This manual is for anyone using **onTime™** to manage time capture and hours-to-gross.

This document assumes that you have online access to **onTime™** and are familiar Microsoft Windows and Payroll Accounting.

Training

Whether you're starting a new job and will be using **onTime™** or simply want to bolster your skill set for your resume, Cast & Crew offers hands-on training for our clients. Training sessions are usually held on need basis but it is best to call in advance to schedule. Please note there is no cost to attend an **onTime™** Training session.



Notes:

Please email onTime@castandcrew.com to set up a free training session. Please provide your full name, studio and film/show you are working on (if any), position and contact information.

Cast & Crew Website Info

To learn more about Cast & Crew and all its services in Canada, please visit the following website: <https://www.castandcrew.com/canada>.

onTime™ Requirements:

System:

- 10 GB Free Hard Drive Space
- Windows Operating System
- .NET framework
- Standard web browser

Internet Access (choose one of the following):

- Broadband Internet Service Provider (DSL or Cable Modem)
- Dedicated Internet Access (Corporate LAN)

Chapter 1.2 Accessing and Logging into onTime™

Opening the **onTime™** web page to download:

Start by opening the **onTime™** web page in your browser using the internet address. You may want to add the web address to your browser's list of Favourites for easy access.

For example:

<https://chtg.castandcrew.com/updater/publish.htm>

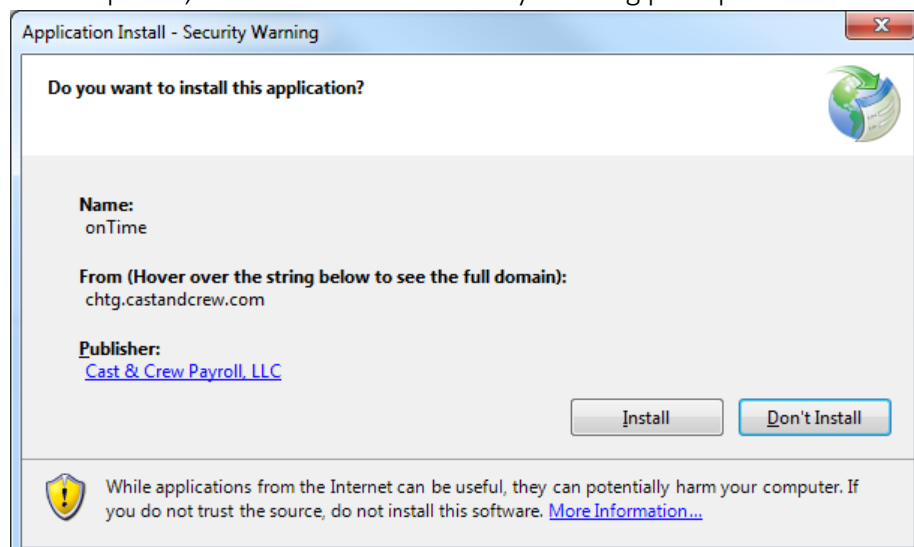
To download your **onTime™** client:

Type this address in the address field of your internet browser and press Enter. Click on the Install button. Depending on your browser, you may see a notification that your computer is downloading the application. It may also ask you to run Java. Select “Yes,” to continue.



To install your **onTime™** client:

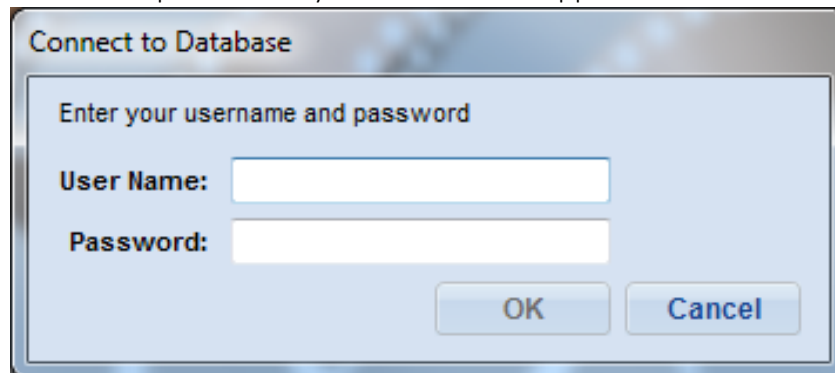
Once download completes, click Install at the security warning prompt:



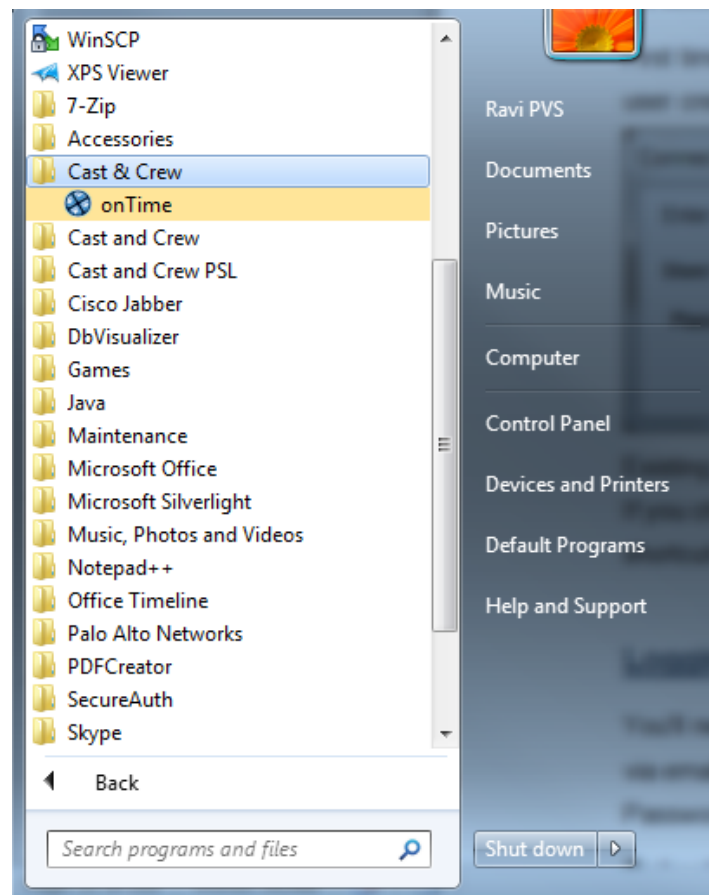
To access your **onTime™** client:

First time users: Once the installation completes, system prompts to enter user credentials.

Supply the user credentials provided to you to access the application:



Existing users: Installation process creates an access link in your windows programs within 'Cast & Crew' Folder; locate the program and click on the 'onTime™' program to access it. Installation process also creates a desktop shortcut; locate the shortcut and double click on the 'onTime™' shortcut



If you choose to create shortcuts, the next time you want to access **onTime™**, you can double-click the shortcut on the Desktop.

Logging in

You'll need a User Name and Password to access **onTime™** which is supplied by the Support Department via email. Upon logging into **onTime™**, you have the option to change your Password in the Change Password screen located in the 'Program' menu.

To log into **onTime™**:

Please note the User Name and Password are case sensitive fields.

- Type in User Name
- Click in the password field or press the Tab Key.
- Type your Password and press the Enter Key or click "OK."

Selecting a project or projects

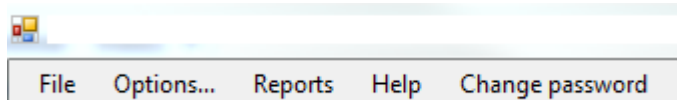
Your **onTime™** is set up with at least one project. If you are set up with more than one (if you're working on more than one show), you can choose which project to open.

To select from among multiple projects:

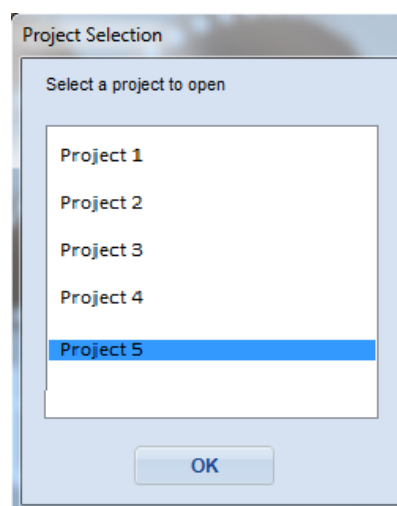
Once you have successfully supplied your login credentials, select a project and press Enter or click 'OK'. The home screen for your project will appear. Now you are ready to explore the functions and capabilities of **onTime™**

Program Menu Bar

The application menu bar displays the names of the menus for working within the program screens.



Click on the name to open the menu. Menu items without a '...' drop down to open to a sub-menu when you hover over them



The following are brief descriptions of the menus you can access from the program menu bar.

- File – The File menu allows you to open projects.
- Options – The options menu allows you to set your preferences for displaying certain attributes on screens or reports
- Reports – The Reports menu provides you access to the reports
- Help – The Help menu displays the License agreement, Version number and copyright information.
- Change Password – The Change Password menu allows you to reset your password.













Chapter 1.4 Icons, Shortcuts, and Hints

onTime™ provides several methods for interacting with the program, including icons, keyboard shortcuts and mouse shortcuts. You can pick the method that best suits your work style. You may want to print the following tables to use as a quick reference.

Toolbar Icons

Toolbar icons (see table below) are visible in rows throughout the application. Please note that if an icon is coloured gray instead of blue, the action is not available. Most actions are unavailable until Edit Mode is enabled.

ICON	FUNCTION	DESCRIPTION
	Add New	Add new record
	Delete Selected	Delete the selected record
	Copy Selected	Duplicate the selected record
	Filter	Enable/ display filtering row
	Edit	Edit mode. Enable record editing
	Save	Save the record
	Resize	Resize listing/working area
	Shrink/Expand	Shrink/expand listing area
	Create Template	Create new time card template from the selected time card
	Discard changes	Discard changes made since previous Save
	Print	Prints the selected record/transaction

	Lock/Unlock	Toggle button that either Locks/ unlocks field(s)
	Apply Template	Invokes and displays available templates, upon selection applies the template data to the transaction
	Transfer	Transfers the daily time card entries to the timecard
	Reset	Reset the time entry and details
	Reset Details	Resets the details on the time card, but maintain the time entry
	Clear selected	Clears the time entries for the selected time card day
	Clear all	Clears the time entries for the entire time card
	Show details	Invokes the pop up to display the details – account code splits and Rental items. This can be alternatively invoked by double clicking a time card day row
	Employee Rate override	Invokes the pop up to display the Employee Day Type Rates and allows to override Rates
	Timecard Rule Override	Invokesthe pop up to display time card overrides such as Meal Penalty, Travel Allowances, Use Fee
	Add Weekly Item	Creates a row to add Weekly Pay Card line item
	Create Pay card	Generates Pay Card (salary distributions) based on the time entries and details

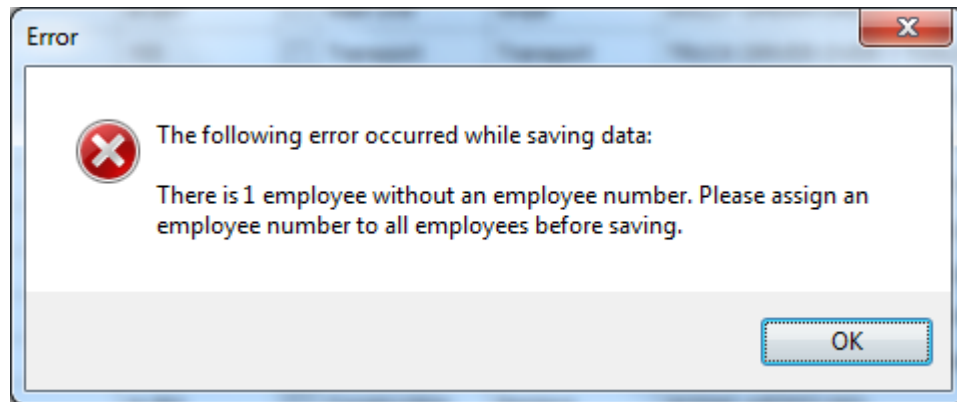
Name Keys & Key Combinations

The behaviour of name keys and key combinations may change, depending on the location of the cursor.

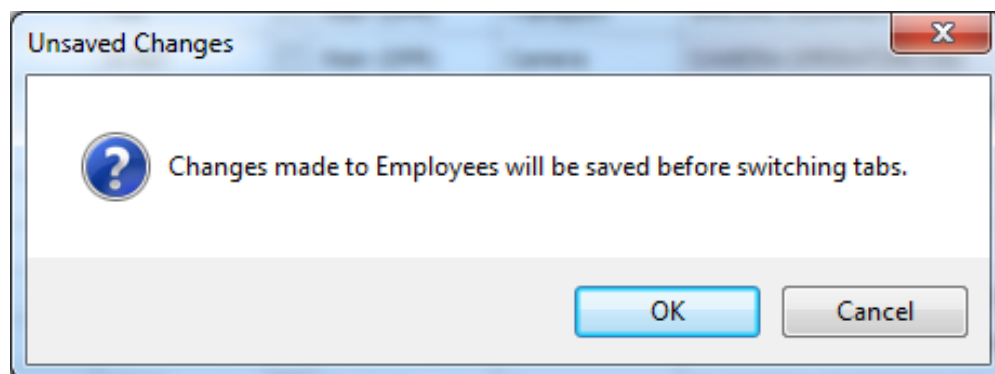
Keys	Description
<tab>	Moves from field to field
<pg up> or <pg down>	Moves up or down through the list Displays the previous or next entry for the field
left arrow <←> or right arrow <→>	Moves cursor one character to the left or the right
up arrow <↑> or down arrow <↓>	Moves cursor up or down the column of distribution lines
<ctrl> + <s>	Saves the record/transaction
<ctrl> + <x>	Blanks out the field
<backspace>	Deletes the character to the left of the cursor
<ctrl> + <z>	Restores the previous value to the field
CTRL C	Copies the blocked content
CTRL V	Pastes the copied content
CTRL F	Fills the rows with selected content from the fill pattern
CTRL PGUP = page up	Moves control to previous tab/function
CTRL PGDN = page up	Moves control to next tab/ function

Helpful Hints:

Error on mandatory fields validation are displayed as a pop up:



Error on unsaved information is displayed upon navigation to other functions:





Section 2

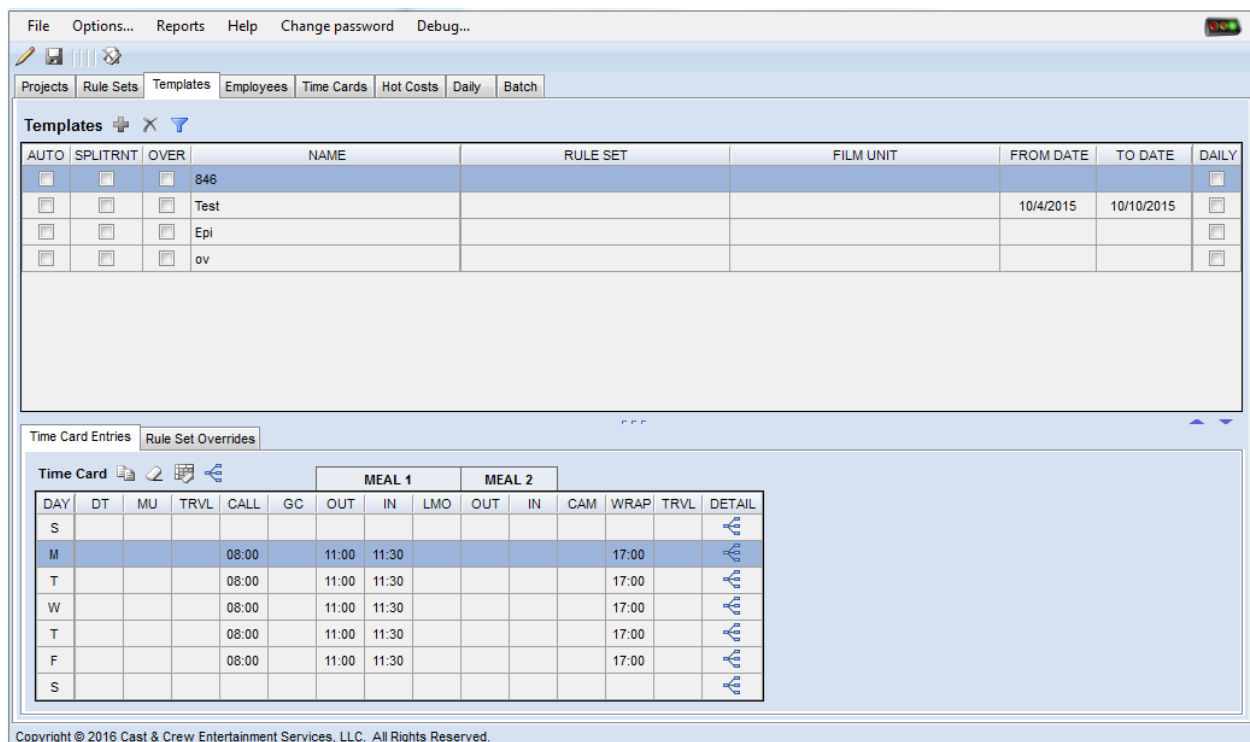
Templates

Chapter 2.1 Templates

Use Templates to create re-usable time data, Rental items, and meal & turnaround penalty overrides. The data you enter in the Templates screen can be changed at any time, and it does not impact the Time Card until the template is invoked.

Open:

- To access Templates, click on “Templates” tab header
- The upper window displays a list of existing templates, and criteria for auto application. The lower half displays data which will be applied when template is invoked.
- The screen:











AUTO	SPLTRNT	OVER	NAME	RULE SET	FILM UNIT	FROM DATE	TO DATE	DAILY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	846					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test			10/4/2015	10/10/2015	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Epi					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ov					<input type="checkbox"/>


DAY	DT	MU	TRVL	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	DETAIL
S														
M				08:00		11:00	11:30					17:00		
T				08:00		11:00	11:30					17:00		
W				08:00		11:00	11:30					17:00		
T				08:00		11:00	11:30					17:00		
F				08:00		11:00	11:30					17:00		
S														

- Understanding Template fields.
 - AUTO – automatically apply the Template if the criteria (rule set, film unit, from-to) match.
 - SPLTRNT – split any EPFTL Rentals on a Time Card by EPI if multiple EPI are included in Template Detail
 - OVER – Template data will override existing Time Card data
 - NAME – a unique name to identify the Template.
 - RULE SET – criterion for AUTO Templates – Applies to selected union only
 - FILM UNIT – criterion for AUTO Templates – Applies to selected film union
 - FROM - TO DATE – used to define the Template’s effective date range.
 - DAILY – Enabling this check box indicates that this Template can be utilized in Daily Time capture.

Time Card Entry

- Time Card Entries allow the user to capture default time entries as a template record, which then can be applied on time cards. In addition to IN/ OUT time entries, you can also capture the defaults for Pay Items and Rental Items. When a Time Card entry row has Pay Items and Rental Items defined, it is distinguished by colour coding – the Detail cell  is highlighted in red. Please note each day has to be changed separately by clicking the Details icon.

Time Card Entries														Rule Set Overrides
Time Card						MEAL 1			MEAL 2					
DAY	DT	MU	TRVL	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	DETAIL
S														
M				08:00		11:00	11:30					17:00		
T				08:00		11:00	11:30					17:00		
W				08:00		11:00	11:30					17:00		
T				08:00		11:00	11:30					17:00		
F				08:00		11:00	11:30					17:00		
S														

- The Pay Items & Rental Items can be accessed by clicking on the Detail icon  displayed on the last cell of the Time Card entry row. The system displays the Pay Items and Rental Items in the details window:

Details for Monday

Code Splits

PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO
(All Pay Items)				846								1.00

Rentals


Daily rental totals will be zero until the time card row has data.
Weekly rentals will appear in the Pay Card but not here.

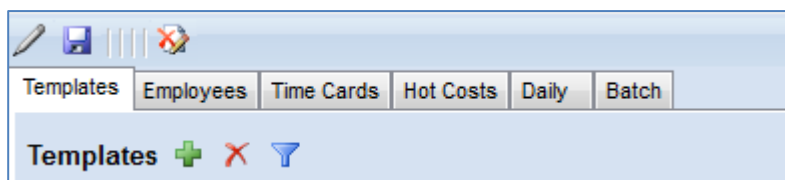
RENTAL ITEM	PAY	HOLD	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT
Car Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>		846								


Rule Set Overrides

- Rule Set Overrides entries allow the user to capture default Meal and Turnaround Penalty Overrides as a template record, which then can be applied on time cards. Applying a template with Ruleset Override on a Time Card will override the Meal and Turnaround Penalties defined for the contract. (For example, setting up shorter TA weekends)


Add a Template

- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:




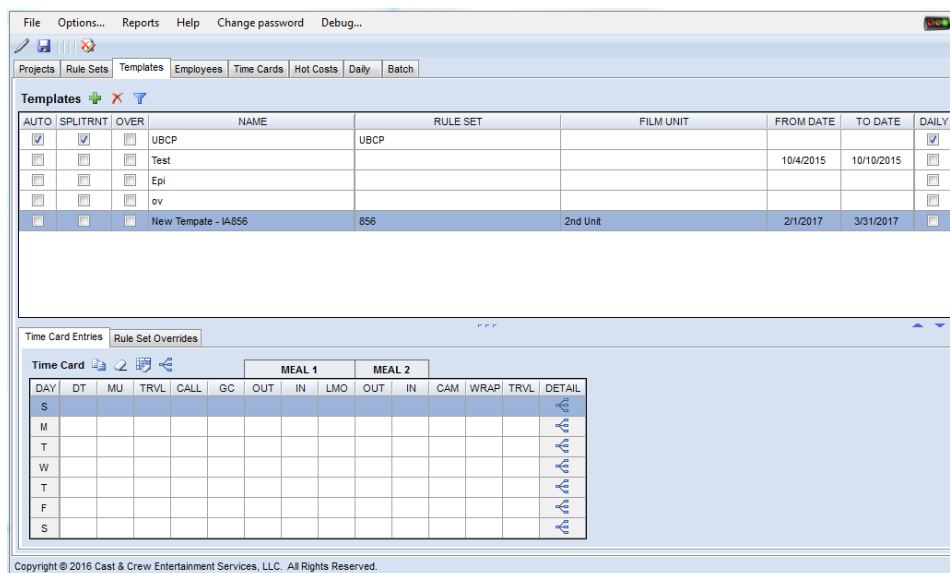
- Click Add New Time Card Template  icon to add a new template.
- The system generates a new row at the bottom of the Templates user interface:

Templates   									
AUTO	SPLITRNT	OVER	NAME	RULE SET	FILM UNIT	FROM DATE	TO DATE	DAILY	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd DEPT Template			2/5/17	2/11/17	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	

- Enter the Name, pick the Rule Set & Film Unit you wish to associate to the template, select the effective data range, and define the flags – AUTO, SPLITRNT, OVER and DAILY
- Click the Save icon  on the toolbar to save the Template record.

Defining Template

- Either continue defining the Template after creating a new template, or start over
- Click the Edit icon  on the toolbar to activate the create/edit mode
- Click on a Template record in the Template list
- The system highlights the record and displays the details below:



File Options... Reports Help Change password Debug...

Projects Rule Sets Templates Employees Time Cards Hot Costs Daily Batch

Templates + X

AUTO	SPLITRNT	OVER	NAME	RULE SET	FILM UNIT	FROM DATE	TO DATE	DAILY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UBCP	UBCP				<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test			10/4/2015	10/10/2015	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Epi					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ov					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Template - IA856	856	2nd Unit	2/1/2017	3/31/2017	<input type="checkbox"/>

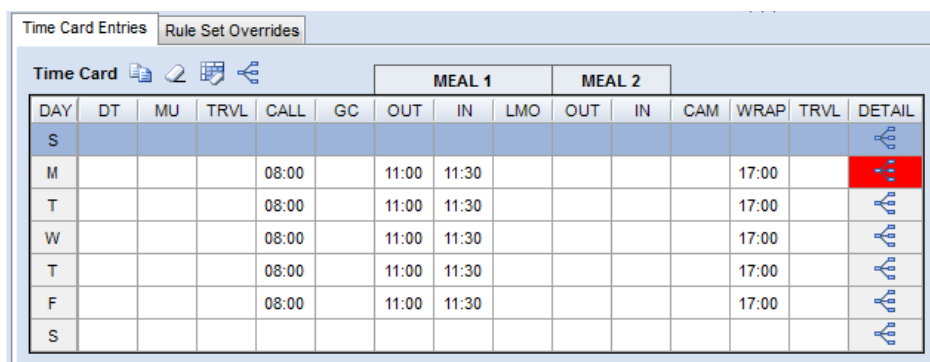
Time Card Entries Rule Set Overrides

Time Card

DAY	DT	MU	TRVL	CALL	GC	MEAL 1			MEAL 2			CAM	WRAP	TRVL	DETAIL	
						OUT	IN	LMO	OUT	IN						
S																
M																
T																
W																
T																
F																
S																

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- Fill the time entries with IN/OUT time. In the below example, Monday to Friday have the Call, Meal1 OUT/IN and Wrap time entries defined for the template. There are no mandatory fields on the template; you may enter values for any columns that you wish to be used as default values on a time card. To enter time, select the cell by using the mouse pointer, click and type. A maximum of a 4 digit number can be entered in a cell, the first two digits are translated to hours (Example: if you type 8 and move away from the cell, system translates the entry as 08:00. If you type 11 and move away from the cell, system translates the entry as 11:00), and the last two digits are translated to minutes(example: if you type 1130 and move away from the cell, system translates the entry as 11:30)







Time Card Entries Rule Set Overrides

Time Card


DAY	DT	MU	TRVL	CALL	GC	MEAL 1			MEAL 2			CAM	WRAP	TRVL	DETAIL	
						OUT	IN	LMO	OUT	IN						
S																
M				08:00		11:00	11:30					17:00				
T				08:00		11:00	11:30					17:00				
W				08:00		11:00	11:30					17:00				
T				08:00		11:00	11:30					17:00				
F				08:00		11:00	11:30					17:00				
S																


- Fill the Pay Items & Rentals Items. Pay Items are titled as Code Splits. The Code Splits allow you split the cost between accounts. The account is a combination of Ledger (G/L), Episode (EPI), Location (LOC), Set (SET), 4 User defined fields (referred as Free Fields – FF1, FF2, FF3, FF4) and Insurance (INS). As an example you can split the Cost of Box Rental onto two ledger accounts. The defined Code Splits on templates can then be used on time card entries as defaults. Rental Items allow you to define a list of Rental Items and its accounts that you wish to be applied on time card entries.
- To add a Pay Item, click Add New Coding Split  icon to add a Pay Item
- The system generates a new row at the bottom of the Pay Item list
- Enter the Pay Item and account fields. In the below example, All Pay Items are split between two accounts in 1:2 Ratio:




Details for Monday 

Code Splits   

PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO
(All Pay Items)			1001									1.00
(All Pay Items)			1005									2.00




- To add a Rental Item, click Add New Rental Item  icon to add a Rental Item
- The system generates a new row at the bottom of the Rental Item list
- Enter the Rental Item and the account fields:
- Select the Pay checkbox to pay the rental item on the timecard.

Details for Monday 



Code Splits   

PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO
(All Pay Items)			1001									1.00
(All Pay Items)			1005									2.00

Daily rental totals will be zero until the time card row has data.
Weekly rentals will appear in the Pay Card but not here.

Rentals   

RENTAL ITEM	PAY	HOLD	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT
Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>		845								10.00
Travel Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>		845								20.00
Shelter	<input type="checkbox"/>	<input type="checkbox"/>		845								30.00
Car Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>		845								40.00

- Once you have defined the Code Splits and Rental Items, close the Details window by clicking on close icon 
 - Click the Save icon  on the toolbar to save the Template record




Filter Templates




- User can filter templates using Filter Time Card Template List  icon.
- The system displays filter row above Template list header section:

<div> <div>Projects</div> <div>Rule Sets</div> <div>Templates</div> <div>Employees</div> <div>Time Cards</div> <div>Hot Costs</div> <div>Daily</div> <div>Batch</div> </div>									
<div> <div>Templates</div> <div>+</div> <div>✗</div> <div>🔍</div> </div>									
<div> <div> <div>📄</div> <div>📄</div> <div>📄</div> </div> <div></div> <div></div> <div>Thursd</div> <div>Thursd</div> <div>📄</div> </div>									
AUTO	SPLITRNT	OVER	NAME	RULE SET	FILM UNIT	FROM DATE	TO DATE	DAILY	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UBCP	UBCP					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test			10/4/2015	10/10/2015		<input type="checkbox"/>

- Type text or Select a value from the pick List or click on the check box to select or deselect, and the system filters the list below:


Projects Rule Sets **Templates** Employees Time Cards Hot Costs Daily Batch

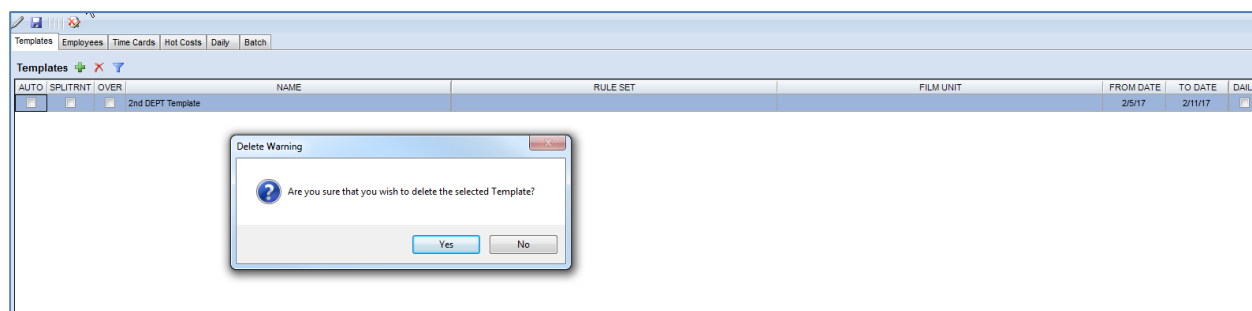
Templates   


   UB

AUTO	SPLITRNT	OVER	NAME	RULE SET	FILM UNIT	FROM DATE	TO DATE	DAILY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UBCP	UBCP				<input type="checkbox"/>


Delete Template








- Select a Template row by clicking on a template record from the list. The system highlights the record
- Click the Delete Selected Time Card Template  icon.
- System generates a confirmation dialogue box:




- Clicking Yes button will delete the template from the User Interface.
- Click Save icon  on the toolbar to confirm the delete action.

Copy Time Entries

- Within the context of Time Card entries, to copy time entries from a Day please select the Day row that you wish to copy from and click on Copy Selected Time Card  icon from the toolbar. In the below example, we are trying to copy time entries from Monday:

Time Card Entries														
Rule Set Overrides														
Time Card						MEAL 1			MEAL 2					
DAY	DT	MU	TRVL	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	DETAIL
S														
M				08:00		11:00	11:30					17:00		
T														
W														
T														
F														
S														

- The Time entry row for Monday is highlighted. Upon clicking on Copy Selected Time Card  icon, the system displays a popup to select days that you wish to copy the values to:

Copy from Monday to...

☐ All Days

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday








☐ Thursday

☐ Friday



☐ Saturday

OK Cancel

- Select the days by clicking on the Check Boxes and Click on OK button.
- The system copied the time entries from Monday to the selected days. In the example, I selected Tuesday to Friday:

Time Card Entries														
Rule Set Overrides														
Time Card						MEAL 1			MEAL 2					
DAY	DT	MU	TRVL	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	DETAIL
S														
M				08:00		11:00	11:30					17:00		
T				08:00		11:00	11:30					17:00		
W				08:00		11:00	11:30					17:00		
T				08:00		11:00	11:30					17:00		
F				08:00		11:00	11:30					17:00		
S														

Clear Time Entries

- To erase all the time entries on a day, select the day row, and click on the Clear Selected Time Card Day  icon from the toolbar
- System erases the time entries for the selected day
- To erase the time entries on all days, click on Clear All Time Card Day  icon from the toolbar
- System erases the time entries on all days



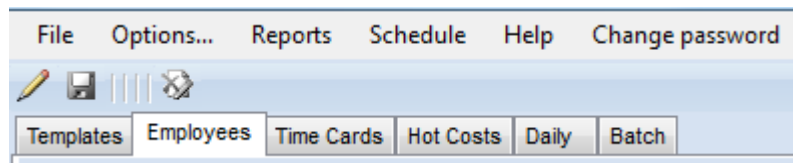
Section 3
Employee

Chapter 3.1 Employee

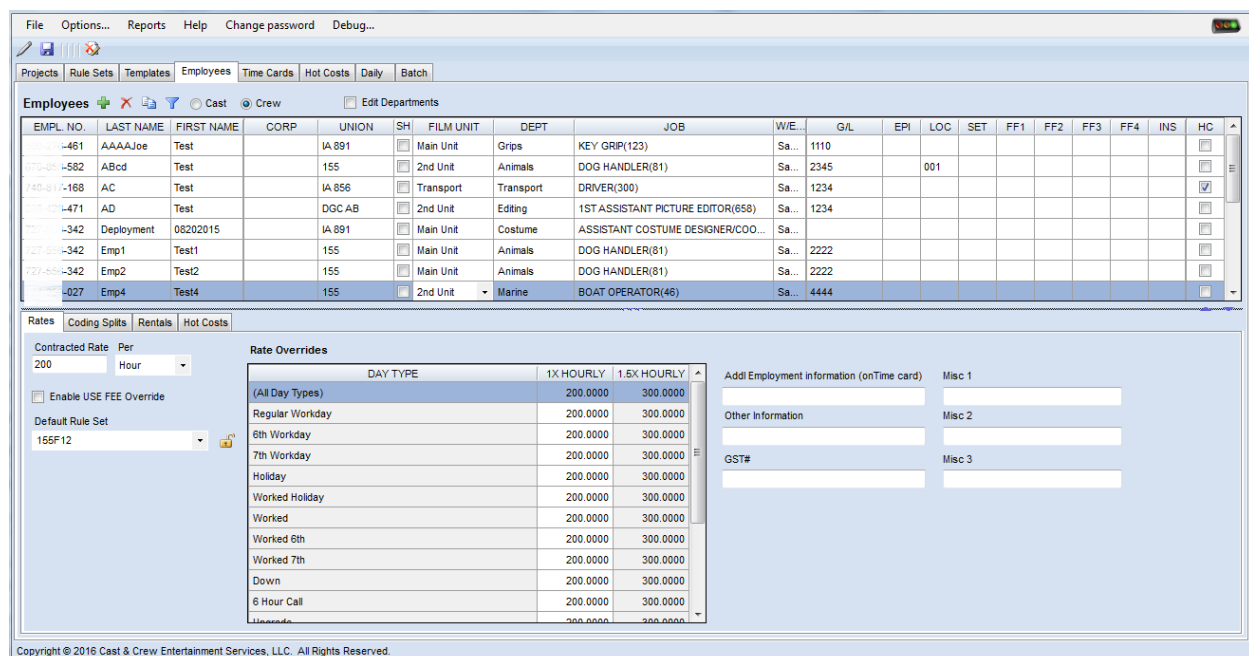
Utilize this option to create an employee record that you intend to capture time entries and generate pay card. The data you enter in the employee screen can be changed at any time, except that the Employee Number itself cannot be changed once a time capture transaction is generated for the employee. Please note an Employee record cannot be deleted once it has been used in any transaction.

Open:

- To access the Employee, click on “Employee” tab header:



The screen then appears:



- The upper half of the screen displays list of employee records, and the lower half displays Rates, Coding Splits, Rental, and Hot Cost definitions. By default the first employee record is selected and the corresponding definitions are displayed
- Understanding Employee classification:
 - Cast/ Crew – employee records are primarily grouped as Cast or Crew. The employee list displayed is filtered by the selected group
- Understanding Employee fields.

- EMPL NO – this is where the user would input the employee’s SIN and unique identifiers of the employee record. Note: System performs a validity check on the SIN, if it is invalid, system highlights the cell in red.
- Last & First Name
- CORP – indicates the name of the Corporation that an employee’s payment is remitted to.
- Union – indicates the union the employee belongs to, and it dictates the rules for calculating their gross wages based on the time entries
- SH – Show all day types under Rate Overrides
- Film Unit, DEPT – is a way to categorically group and organize employee records
- Job – indicates the employee’s occupation
- W/E – indicates the default week ending day for employee’s time card
- G/L, EPI, LOC, SET, FF1, FF2, FF3, FF4, INS – indicates the account fields to which employees pay items are to be mapped
- HC – indicates that this employee will be tracked under the Hot Cost category

Rates

Rates allow you to define the Contracted Rate for the employee on an Hourly/ Weekly/ Daily basis. The system defaults the Rate to all the Day Types, but you can override the Rates for the Day Type. The Day Types are populated based on the selected Rule Set; the Rule Sets have the definition for the list of Day Types. Enabling the USE FEE Override check box allows the user to override the calculated Use Fee on the time card.

Coding Splits

The Code Splits allow you split the cost between accounts. The account is a combination of Ledger (G/L), Episode (EPI), Location (LOC), Set (SET), 4 User defined fields (referred as Free Fields – FF1, FF2, FF3, FF4) and Insurance (INS). As an example, you can split the Holiday Day Type onto two ledger accounts. The defined Code Splits defaults on time card entries.

Code Splits															
Unless overridden, all Pay Items will be coded to the Employee's default values above.															
INACTIVE	DAY TYPE	PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO	
<input type="checkbox"/>	Holiday	(All Pay Items)			1234									1	
<input type="checkbox"/>	Holiday	(All Pay Items)			4444									2	

Rentals




Rental items allow you to define a list of Rental Items and its accounts that you wish to be applied on time card entries. You may also define the default Amount for the Rental item, and define a ceiling using the Cut off. The defined Rental items defaults on time card entries.

Rentals																	
PAY	HOLD	PREP	SHOOT	WRAP	ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	PER	CUT OFF
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Car Rental		<input checked="" type="checkbox"/>								15.00	Day	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cell Phone		<input checked="" type="checkbox"/>								20.00	Week	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer Rental		<input type="checkbox"/>								5.00	Day	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kit Rental		<input type="checkbox"/>								30.00	Week	0.00

Hot Costs

Hot Costs allow you define the budget for the Hot cost tracking. Also allows you to associate the Cost Reports that an employee can be tracked on, in case an employee has to be tracked under multiple reports.




COST TEMPLATE	CATEGORY
Crew Report	TRANSPORT
Crew Report	Crew Labor

- Click Add New Coding Split  icon to add a new Coding Split. It adds a new row and the user should enter the DAY TYPE, PAY ITEM and other fields. The INACTIVE check box is by default unchecked.
- Click Delete Coding Split  icon, to delete existing Coding Split.
- Click Copy Selected Coding Split  icon, to create a copy of existing Coding Split.
- All Hot Costs dropdown will determine which Department will the Employee appear in the Hot Cost.

Rates

User can add, update and delete rentals for an Employee in Rentals tab.


PAY	HOLD	PREP	SHOOT	WRAP	ITEM	G/L	EPIFTL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	PER	CUT OFF
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Car Rental	2099-000	<input type="checkbox"/>	001	01	000	01					30.00	Day	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Computer Rental	2090-000	<input type="checkbox"/>	001	01	000	01					10.00	Day	500.00


- Click Add New Rental  icon, to add a new Rental. It adds a new row and user must enter ITEM, PER, CUT OFF fields and any other fields. PAY, PREP, SHOOT and WRAP checkboxes are by default selected for new Rental.
- Click Delete Rental  icon, to delete an existing Rental.
- Click Copy Selected Rental  icon, to create a copy of an existing Rental.

Adding Hot Costs




User can add Hot Costs for the Employee from Hot Costs tab. User can select the Hot Costs Category from All Hot Costs picklist on the top right corner.

Add an Employee


- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:

- Click the Add icon  on the program toolbar to create an Employee record
- The system generates an empty row at the end of the employee list:

EMPL. NO.	LAST NAME	FIRST NAME	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E	GIL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
R123456789	Bruce	Bruce	Corp	(Non Union)	<input type="checkbox"/>	Main (DPR)	Costume	ASSISTANT COSTUME DESIGNER(001)	Sa...	3434									
999-888-777	Test	Test	ZCorp	IA 891	<input type="checkbox"/>	VFX	Grips	GRP CREW(112)	Sa...	2121		111	111					111	
									Sa...										

- Select the Employee group – Cast or Crew using the  Cast  Crew radio button on the employee program toolbar
- Enter the Employee No, Last Name, First Name, Union, Film Unit, Department, Job details, W/E, Account Coding fields
- Click the Save icon  on the toolbar to save the employee record

Defining Employee Rates, Coding Splits, Rentals & Hot Cost setup

- Either continue defining the Employee after creating a new Employee, or start over
- Click the Edit icon  on the toolbar to activate the create/edit mode
- Click on an Employee record in the Employee list
- The system highlights the record and displays the details below:

- Define the Rate by supplying the Contracted Rate and the Unit. The system prefills the Rates for the Various Day Types in the Rate Override table. User may choose to edit the prefilled Rates by editing the particular cell by clicking within the cell. The overridden values are highlighted in Red to distinguish among the cells:

Rates Coding Splits Rentals Hot Costs


Contracted Rate Per
 25 Hour

☐ Enable USE FEE Override




Default Rule Set
 891

Rate Overrides


DAY TYPE	1X HOURLY	1.5X HOURLY
(All Day Types)	25.0000	37.5000
Regular Workday	30.0000	45.0000
6th Workday	25	37.5000
7th Workday	25.0000	37.5000
Holiday	25.0000	37.5000
Worked Holiday	25.0000	37.5000
Worked	25.0000	37.5000
Worked 6th	25.0000	37.5000
Worked 7th	25.0000	37.5000

- Fill the Code Splits. The Code Splits allow you split the cost between accounts. The account is a combination of Ledger (G/L), Episode (EPI), Location (LOC), Set (SET), 4 User defined fields (referred as Free Fields – FF1, FF2, FF3, FF4) and Insurance (INS). As an example, you can split the Cost of Day Type ‘Worked 6th’ onto two ledger accounts. The defined Code Splits on employee will then be defaulted on time card.
- To add a Pay Item, click Add New Coding Split  icon to add a Pay Item
- The system generates a new row at the bottom of the Pay Item list
- Enter the Pay Item and account fields. In the below example, All Pay Items are split between two accounts in 1:2 Ratio:




Rates Coding Splits Rentals Hot Costs

Code Splits   
 Unless overridden, all Pay Items will be coded to the Employee's default values above.

INACTIVE	DAY TYPE	PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO
<input type="checkbox"/>	(All Day Types)	(All Pay Items)			1110									1
<input type="checkbox"/>	Worked 6th	(All Pay Items)			1110	001	CA	101						1
<input type="checkbox"/>	Worked 6th	(All Pay Items)			1121	001	CA	101						2

- Fill the Rentals Items. Rental items allow you to define a list of Rental Items and its accounts that you wish to be defaulted on time card entries.
- To add a Rental Item, click Add New Rental Item  icon.
- The system generates a new row at the bottom of the Rental Item list
- Enter the Rental Item and the account fields:

Rates Coding Splits Rentals Hot Costs


Rentals   

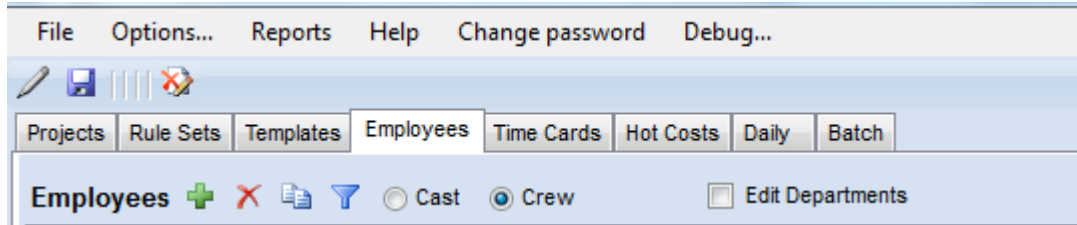
PAY	HOLD	PREP	SHOOT	WRAP	ITEM	G/L	EPIFTL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	PER	CUT OFF
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kit Rental	2222	<input type="checkbox"/>	001	CA	101						20.00	Day	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>										Day	

- Once you have defined the Rates, Code Splits and Rental Items, click the Save icon on the toolbar to save the Employee record




Delete Employee

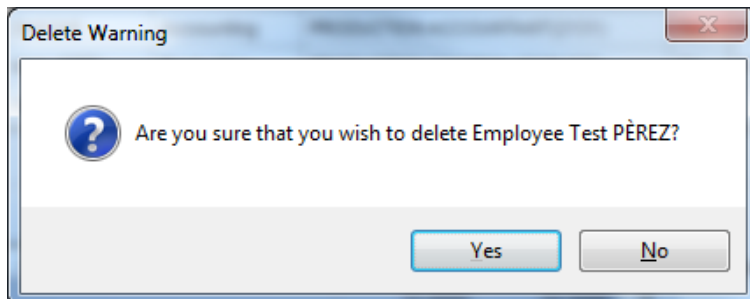
- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:




- Select an Employee row by clicking on an Employee record from the list.
- The system highlights the record:


EMPL NO	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
101-101-101	John	Smith		IA 891	<input type="checkbox"/>	Main Unit	Grips	KEY GRIP(123)	Sa...										<input checked="" type="checkbox"/>
737-234-047	John	Smith		155	<input type="checkbox"/>	Main (DPR)	Transport	ASSISTANT CATERING VEHICLE OPER...	Sa...	1111									<input checked="" type="checkbox"/>
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	Grips	KEY GRIP(123)	Sa...	1111		520							<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
909-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111		520							<input type="checkbox"/>
888-888-888	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>

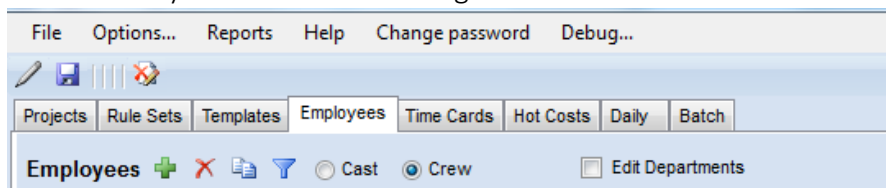
- Click the Delete Selected Employee  icon.
- System generates a confirmation dialogue box:



- Clicking Yes button to delete the Employee from the User Interface.
- Click Save icon  on the toolbar to confirm the delete action


Copy Existing Employee

- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:




- Select the Employee that you wish to copy by clicking on the row. The system highlights the Employee record:


EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
111-111-111	John	Smith		IA 891	<input type="checkbox"/>	Main Unit	Grips	KEY GRIP(123)	Sa...										<input checked="" type="checkbox"/>
737-234-047	John	Smith		155	<input type="checkbox"/>	Main (DPR)	Transport	ASSISTANT CATERING VEHICLE OPER...	Sa...	1111									<input checked="" type="checkbox"/>
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	Grips	KEY GRIP(123)	Sa...	1111	520								<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		ACTRA	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
999-999-999	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>

- To copy the selected employee record, click Copy Selected Employee  icon from the toolbar
- The system generates a duplicated row at the end of the Employee list:

EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	Grips	KEY GRIP(123)	Sa...	1111	520								<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
999-999-999	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>

- Make any changes if required and click the Save icon  on the toolbar to save the Employee.

Filter Employees

- User can filter employee list; Click the Filter Employee List  icon
- The system displays filter row above Employee list header section:

EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	Grips	KEY GRIP(123)	Sa...	1111	520								<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
999-999-999	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>


- To filter the list, type text or Select a value from the pick List and the system filters the list. Please see example below:

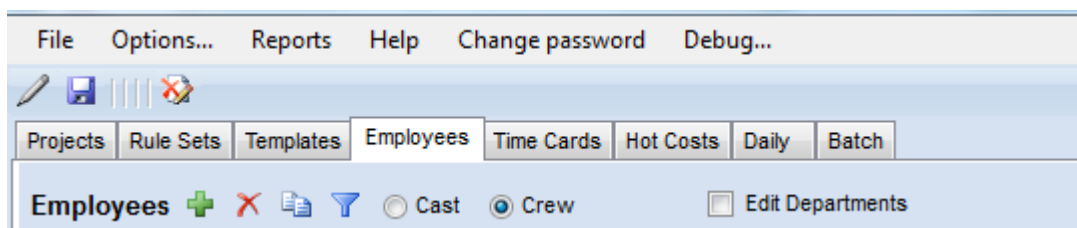
EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>

Edit Departments

- The Job list is pre-filtered by the Department. In scenarios where you wish to retain the Job of employee but wish to change the Department, the Edit Department feature enables you to perform this operation. In the below example, John Smith belongs to the Art Department and is designated as an Art Director.

EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	First Aid / Craft	KEY GRIP(123)	Sa...	1111	520								<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
888-888-888	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>
666-666-666	John	Smith		(Non Union)	<input type="checkbox"/>	Art Department	Art Department	ART DIRECTOR(10)	Sa...										<input type="checkbox"/>

- If you intend to change his department but wish to retain his designation; follow the below steps:
- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:



- Select the Employee that you wish to copy by clicking on the row. The system highlights the Employee record:

EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	First Aid / Craft	KEY GRIP(123)	Sa...	1111	520								<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
888-888-888	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>
666-666-666	John	Smith		(Non Union)	<input type="checkbox"/>	Art Department	Art Department	ART DIRECTOR(10)	Sa...										<input type="checkbox"/>

- Select the Edit Department check box ☐ Edit Departments in the toolbar
- The system locks the Job field from being edited. The system also prevents the Job field being reset upon changing the Department:

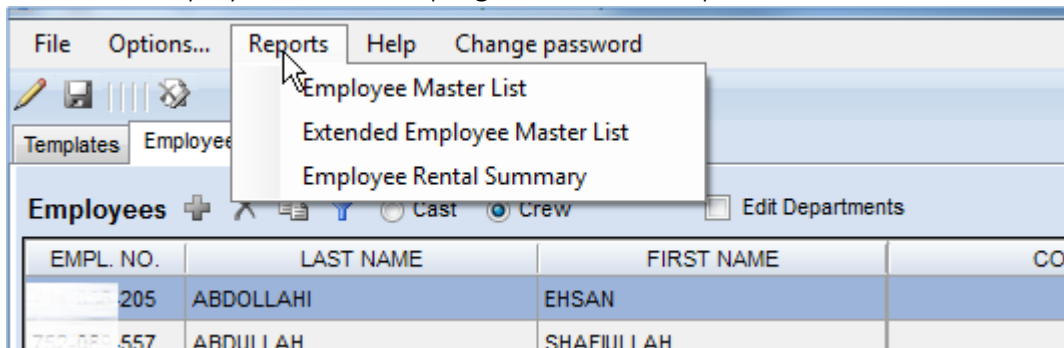
EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	First Aid / Craft	KEY GRIP(123)	Sa...	1111	520								<input type="checkbox"/>
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							<input type="checkbox"/>
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								<input type="checkbox"/>
888-888-888	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										<input type="checkbox"/>
666-666-666	John	Smith		(Non Union)	<input type="checkbox"/>	Main Unit	Art Department	ART DIRECTOR(10)	Sa...										<input type="checkbox"/>

Chapter 3.2 Reports

Use the Employee Master List report to generate a report of all the employee records; system generates report and you have the option to print the report or save it as a PDF.

Employee Master List

- Ensure that you are in the Employee program tab
- Select the Employee Master List program from the Reports Menu:

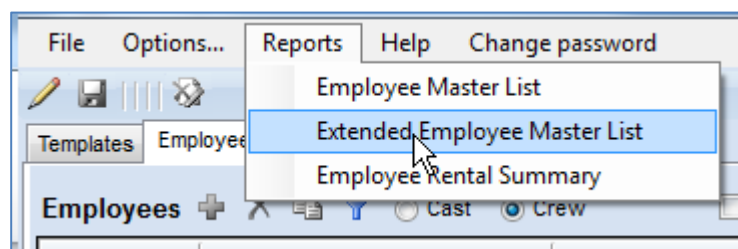


- The system generates the report in a new window:

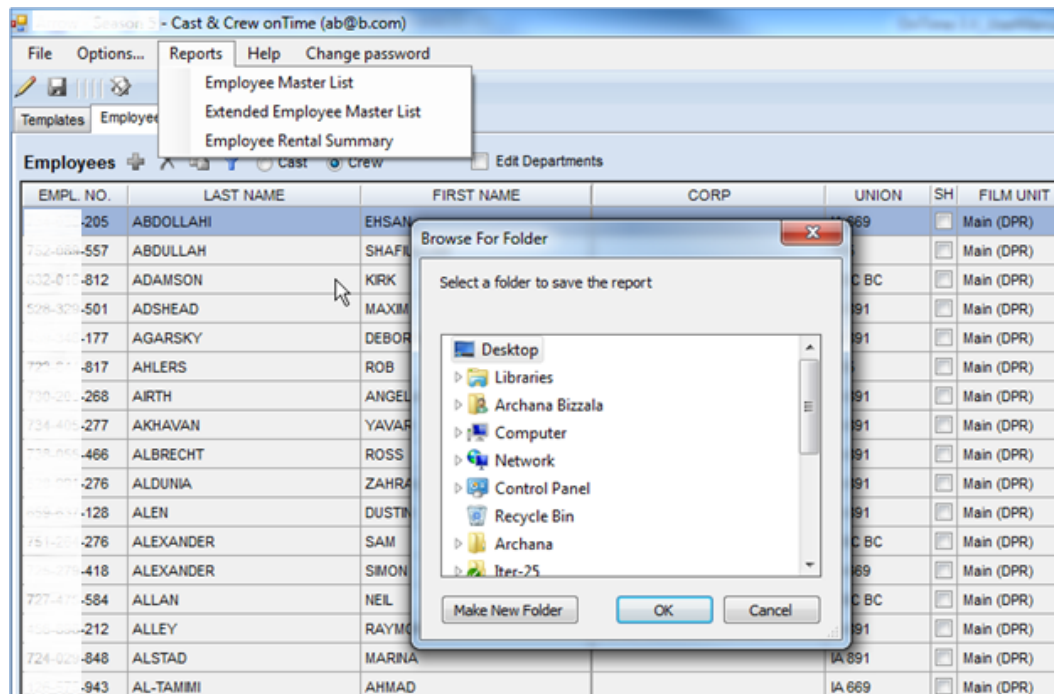
The screenshot shows a new window titled 'Employee Master List Feb 18 2017'. It displays a detailed report for 'Project x'. The report includes a header with the 'Cast & Crew Canada' logo and a timestamp 'TIME: 09:53:07 DATE: 02/18/17'. The main body of the report is a table with columns for 'Employee No.', 'Last Name', 'First Name', 'Union', 'Department', 'Job', 'GL', 'Rate', 'WID/H', 'Kit Item 1', 'GL 1', 'AMT 1', 'Kit Item 2', 'GL 2', 'AMT 2', 'Kit Item 3', 'GL 3', and 'AMT 3'. The table lists various employees and their roles, such as 'KEY CRAFT DAILY', 'CAMERA-1st 2nd 3rd 4th', 'SECOND ASSISTANT CAMERA(204)', 'MAKE-UP ARTIST(305)', 'DRIVER(300)', 'SCENIC ARTIST(190)', 'LOCATION SUPPORT PERSONNEL(210)', 'PRODUCTION ASSISTANT (ITS)', 'RIGGING ELECTRICIAN(378)', and 'MAKE-UP ARTIST(305)'. Each row provides specific details for the employee, including their employee number, name, union, department, job title, and associated costs.

Extended Employee Mater List

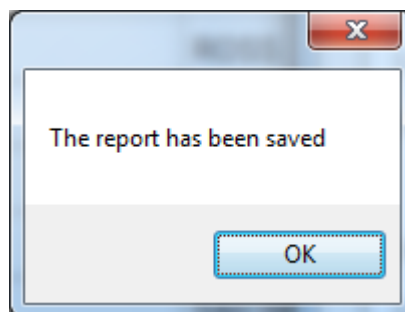
- Ensure that you are in the Employee program tab
- Select the Extended Employee Master List program from the Reports Menu



- The system displays a dialogue box to choose a location to save the report; system defaults the location to your desktop and you may change the location:



- Once you have selected the location, click the OK button.
- System generates the Report and saves the report in .csv format in the selected location and displays a confirmation dialogue box:

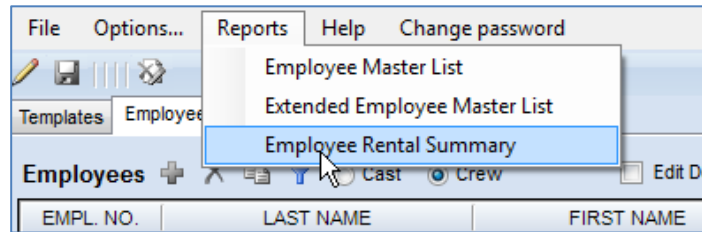


- Locate and open the report
- The generated report will appear in the below format:

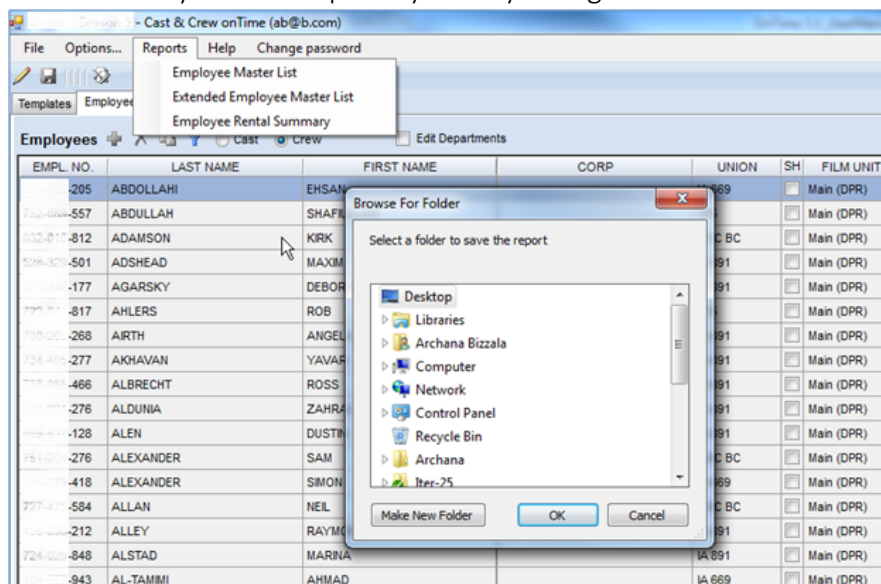
	A	B	C	D	E	G							H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Employee Number	Last Name	First Name	Corp	Union	Department	Job																								
2	100-001-816	ADAMS	LLOYD	L & B	ADAM	UBCP	Cast	STUNT RIGGER	186			1406	1																		
3	100-001-013	ANDERSON	JOBREE	IA	891		Accounting	ASSISTANT ACCOUNTANT	12			2014	1																		
4	100-001-811	ANDRINGA	PETER	DOG & PON	IA	891	Art Department	ART DIRECTOR	10			2202	1																		
5	100-001-902	ARDON	TERO	IA	891		Lighting	RIGGING GAFFER	191			3207	1																		
6	100-001-794	BAGOLY	ANDREW	OWL FILM	IA	891	Props	PROPS BUYER	186			2802	1																		
7	100-001-280	BAILEY	TARYN	IA	891		Costume	SET SUPERVISOR	223			2903	1																		
8	100-001-280	BAILEY	TARYN	IA	891		Costume	PREP COSTUMER	169			2904	1																		
9	100-001-622	BAKKER	RHYS	IA	891		Construction	SCENIC HELPER	195			2301	1																		
10	100-001-353	BEBEE	DAMON	STABLEFLY	IA	891	Props	PROPS BUYER	186			2802	1																		

Employee Rental Summary

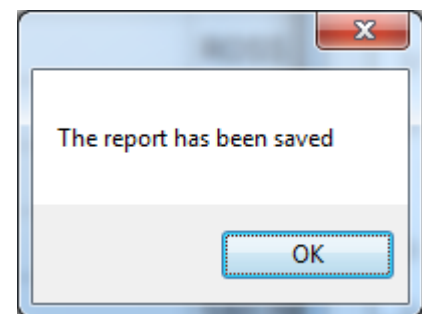
- Ensure that you are in the Employee program tab
- Select the Employee Rental Summary report from the Reports Menu



- The system displays a dialogue box to choose a location to save the report; system defaults the location to your desktop and you may change the location



- Once you have selected the location, click the OK button.
- System generates the Report and saves the report in .csv format in the selected location and displays a confirmation dialogue box:
- Locate and open the report
- The generated report will appear in the below format



	A	B	C	D	E	F
1	Employee	Rental Type	Week Ending	Amount	Total	Cap
2	ADAMS, ALIC	Misc.	11/14/2015	14.28		
3	ADAMS, ALIC	Misc.	To Date		14.28	
4	ADAMSON, KIRK	Car Rental	6/27/2015	125		
5	ADAMSON, KIRK	Car Rental	7/4/2015	100		
6	ADAMSON, KIRK	Car Rental	7/11/2015	125		
7	ADAMSON, KIRK	Car Rental	7/18/2015	150		
8	ADAMSON, KIRK	Car Rental	7/25/2015	125		
9	ADAMSON, KIRK	Car Rental	8/1/2015	150		
10	ADAMSON, KIRK	Car Rental	8/8/2015	100		
11	ADAMSON, KIRK	Car Rental	8/15/2015	125		
12	ADAMSON, KIRK	Car Rental	8/22/2015	125		
13	ADAMSON, KIRK	Car Rental	8/29/2015	125		
14	ADAMSON, KIRK	Car Rental	9/5/2015	125		
15	ADAMSON, KIRK	Car Rental	9/12/2015	100		



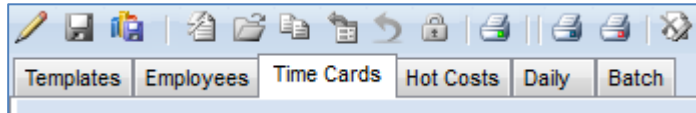
Section 4
Time Cards

Chapter 4.1 Time cards

Use Time Cards to create time entries for an employee whom you intend to pay. Capture Time entries, define the Pay Items and Rental Items, and define the Code splits for the Pay & Rental Items. The system calculates the gross and generates the Pay card based on the time entries, Pay and Rental items. The user has the option to override the Work Hours, Meal & Turnaround Penalties calculated by the system.

Open:


To access the Time cards, click on “Time Cards” tab header:







The following screen appears:

A screenshot of the 'Time Card' entry screen. At the top, there's a header with tabs: 'Templates', 'Employees', 'Time Cards', 'Hot Costs', 'Daily', and 'Batch'. Below this, a form contains fields for 'W/E Date' (02/04/17), 'Employee' (CARLSTROM, EMILY, 1ST OFFICE...), 'W/E Day' (Saturday), 'Rate' (250.00 / Day), 'Union / Rule Set' (DGC BC \ DGC15(BC)), and 'Add employee information'. The main area is a table for time card entries. The table has columns for DATE, DAY, DT, CALL, OUT, IN, OUT, IN, WRAP, 1X, 1.5X, 2X, 2.5X, 3X, WHRS, M1, M2, TA, EPI, and TOTAL. The dates listed are 01/29/17, 01/30/17, 01/31/17, 02/01/17, 02/02/17, 02/03/17, and 02/04/17. The days of the week are S, M, T, W, T, F, and S respectively. The DT column shows 'REG' for all days. The table is mostly empty, with some green shading in the TOTAL column. Below the table, there's a 'Manual' checkbox and a 'Totals' row. At the bottom, there's a 'Weekly' and 'Daily' tab, and a 'Daily Pay Card' section with a table for DATE, ITEM, GIL, EPI, LOC, SET, FF1, FF2, FF3, FF4, INS, QTY, AMT, and TOTAL. The 'Daily Pay Card' table is currently empty.

- Understanding Employee fields:
 - W/E Date – Lists all the Week Ending Dates based on your Project definition. If your Project’s Start and End Date are defined as Jan/01/2017 to Dec/31/2017 and Week Ending Day is defined as Saturday, then W/E Date will list all the Saturday Dates beginning from 1/07/2017 to 12/30/2017.
 - Employee – List all the Employee records you added to your Project.
 - W/E Day – Displays the Week Ending Day you defined for the Employee.
 - Rate – Displays the Contracted Rate you defined for the Employee
 - Union/ Rule Set – Displays the Union and the Rule set you assigned for the Employee
 - Additional Employee Information – Displays the additional information you defined for the Employee

- Understanding Time card fields:
 - Date – Displays 7 days for the selected Week Ending. If you chose 01/07/2017, then you see 7 days for the range 01/01/2017 to 01/07/2017
 - Day – Display the day of the week.
 - DT – Displays the list of abbreviated Day Type and the rates
 - In/ Out Time entries – The columns displayed for the time entries are based on the configurations you defined under Options-> Time Card. The configurations dictate the system to show/hide columns appropriately. These columns are used to capture the time entries for the employee
 - Work Hours – These columns display the resulting time entries in the various time slots such as Straight time(1X) and Over Times (1.5X, 2X, 3X). The system calculates the Work Hours based on the supplied time entries and the defined Contract Rules
 - Penalties – These columns display the resulting Meal & Turnaround Penalties. The system calculates the Penalties based on the supplied time entries and the defined Contract Rules
 - Total – Displays the total dollar value based on the calculated Work Hours, Penalties and the defined contracted Rate and penalties
 - Pay & Rental Items - The Pay Items & Rental Items can be accessed by clicking on the Detail icon  displayed on time card's toolbar or click on the Total column (respective Date's cell to open for the respective day). The system displays the Pay Items and Rental Items in the details window:

Details for 01/16/17													
Code Splits + 													
PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO	TOTAL
(All Pay Items)			2011	164							01	1.00	239.68
Rentals +   													
Daily rental totals will be zero until the time card row has data. Weekly rentals will appear in the Pay Card.													
RENTAL ITEM	PAY	HOLD	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	TOTAL
Computer Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2017	164							01	10.00	

Weekly Pay Card

The Weekly Pay card is a summarized list of an employee's pay card that represents itemized payment for the week that is generated based on the Work Hours, Penalties, Splits and Rental items.

Weekly

Daily

Weekly Pay Card ✱

ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
Hourly [1x]	2011	164							01	40.00	17.12	684.80
OT [1.5x]	2011	164							01	20.00	25.68	513.60
												1,198.40

Understanding the Weekly Pay Card fields:

- Item – Pay card item group that represents Straight Time, Overtime, Penalties and Rentals
- Account Coding fields – The Ledger details of the Pay card Item
- Qty – Quantity for the Pay card item
- Amount – Rate for the Pay card item
- Total – The dollar value for the Pay card item

Daily Pay Card

The Daily Pay Card is a summarized list of an employee's pay card that represents itemized payments per day that is generated based on the Work Hours, Penalties and Rental Items

Weekly

Daily


Daily Pay Card

	DATE	ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
	01/16/17	Hourly Salary	2011	164							01	8.00	17.12	136.96
	01/16/17	Overtime Salary	2011	164							01	4.00	25.68	102.72
	01/17/17	Hourly Salary	2011	164							01	8.00	17.12	136.96
	01/17/17	Overtime Salary	2011	164							01	4.00	25.68	102.72
	01/18/17	Hourly Salary	2011	164							01	8.00	17.12	136.96
	01/18/17	Overtime Salary	2011	164							01	4.00	25.68	102.72
	01/19/17	Hourly Salary	2011	164							01	8.00	17.12	136.96
	01/19/17	Overtime Salary	2011	164							01	4.00	25.68	102.72

1,198.40

Create a Time Card

- Ensure you have selected the Time Card Tab
- Use the W/E date drop down menu to select the week ending date you wish to create time entries
- Use the Employee drop down menu to select the employee for whom you wish create time entries. The Employee record is defaulted based on the employee record selected from the Employee tab. If no record was selected in the Employee tab, the first employee record is selected




- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:

- Day Type is defaulted to 'REG' Regular. You can change Day type by clicking within the Day Type cell on the desired Day. In scenarios when an Employee worked on Holiday, you need to select the appropriate Day Type (HolW – abbreviation for Holiday Worked)
- Enter the In/Out times entries. The system calculates and displays the Work Hours and Penalties:




DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL
02/12/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				342.40
02/13/17	M	REG															

- Complete the Pay & Rental Items:


Details for 02/12/17

Code Splits   




PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO	TOTAL
(All Pay Items)			2011								01	1.00	342.40

Rentals    Daily rental totals will be zero until the time card row has data.
Weekly rentals will appear in the Pay Card.


RENTAL ITEM	PAY	HOLD	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	TOTAL
Computer Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2017								01	10.00	

- To enter details for a time card row, click TOTAL field for each row, then system displays the Details for time card row. User can add Code Splits and Rentals from Details.
- Fill in the Pay Items & Rentals Items. Pay Items are titled as Code Splits. The Code Splits allow you split the cost between accounts. The account is a combination of Ledger (G/L), Episode (EPI), Location (LOC), Set (SET), 4 User defined fields (referred as Free Fields – FF1, FF2, FF3, FF4) and Insurance (INS). As an example, you can split the Cost of All Pay Items onto two ledger accounts. Rental items allow you to define a list of Rental Items and its accounts that you wish to be applied on time card entries.
- To add a Pay Item, click Add New Coding Split  icon to add a Pay Item
- The system generates a new row at the bottom of the Pay Item list
- Enter the Pay Item and account fields. In the below example, All Pay Items are split between two accounts in 1:2 Ratio:




Details for Monday

Code Splits   




PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO
(All Pay Items)			1001									1.00
(All Pay Items)			1005									2.00

- To add a Rental Item, click Add New Rental Item  icon to add a Rental Item
- The system generates a new row at the bottom of the Rental Item list
- Enter the Rental Item and the account fields:



Details for Monday

Code Splits   







PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO
(All Pay Items)			1001									1.00
(All Pay Items)			1005									2.00

Rentals    Daily rental totals will be zero until the time card row has data.
Weekly rentals will appear in the Pay Card but not here.

RENTAL ITEM	PAY	HOLD	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT
Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>	845									10.00
Travel Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	845									20.00
Shelter	<input type="checkbox"/>	<input type="checkbox"/>	845									30.00
Car Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	845									40.00

- Once you have defined the Code Splits and Rental Items, close the Details window by clicking on close icon 
- Once you have completed time entries, Pay & Rental Items, click Create Pay Card from the Time Card  icon found in the Weekly/ Daily Pay Card. System computes and displays the Pay cards in the Weekly/ Daily Pay card based on the Work Hours, Penalties, Pay & Rental Items from the time entries.
- The system displays the Pay cards items in the Weekly/ Daily Pay card section:


W/E Date: 02/18/17 Employee: ALARCON, CESAR, SECOND ASSIS... W/E Day: Saturday Rate: 17.12 / Hour Union / Rule Set: IA 891 \ 891OFF Add'l employee information

Time Card      

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL
02/12/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				342.40
02/13/17	M	REG	08:00	13:00	13:20			18:00	8.00	2.00			10.00				188.32
02/14/17	T	REG	09:00	13:00	13:30			17:00	8.00				8.00				136.96
02/15/17	W	REG															
02/16/17	T	REG															
02/17/17	F	REG															
02/18/17	S	REG															
Totals: 24.00 6.00 3.00 33.00 667.68																	







Manual ☐ ☒ Totals: 24.00 6.00 3.00 33.00 667.68

Weekly ☒ Daily ☐


Weekly Pay Card 

ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
Hourly Salary [1x]	2011								01	24.00	17.12	410.88
Overtime Salary [1.5x]	2011								01	6.00	25.68	154.08
Overtime Salary [2x]	2011								01	3.00	34.24	102.72
667.68												







Weekly ☒ Daily ☐

Daily Pay Card      

DATE	ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
02/12/17	Hourly Salary	2011								01	8.00	17.12	136.96
02/12/17	Overtime Salary	2011								01	4.00	25.68	102.72
02/12/17	Overtime Salary	2011								01	3.00	34.24	102.72
02/13/17	Hourly Salary	2011								01	8.00	17.12	136.96
02/13/17	Overtime Salary	2011								01	2.00	25.68	51.36
02/14/17	Hourly Salary	2011								01	8.00	17.12	136.96
667.68													

- To save the time entries and the generated Pay card items, click the Save  icon from toolbar.
- The system colour codes the W/E Date and Employee field in a Red colour to indicate that the time entries and Pay Card Items are not yet submitted to the Payroll system for the processing and issuing of payroll. The colour coding:


W/E Date: 02/18/17 Employee: ALARCON, CESAR, SECOND ASSIS... W/E Day: Saturday Rate: 17.12 / Hour Union / Rule Set: IA 891 \ 891OFF Add'l employee information

Time Card      

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP
02/12/17	S	REG	06:00	13:00	13:20			21:00
02/13/17	M	REG	08:00	13:00	13:20			18:00
02/14/17	T	REG	09:00	13:00	13:30			17:00

If an Episode is missing and it is required on your project, the system will display the following error:



The screenshot shows the 'Time Card' interface for employee AHMAD, KHALID, WATCHMAN/SEC... on Saturday, 01/23/17. The interface includes a 'Time Card' table and a 'Daily Pay Card' table. An error dialog box is displayed in the center, stating: 'The following error occurred while saving data: Changes cannot be saved unless all new and modified daily pay cards contains an episode code (EPI). Please supply an episode code (EPI) for all your changes before saving.' The dialog box has an 'OK' button.

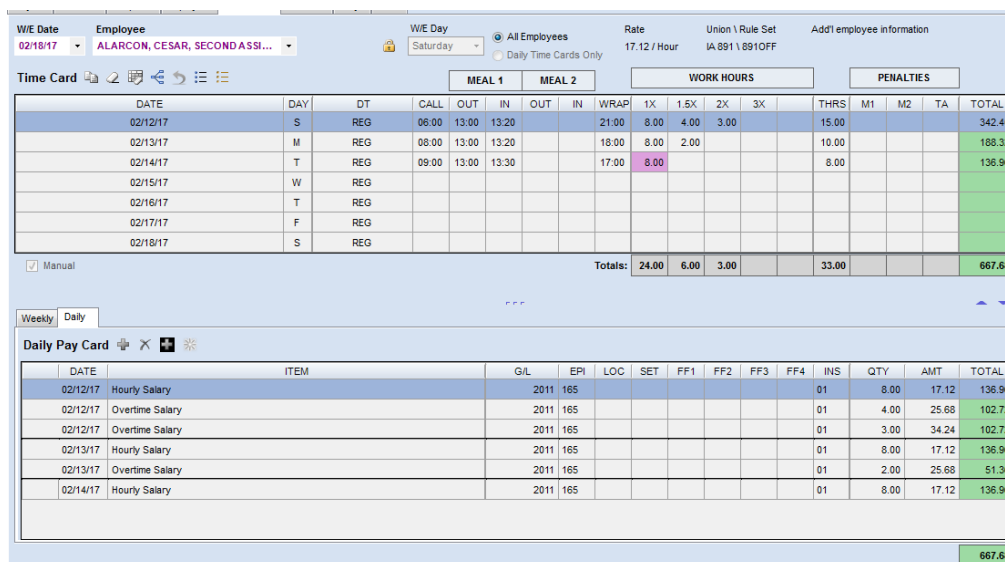
- To enter details for a time card row, click TOTAL field for each row, then the system displays the Details for time card row.
- If the Pay Card and Time Card appear out of sync, the message below will appear upon saving the time card. Please note that if you have made adjustments to the Pay Card then it is normal for the Pay Card to be unsynchronized with Time Card.
- Click Yes button, will save the time card out of sync. Click No button, allows the user to sync the time card (using  icon in Daily tab) first and then save.

The screenshot shows the 'Time Card' interface for employee CARLSTROM, EMILY, 1ST OFFICE... on Saturday, 02/04/17. The interface includes a 'Time Card' table and a 'Daily Pay Card' table. A dialog box titled 'Pay Card Out Of Sync' is displayed in the center, stating: 'The pay card may be out of sync with the time card. Do you still want to save?'. The dialog box has 'Yes' and 'No' buttons.

Manual Time Card

Flagging the Time Card as “manual” will prevent it from being transmitted. You can uncheck the “manual” flag at any time.


- Select the Manual check box  **Manual** which appears below the time entry section.
- Click the Save  icon from toolbar.
- The W/E Date and the Employee fields are colour coded in purple to indicate that the time card is marked manual:

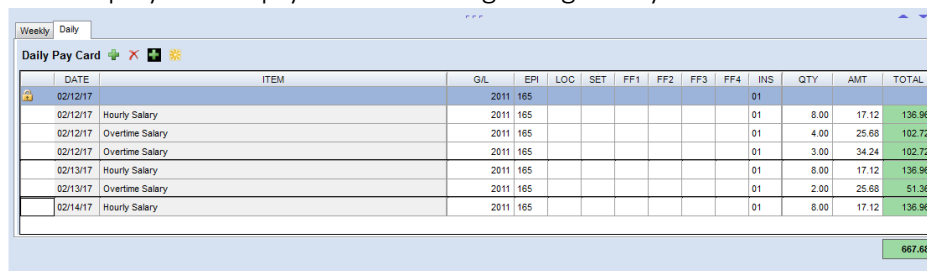


The screenshot shows the 'Manual Time Card' interface. At the top, there are fields for 'W/E Date' (02/18/17), 'Employee' (ALARCON, CESAR, SECOND ASSI...), 'W/E Day' (Saturday), 'Rate' (17.12 / Hour), and 'Union / Rule Set' (IA 891 \ 891OFF). Below these are tabs for 'Time Card', 'MEAL 1', 'MEAL 2', 'WORK HOURS', and 'PENALTIES'. The 'Time Card' tab is active, showing a table with columns: DATE, DAY, DT, CALL, OUT, IN, OUT, IN, WRAP, 1X, 1.5X, 2X, 3X, THRS, M1, M2, TA, and TOTAL. The table contains data for dates 02/12/17 to 02/18/17. Below the table, there is a 'Manual' checkbox which is checked. At the bottom, there is a 'Daily Pay Card' tab which is also active, showing a table with columns: DATE, ITEM, G/L, EPI, LOC, SET, FF1, FF2, FF3, FF4, INS, QTY, AMT, and TOTAL. This table contains data for dates 02/12/17 to 02/14/17. The total amount for the week is 667.68.


Add Dated / Undated Pay Items

Use the Add Pay Item when you intend to add Pay items for a Week or a day.

- While you are creating a time card or editing an employee’s time card, you can add Pay Items
- Navigate to the Daily Pay Items tab, select a Date row you intend to add the Daily Pay Item and Click on the Add New Item  icon.
- The system displays an empty row at the beginning of day record:



The screenshot shows the 'Daily Pay Card' interface. At the top, there are tabs for 'Weekly' and 'Daily'. The 'Daily' tab is active, showing a table with columns: DATE, ITEM, G/L, EPI, LOC, SET, FF1, FF2, FF3, FF4, INS, QTY, AMT, and TOTAL. The table contains data for dates 02/12/17 to 02/14/17. Below the table, there is an empty row for adding a new item. The total amount for the week is 667.68.

- Select the Pay Item, enter the Account details, Quantity and Amount
- When you intend to add a Weekly Pay item, Click on the Add Weekly Item  icon from Daily tab
- The system displays an empty row with no DATE.

Weekly


Daily

Daily Pay Card

	DATE	ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
			2011	165							01			
	02/12/17	Hourly Salary	2011	165							01	8.00	17.12	136.96
	02/12/17	Overtime Salary	2011	165							01	4.00	25.68	102.72
	02/12/17	Overtime Salary	2011	165							01	3.00	34.24	102.72
	02/13/17	Hourly Salary	2011	165							01	8.00	17.12	136.96
	02/13/17	Overtime Salary	2011	165							01	2.00	25.68	51.36
	02/14/17	Hourly Salary	2011	165							01	8.00	17.12	136.96
														667.68


- Select the Pay Item, enter the Account details, Quantity and Amount

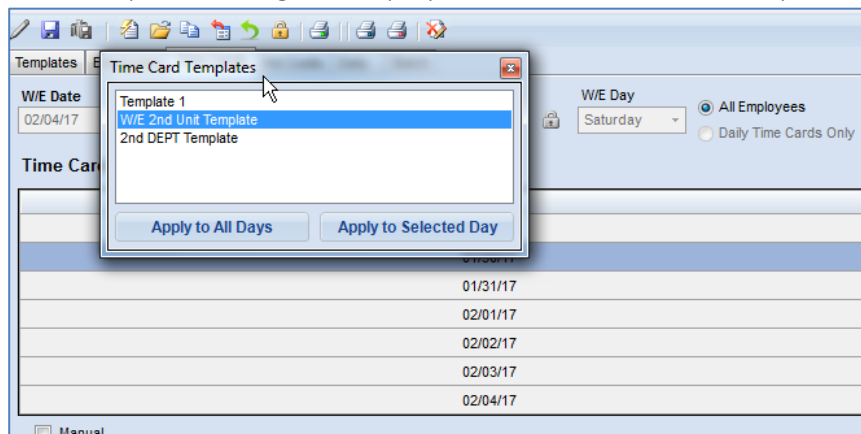
Delete Pay Cards

- While you are creating a time card or editing an employee's time card, you can delete an Pay Item
- Navigate to the Daily Pay Items tab, select the Pay Item row you intend to delete and Click on the Delete Selected Item  icon.
- The system removes the Pay Item row from the list.
- Confirm the action by saving the time card.

Apply Time Card Template

Invoke a Template when you intend to apply the time entries / Rule set overrides from a Template to the current Time Card.


- While you are creating a time card or editing an employee's time card, you can delete an Pay Item
- Click Apply Time Card Template to the Selected Time Card  icon from toolbar. Time Card Templates dialog box displays to select a time card template from the list.

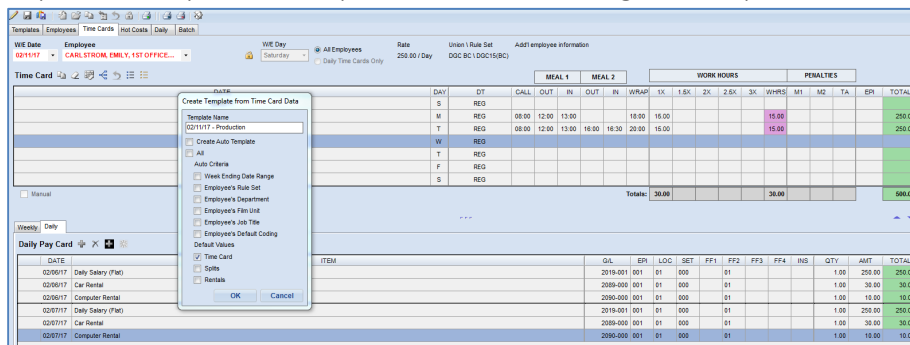


- Select the template and click Apply to All Days when you intend to apply the template time entries and Rule set overrides to all time card days.
- Otherwise, click the Apply to Selected Day when you intend to apply the template time entries and Rule set overrides to the particular time card day.

Create Time Card Template

After you have saved a Time Card, you may use the “create a new time card template” feature to take a snap shot of elements of this Time Card data for reuse.


- Click the Create New Time Card Template from the Selected Time Card  icon.
- System displays the dialogue box with the option to create the new time card template.
- System defaults the Template Name by combining W/E Date and Employee's Department. You can override the name by entering your own text.
- Select the options that you wish to perform while creating the template.

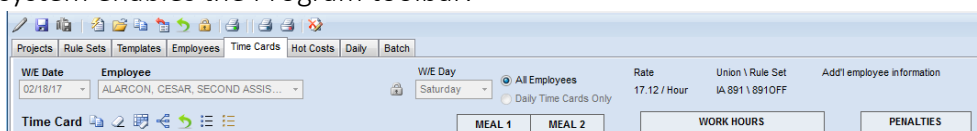



- Click the Ok button to create the new time card template.

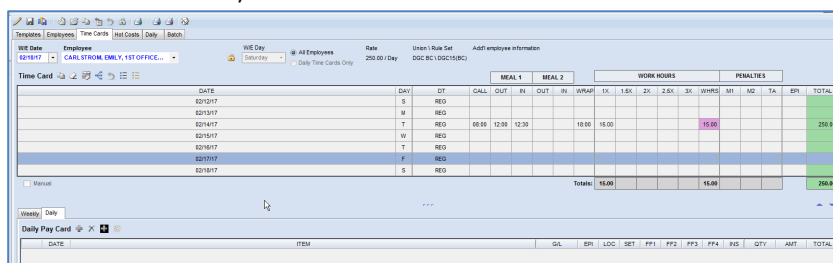
Transfer Daily Entries

The “Transfer Daily Entries” function may be used to transfer all applicable time entries saved in the Daily grid to the current Time Card. Please note that this function is also available in the Daily tab.

- Select the W/E Date and the Employee you intend to transfer the time entries
- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:




- Click Transfer Daily Entries to Time Card  icon from toolbar.
- The time entries from the Daily Entries interface are transferred to the time card

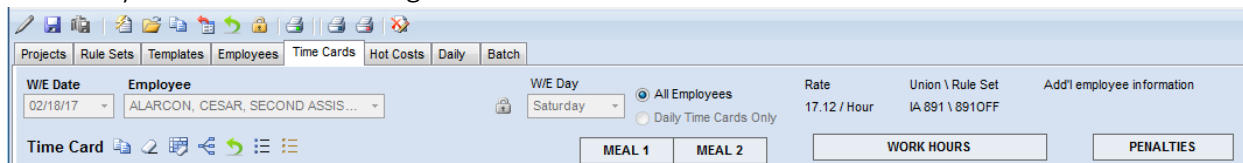



- Save the time card. If user saves a time card without generating the pay cards, the W/E Date and Employee fields are colour coded in blue to indicate that the time entries computed to generate the Pay Card items.

Copy Time Card Entries from Previous Week

Use the Copy from Previous Week to copy time entries from a saved time card.


- Select the W/E Date and the Employee you intend to transfer the time entries
- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:



- Click on the Copy Time Card Entries from Previous Week  icon from toolbar.
- The system copies the time entries from employee's previous weeks' time card


Reset Time Card

Use Reset time card to clear all the time entries, Pay & Rental Items, computed Work Hours and Penalties. Saving a Time Card after it has been Reset clears the card in the archive.

- While you are creating a time card or editing an employee's time card, you can clear the time entries, Pay & Rental Items
- Click Reset the Selected Time Card  icon from toolbar.
- The system wipes out the time entries, Pay & Rental Items, computed Work Hours and Penalties of the entire time card

Reset Details on Time Card

Use Reset Details on Time Card to clear only the Pay and Rental Items that were added by you, but retain the time entries. System will retain or reset the Pay and Rental Items to the defined default values.

- While you are creating a time card or editing an employee's time card, you clear/reset Pay & Rental Item
- Click Reset the Details on Time Card  icon from toolbar.
- The system clears all the new Pay and Rental Items that you added, and Reset any overrides you made to the default Pay and Rental Items

Override Calculated Work Hours/ Penalties

Use this feature to override Work Hours or Penalties that were computed based on the supplied time entries and the defined Contract Rules and Rates

- While you are creating a time card or editing an employee's time card, you can override Work Hours or Penalties

W/E Date

Employee

W/E Day

All Employees

Rate

Union \ Rule Set

Add'l employee information

02/25/17

ALARCON, CESAR, SECOND ASSIS...

Saturday

Daily Time Cards Only

17.12 / Hour

IA 891 \ 891OFF

Time Card

MEAL 1

MEAL 2

WORK HOURS

PENALTIES

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL
02/19/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				342.40
02/20/17	M	REG	08:00	13:00	13:20			18:00	8.00	2.00			10.00				188.32
02/21/17	T	REG	09:00	13:00	13:30			17:00	8.00				8.00				136.96
02/22/17	W	REG															
02/23/17	T	REG															
02/24/17	F	REG															
02/25/17	S	REG															
Totals:									24.00	6.00	3.00		33.00				667.68

Manual

- Edit Work Hours or Penalties as required.
- The system colour codes the cells in Red to indicate the values were overridden. Also, when you hover your mouse over the column, a tool tip text displays the computed value and the overridden value:


Time Card																											
MEAL 1									MEAL 2									WORK HOURS					PENALTIES				
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL										
02/19/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	4.00		16.00				376.64										
02/20/17	M	REG	08:00	13:00	13:20			18:00	8.00	2.00							188.32										
02/21/17	T	REG	09:00	13:00	13:30			17:00	8.00								136.96										
02/22/17	W	REG																									
02/23/17	T	REG																									
02/24/17	F	REG																									
02/25/17	S	REG																									
Totals:									24.00	6.00	4.00		34.00				701.92										

Manual

You must delete the override value of 4.00 to use the calculated value of 3.00.

Copy Selected Time Card Day

Use the copy time card day to copy time entries to one or multiple days within the time card week

- While you are creating a time card or editing an employee's time card, you can Copy time entries
- Assuming that you have time entries for a day, select the time card day with time entries that you wish you to copy from
- Click the Copy Selected Time Card Day  icon in Time Card toolbar.
- System generates a dialogue box with the option to copy time entries to other days within the time card week:

W/E Date

Employee

W/E Day

All Employees

Rate

Union \ Rule Set

Add'l employee information

02/25/17

ALARCON, CESAR, SECOND ASSIS....

Saturday

Daily Time Cards Only

17.12 / Hour

IA 891 \ 891OFF

Time Card

MEAL 1

MEAL 2

WORK HOURS

PENALTIES

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X		THRS	M1	M2	TA	TOTAL
02/19/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40
02/20/17		REG	08:00	13:00	13:20			18:00	8.00	2.00				10.00				188.32
02/21/17		REG	09:00	13:00	13:30			17:00	8.00					8.00				136.96
02/22/17		REG																
02/23/17		REG																
02/24/17		REG																
02/25/17		REG																
Totals:									24.00	6.00	3.00			33.00				667.68

Manual

Weekly

Daily

Copy from 02/19/17 to...

All Days

02/19/17 Sunday

02/20/17 Monday

02/21/17 Tuesday

02/22/17 Wednesday

02/23/17 Thursday

02/24/17 Friday

02/25/17 Saturday



OK

Cancel


- Select the days the you intend to copy time entries to, you can select one or multiple time card days
- Once you have selected the days, click OK and your Time Entries will copy

Time Card										MEAL 1		MEAL 2		WORK HOURS					PENALTIES			
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X		THRS	M1	M2	TA	TOTAL				
02/19/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
02/20/17	M	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
02/21/17	T	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
02/22/17	W	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
02/23/17	T	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
02/24/17	F	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
02/25/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00			15.00				342.40				
<input type="checkbox"/> Manual									Totals:	56.00	28.00	21.00		105.0				2,396.80				

Clear Time Entries

- To erase all the time entries on a day, select the day row, and click on the Clear Selected Time Card Day  icon from the toolbar
- System erases the time entries for the selected day
- To erase the time entries on all days, click on Clear All Time Card Day  icon from the toolbar
- System erases the time entries on all days

Show Details for Selected Time Card Day

- To view the Pay and Rental items for a time card day, select a time card day and click Selected Time Card Day  icon. You can alternatively click on the Total column cell of the respective time card day.
- System displays the Pay and Rental items for the selected time card day.

W/E Date

12/17/16

Employee

ABBASPOUR, AZITA, SECOND A.S...

W/E Day

Saturday

All Employees

Rate

28.12 / Hour

Union / Rule Set

IA 891 / 891

Add employee information

Time Card

MEAL 1

MEAL 2

WORK HOURS

PENALTIES

Details for 12/13/16

Code Splits

PAY ITEM	START	END	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	RATIO	TOTAL
(All Pay Items)			3103	300	001	0		01				1.00	267.14

Daily rental totals will be zero until the time card row has data.
Weekly rentals will appear in the Pay Card.

RENTAL ITEM	PAY	HOLD	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	TOTAL
Kit Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3117	300	001			01				25.00	25.00
Meal Allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3103	300	9992							22.00	22.00

Manual

Weekly

Daily

Daily Pay Card

DATE	ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
12/12/16	Hourly Salary	3103	100	001	0		01				8.00	28.12	224.96
12/12/16	Overtime Salary	3103	100	001	0		01				1.00	42.18	42.18
12/12/16	Kit Rental	3117	100	001			01				1.00	25.00	25.00
12/13/16	Hourly Salary	3103	300	001	0		01				8.00	28.12	224.96
12/13/16	Overtime Salary	3103	300	001	0		01				1.00	42.18	42.18
12/13/16	Kit Rental	3117	300	001			01				1.00	25.00	25.00
12/13/16	Meal Allowance	3103	300	9992							1.00	22.00	22.00

Employee Day Type Rate Override

Employee's contracted Rates are defined in the Employee tab. The Day Type drop down on Time Card displays the contracted rate. To change the Rate for a given Day Type, use the Override feature. The Rate Overrides box can be accessed in Employee tab, Time Card and Daily tab.

- Click on the Day Type drop down, and the system will display the contracted rate for the chosen Day Type:



Time Card																	
			MEAL 1				MEAL 2		WORK HOURS					PENALTIES			
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL
02/19/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				342.40
02/20/17	M	REG	08:00	13:00	13:20			18:00	8.00	2.00			10.00				188.32
02/21/17	T	REG	09:00	13:00	13:30			17:00	8.00				8.00				136.96

- If you wish to override the contracted rate, click Employee Day Type Rate Overrides icon and the Rate Overrides box will pop up.

Employee Day Type Rate Overrides			
DT	DAY TYPE	1X HOURLY	1.5X HOURLY
ALL	(All Day Types)	17.1200	25.6800
REG	Regular Workday	17.1200	25.6800
6TH	6th Workday	17.1200	25.6800
7TH	7th Workday	17.1200	25.6800
HOL	Holiday	17.1200	25.6800
HoW	Worked Holiday	17.1200	25.6800
Work	Worked	17.1200	25.6800
WK6	Worked 6th	17.1200	25.6800
WK7	Worked 7th	17.1200	25.6800
Down	Down	17.1200	25.6800
4HR	4 Hour Call	17.1200	25.6800
UpGD	Upgrade	17.1200	25.6800

- Enter the new rate against the appropriate Day Type.
- The system highlights the updated rates to indicate that rate was overridden:

Employee Day Type Rate Overrides			
DT	DAY TYPE	1X HOURLY	1.5X HOURLY
ALL	(All Day Types)	17.1200	25.6800
REG	Regular Workday	21.0000	31.5000
6TH	6th Workday	17.1200	25.6800
7TH	7th Workday	17.1200	25.6800
HOL	Holiday	17.1200	25.6800
HoW	Worked Holiday	17.1200	25.6800
Work	Worked	17.1200	25.6800
WK6	Worked 6th	17.1200	25.6800
WK7	Worked 7th	17.1200	25.6800
Down	Down	17.1200	25.6800
4HR	4 Hour Call	17.1200	25.6800
UpGD	Upgrade	17.1200	25.6800

- Once you have overridden the rates, Click the Save icon . This action saves the overridden rates to the employee and applies the rate and computes the gross on the time card
- Close the dialogue window by clicking on close icon .
- Click on the Day Type cell. The Day Type and Rate is colour coded in red indicating the rate was overridden, and displays the overridden rate:

W/E Date

02/25/17

Employee

ALARCON, CESAR, SECOND ASSIS...

W/E Day

Saturday

All Employees

Daily Time Cards Only

Rate

17.12 / Hour

Time Card

MEAL 1

MEAL 2

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP
02/19/17	S	REG \$21.00	06:00	13:00	13:20			21:00
02/20/17	M	REG	08:00	13:00	13:20			18:00
02/21/17	T	REG	09:00	13:00	13:30			17:00
02/22/17	W	REG						

- Also, the computed gross amount changes based on the overridden rate:

Time Card																		MEAL 1		MEAL 2		WORK HOURS					PENALTIES			
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL													
02/19/17	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				360.00													
02/20/17	M	REG	08:00	13:00	13:20			18:00	8.00	2.00			10.00				198.00													
02/21/17	T	REG	09:00	13:00	13:30			17:00	8.00				8.00				144.00													

Time Card Rule Overrides

Meal and Turnaround Penalties are defined in the contract and are utilized in the time card to compute penalties based on the time entries. The Penalties columns display the computed penalties. In situations when you either intend to use different penalties, use the Time Card Rule Override feature

- While you are creating a time card or editing an employee's time card, you can override the defined Penalties
- The computed Meal & Turnaround penalties are displayed:

W/E Date

02/11/17

Employee

ANTIFAVE, SCOTT, FIRST ASSISTA...

W/E Day

Saturday

All Employees

Daily Time Cards Only

Rate

45.70 / Hour

Union \ Rule Set

IA 669 \ 669

Add employee information

Time Card

Print

Copy

Paste

Undo

Redo

More

			MEAL 1		MEAL 2		WORK HOURS						PENALTIES					
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X		THRS	M1	M2	TA	TOTAL
02/05/17	S	REG																
02/06/17	M	REG																
02/07/17	T	REG																
02/08/17	W	REG																
02/09/17	T	REG	09:42	16:30	17:30			22:30	8.00	4.00	3.00	20.80		35.80		23.00		4443.18
02/10/17	F	REG	14:12	21:00	21:30			02:00	8.00	3.30				11.30				591.82
02/11/17	S	REG																
Totals:									16.00	7.30	3.00	20.80		47.10		23.00		5,035.00

☐ Manual

- If you wish to override the Penalties, click on Time Card Rule Overrides  icon.

- The system displays the Time Card Rule Overrides dialog:


- You can override the defined Meal & Turnaround penalties parameters

Chapter 4.2 Reports


Use Reports to generate and print computed time cards; Time card reports include the time entries, the computed Work Hours, Penalties and Gross payments. It also includes summarized section on Salary and Rental Items. Various options to print reports are:

1. Print Selected Time Card – Use this to print the selected time card
2. Save and Print Time Card – Saves the changes made to time card and prints
3. Print All Saved <Department> Time cards – Collects time cards of all employees of a particular department based on the selected time card, and prints them. If the selected time card's employee department is 'Lighting', then the menu is dynamically titled as 'Print All Saved LIGTHING time cards'. This action will print all time cards of employees belonging to Lighting department
4. Print All Saved <Union> Time cards – Collects time cards of all employees of a particular union based on the selected time card, and prints them. If the selected time card's employee union is 'IA 891', then the menu is dynamically titled as 'Print All Saved IA891 Time Cards'. This action will print all time cards of employees belonging to Union IA891
5. Print All Red Time Cards – Collects time cards of all employees whose time cards are computed but not submitted to Payroll, and prints them
6. Print All Blue Time Cards – Collects time cards of all employees whose time cards are not yet computed, and prints them

To Print a Time Card Report

- Select the W/E Date and the Employee you intend to print time cards for
- Click on the Print Selected Time Card  icon from toolbar or Print Time Card option from Reports menu.
- System displays the print dialogue. Choose your printer and proceed to print

- Below is a sample time card report:


 National City Films
 Supervised (Season 2)
 CAST & CREW ENT. SERVICES
 250-4259 Canada Way
 Burnaby, British Columbia, Canada V5G 1H1
 (604) 437-6363
 DATE: 02/19/17
 TIME: 02:51:50

WEEK ENDING: 02/11/17
NAME: ANTONIAK, TED
EMP# #: -763
JOB TITLE: SET WIREPERSON
ADD'L INFO: FE INCLUDED IN RATE
RATE 32.97 / Hour
CORP: TA ELECTRICAL SOLUTIO
UNION: IA 891
DEPT: Lighting

TIME CARD				MEAL 1				MEAL 2				WORK HOURS				PENALTIES				EPI
DATE	DY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	M1	M2	TA					
0206/17	S	REG																		
0206/17	M	REG	06:30	11:30	12:00			19:00	8.00	4.00						166				
0207/17	T	REG	06:30	11:30	12:00			19:00	8.00	4.00						166				
0208/17	W	REG	06:30	11:30	12:00			19:00	8.00	4.00						167				
0209/17	T	REG	06:30	11:30	12:00			19:00	8.00	4.00						167				
0210/17	F	REG	06:30	11:30	12:00			19:00	8.00	4.00						166				
0211/17	S	6TH	06:30	11:30	12:00			19:00		8.00	4.00					166				
Totals:									40.00	28.00	4.00									

SALARY BREAKDOWN				SALARY & RENTAL DISTRIBUTION												
ITEM	EPI	QTY	AMT	TTL	ITEM	GL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	TTL	
Hourly [1x]	166	24.00	32.97	791.28	Salary	2710	166							02	2,044.14	
OT [1.5x]	166	20.00	49.46	989.10	Salary	2710	167							02	923.16	
OT [2x]	166	4.00	65.94	263.76	CELL	3643	197								18.00	
Hourly [1x]	167	16.00	32.97	527.52												
OT [1.5x]	167	8.00	49.46	395.64												
Total:				2,967.30	Total:											2,985.30

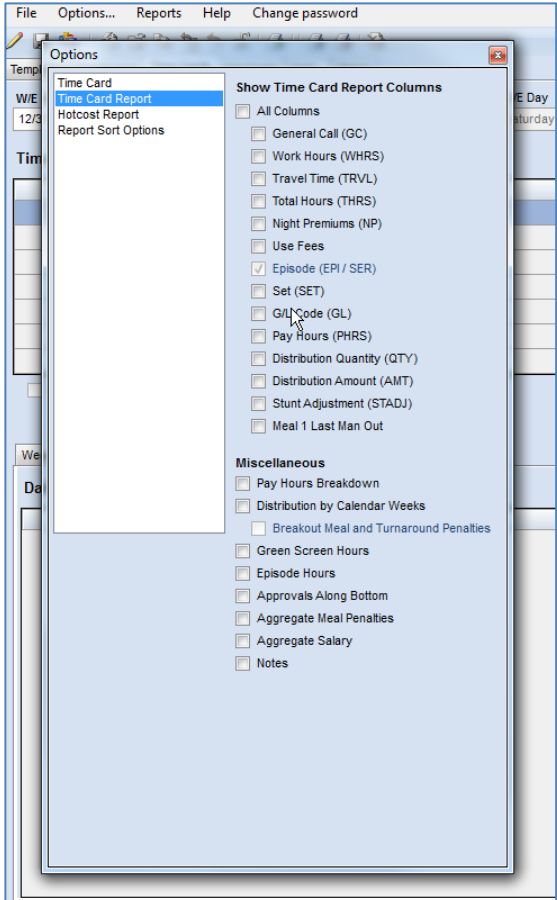
RENTAL BREAKDOWN			
ITEM	QTY	AMT	TTL
CELL	6.00	3.00	18.00
Total:			18.00

Producer:	
Prod. Mgr.:	
Accountant:	

Chapter 4.3 Options

Use Options to configure:

- Time Card Report:
 - Display or Hide time card columns: Not all columns are available for configurations; certain columns are mandatory and not available for configuring
- Round Time Entries
- Behaviour
- Auto Apply Templates – When there are multiple defined Time card templates, system prompts a list of available templates, allows user to select and apply a time card template
- Auto Create Pay card – System automatically creates a Pay Cards based on the supplied time entries. Otherwise user has to explicitly click the Create Pay Card Items
- Use Pay Item Abbreviations – Abbreviated the Pay Item. Example Hourly Salary [1x] is abbreviated as Hourly [1x]
- Notes – enables to capture time card notes
- GL Submask – Changes behavior of GL Column. If a Submask is created only a selected portion of the GL code will be available for edit in GL Column.





Section 5

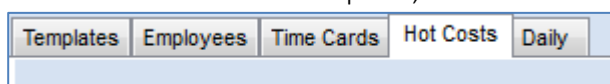
Hot Costs

Chapter 5.1 Hot Costs

Daily Hot Cost reports are generated from Time Card data. Time Card data can be input each day on the Daily Tab. Your onTime™ support coordinator can assist you in creating a Hot Cost to meet the needs of your production.

Open:

- To access the Hot Costs Reports, click on “Hot Costs” tab header.



- The following screen then appears:

FileOptions... ReportsHelpChange passwordDebug...

Template Editor

<

Understanding Hot Cost Report:

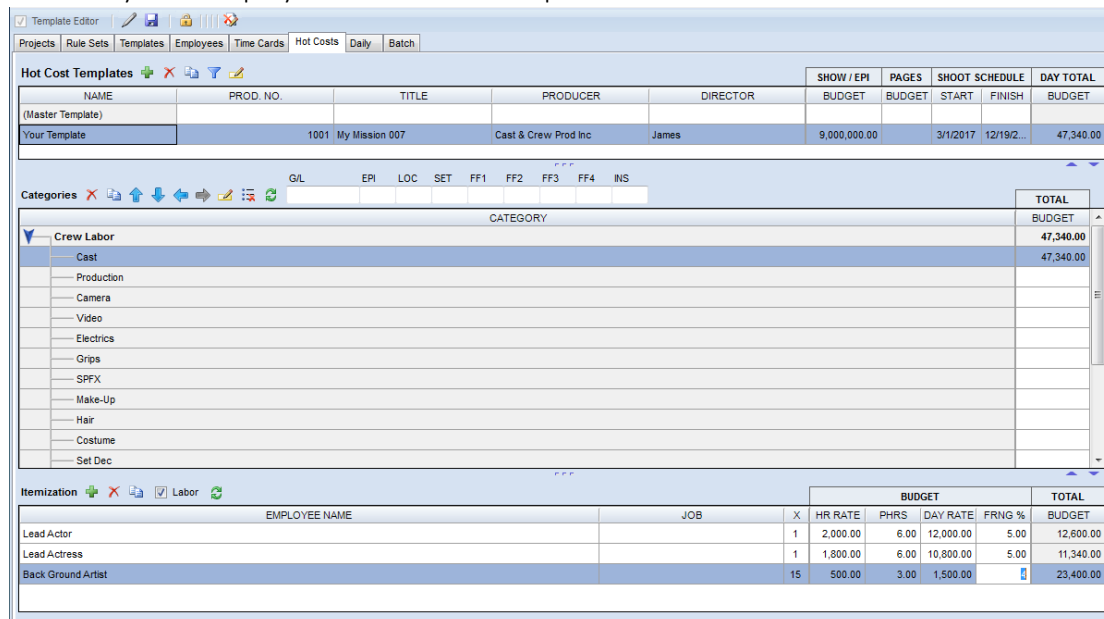
- Hot Cost Templates list – This section lists the Hot Cost reports; allows you to navigate through the list and pick a Hot Cost Report
 - Template – Reference to the Hot Cost Report Template used to generate the report
 - Date – indicates the Production Day the Hot Cost Report was generated
 - Prod NO, Title, Producer, Director – References to the Project’s attributes
 - SHOW/ EPI:
 - Budget – Used to capture the Budgeted amount for the Show or Episode
 - Actual – Displays the cumulative actual cost
 - Pages:
 - Budget
 - Actual
 - Shoot Schedule – Used to capture the Start and Finish dates of the Show/Episode
 - Day Total – Displays the cumulative Budget and Actuals for the Production day
 - Under/ Over:
 - For Day – Displays the Actual cost for the Production date

- To Date – Displays the cumulative cost for the Production beginning from the start of Production Date to this day of Production date
- Categories – This section displays the Budgeted Vs Actual Production cost per Category
 - Categories – list of crew categories
 - Total – total cost per category:
 - Budget – Displays the Budgeted cost
 - Actual – Displays the actual cost
 - Under/ Over
 - For Day – Displays the Actual cost for the Production date
 - To Date – Displays the cumulative cost for the Production beginning from the start of Production Date to this day of Production date
- Itemization – This section displays the Budgeted Vs Actual Cost for all the employees of the category. Select a category to view the itemized Budget Vs Actual cost by employee
 - Employee, Job, G/L – references to the employee's name, job description and the ledger account
 - Budget – used to capture the Rate and Hours:
 - Rate – Budgeted employee cost
 - PHRS – Budgeted work hours
 - Day Rate – Calculated Rate based on the Budgeted Rate and work hours
 - Fringe % - Budgeted Fringe applied on the Day Rate
 - Actuals – displays the actual cost based on the captured time entries

- The Hot Cost Template can be accessed by selecting the Template Editor check Box

 **Template Editor** from the toolbar

- The system displays the available Templates:



The screenshot shows the 'Hot Cost Template Editor' interface. At the top, there's a toolbar with icons for Template Editor, Projects, Rule Sets, Templates, Employees, Time Cards, Hot Costs, Daily, and Batch. Below the toolbar, the 'Hot Cost Templates' section displays a table with columns: NAME, PROD. NO., TITLE, PRODUCER, DIRECTOR, SHOW / EPI, PAGES, SHOOT SCHEDULE, and DAY TOTAL. The table lists two templates: '(Master Template)' and 'Your Template'. Below this, the 'Categories' section shows a list of crew categories with their budgeted costs. The categories are: Cast (47,340.00), Production, Camera, Video, Electrics, Grips, SFX, Make-Up, Hair, Costume, and Set Dec. The 'Itemization' section at the bottom shows a table with columns: EMPLOYEE NAME, JOB, X, HR RATE, PHRS, DAY RATE, FRNG %, and TOTAL. It lists three employees: Lead Actor, Lead Actress, and Back Ground Artist, with their respective rates and totals.

NAME	PROD. NO.	TITLE	PRODUCER	DIRECTOR	SHOW / EPI	PAGES	SHOOT SCHEDULE	DAY TOTAL
(Master Template)								
Your Template	1001	My Mission 007	Cast & Crew Prod Inc	James	9,000,000.00		3/1/2017 12/19/2...	47,340.00

CATEGORY	TOTAL BUDGET
Crew Labor	47,340.00
Cast	47,340.00
Production	
Camera	
Video	
Electrics	
Grips	
SFX	
Make-Up	
Hair	
Costume	
Set Dec	



EMPLOYEE NAME	JOB	X	HR RATE	PHRS	DAY RATE	FRNG %	TOTAL BUDGET
Lead Actor		1	2,000.00	6.00	12,000.00	5.00	12,600.00
Lead Actress		1	1,800.00	6.00	10,800.00	5.00	11,340.00
Back Ground Artist		15	500.00	3.00	1,500.00		23,400.00

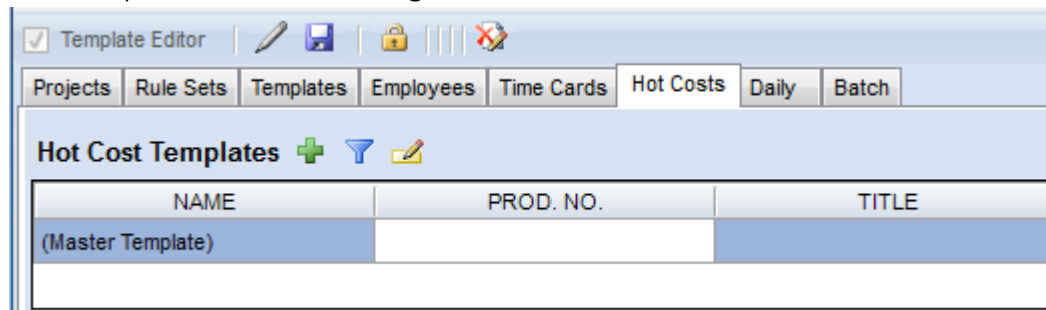
Understanding Hot Cost Template:

- Hot Cost Templates list – This section lists the Hot Cost reports; allows you to navigate through the list and pick a Hot Cost Report
 - Template – Reference to the Hot Cost Report Template used to generate the report
 - Date – indicates the Production Day the Hot Cost Report was generated
 - Prod NO, Title, Producer, Director – References to the Project's attributes
 - SHOW/ EPI Budget – Used to capture the Budgeted amount for the Show or Episode
 - Pages Budget
 - Shoot Schedule – Used to capture the Start and Finish dates of the Show/Episode
 - Day Total – Displays the cumulative Budget
- Categories – This section is used to capture the Budgeted Production cost per Category
 - Categories – list of groups the employees are grouped under(group can be reference to a Department)
- Itemization – This section is used to capture the Budgeted Cost for all the employees of the category. Select a category to view the itemized Budget cost
 - Employee, Job, G/L – references to the employee's name, job description and the ledger account
 - Budget – used to capture the Rate and Hours:
 - HR Rate – Budgeted employee cost
 - PHRS – Budgeted work hours
 - Day Rate – Calculated Rate based on the Budgeted Rate and work hours
 - Fringe % - Budgeted Fringe applied on the Day Rate

Create Hot Cost Template


Prior to creating a Hot Cost Report, you need to have a Hot Cost Template defined. A Hot Cost Template is used as the structure to translate the captured time entries into a Hot Cost Report. Your onTime™ support coordinator will create you a Master Hot Cost Template upon request.

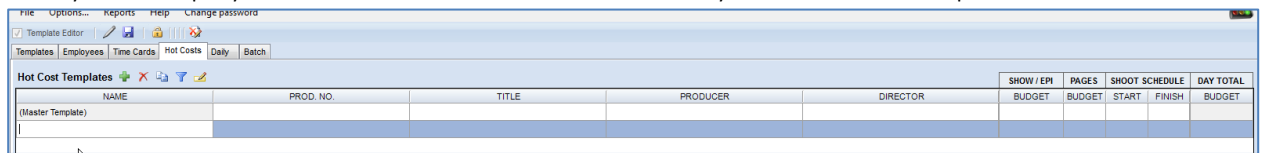
- The Hot Cost Template can be accessed by selecting the Template Editor check Box  from the toolbar
- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar.



The screenshot shows the 'Hot Cost Templates' window. At the top, there is a toolbar with a checked 'Template Editor' checkbox and several icons. Below the toolbar is a tabbed interface with tabs for 'Projects', 'Rule Sets', 'Templates', 'Employees', 'Time Cards', 'Hot Costs', 'Daily', and 'Batch'. The 'Hot Costs' tab is active. Below the tabs, there is a section titled 'Hot Cost Templates' with a green plus icon, a funnel icon, and a pencil icon. Below this is a table with three columns: 'NAME', 'PROD. NO.', and 'TITLE'. The first row of the table is highlighted in blue and contains the text '(Master Template)' in the 'NAME' column, and empty cells in the 'PROD. NO.' and 'TITLE' columns.

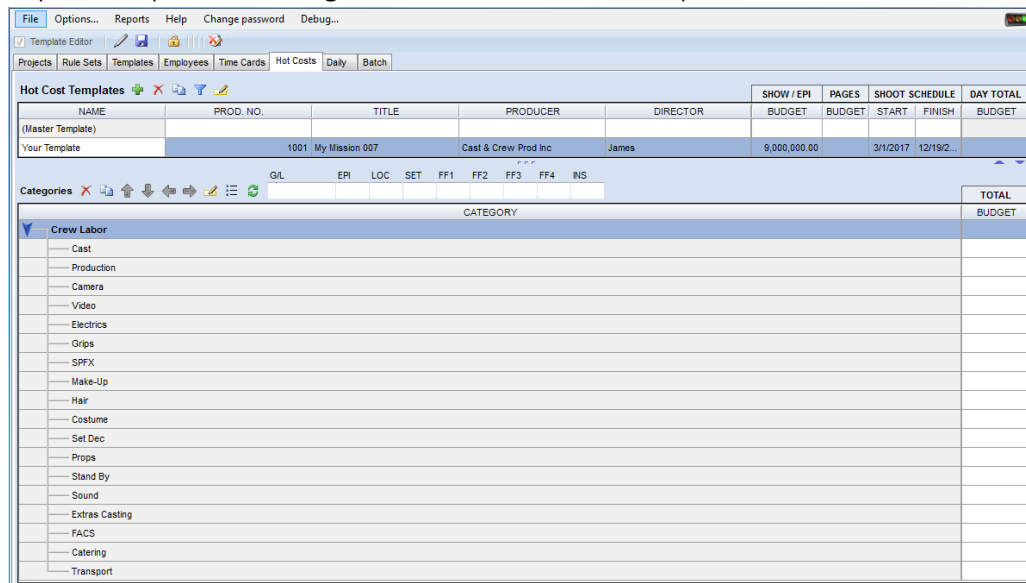
NAME	PROD. NO.	TITLE
(Master Template)		

- Click Add New Hot Cost Template  icon from the toolbar
- The system displays a new row at the bottom to define your Hot Cost Template:




The screenshot shows the 'Hot Cost Templates' window. At the bottom, a new row is added for defining a Hot Cost Template. The row has columns for NAME, PROD. NO., TITLE, PRODUCER, DIRECTOR, SHOW / EPI BUDGET, PAGES BUDGET, SHOOT SCHEDULE START, SHOOT SCHEDULE FINISH, and DAY TOTAL BUDGET.

- Define you Hot Cost Template attributes – Template Name, Production No, Title, Producer, Show/ Episode Budget and Shoot Schedule
- The system copied the Categories from the Master template:



The screenshot shows the 'Hot Cost Templates' window with the 'Your Template' row filled in. The 'Categories' list is also visible, showing a list of categories under 'Crew Labor'.


NAME	PROD. NO.	TITLE	PRODUCER	DIRECTOR	SHOW / EPI BUDGET	PAGES BUDGET	SHOOT SCHEDULE START	SHOOT SCHEDULE FINISH	DAY TOTAL BUDGET
(Master Template)									
Your Template	1001	My Mission 007	Cast & Crew Prod Inc	James	9,000,000.00		3/1/2017	12/19/2...	


- Click the Save icon  on the toolbar to save the Hot Cost Template

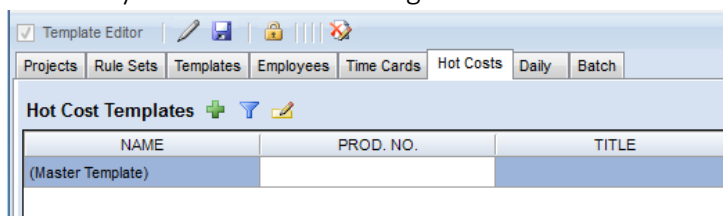
Adding Categories to Master Template

The Categories can only be added to the Master Hot Cost Template and not to your individual Hot Cost Template. The Categories you add to the Master Hot Cost Template can then be inherited to your individual Hot Cost Template.

- Access the Hot Cost Template by selecting the Template Editor check Box

 Template Editor from the toolbar


- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar:




The screenshot shows the 'Template Editor' window. The 'Hot Cost Templates' toolbar is visible, showing icons for adding, deleting, and editing templates.

- The Master Hot Cost Template is listed at the top of the Hot Cost Template

The screenshot shows the 'Hot Cost Templates' window. At the top, there is a toolbar with icons for adding, deleting, and saving templates. Below the toolbar is a table with columns: NAME, PROD. NO., TITLE, PRODUCER, DIRECTOR, SHOW / EPI BUDGET, PAGES BUDGET, SHOOT SCHEDULE START FINISH, and DAY TOTAL BUDGET. The first row is labeled '(Master Template)' and the second row is 'Your Template' with values: 1001, My Mission 007, Cast & Crew Prod Inc, James, 9,000,000.00, 3/1/2017, 12/19/2017.

- Click the Add New Cost Category  icon in Categories section.
- The system adds an empty row at the end of the category list:

The screenshot shows the 'Categories' section. It has a toolbar with icons for adding, deleting, and saving categories. Below the toolbar is a table with columns: G/L, EPI, LOC, SET, FF1, FF2, FF3, FF4, INS, and TOTAL BUDGET. The table lists several categories: Props, Stand By, Sound, Extras Casting, FACS, Catering, and Transport. An empty row is added at the end of the list.


- Enter the Category name you wish to add
- Click the Save icon  on the toolbar to save the changes to the Master Hot Cost Template

Organizing Your Category


When you wish to organize your category, either to form a new sub-group of category or add to the existing group, use the category organize functions. The Categories on Both Master Hot Cost Template and your Hot Cost Template can be rearranged and organized.








- Access the Hot Cost Template by selecting the Template Editor check Box


 **Template Editor** from the toolbar

- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar.

The screenshot shows the 'Template Editor' window. It has a toolbar with icons for editing, saving, and deleting templates. Below the toolbar is a table with columns: NAME, PROD. NO., and TITLE. The first row is labeled '(Master Template)'.


- Select the Hot Template that you wish to rearrange the categories for. The categories are displayed.
- Select the Category row you wish to rearrange
- Use the Move Category Icons  and organize your category.
- In the below example, I created a new group 'Staff Cost' and added 'Manager' and 'Clerk' sub-categories:


G/L EPI LOC SET FF1 FF2 FF3 FF4 INS									
Categories       									TOTAL
CATEGORY									BUDGET
Sound									
Extras Casting									
FACS									
Catering									
Transport									
Staff Cost									
Manager									
Clerk									








- Click the Save icon  on the toolbar to save the changes.

Adding Itemized Budget

When you wish to define an itemized Budget cost for a category, use the Itemization Feature. You can define an itemized budget by defining the Rate, Hours and Fringes for every employee in a category or define an itemized budget by defining the total budgeted cost without reference to the employees in the category.

- Access the Hot Cost Template by selecting the Template Editor check Box  Template Editor from the toolbar


- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar.

<input checked="" type="checkbox"/> Template Editor    							
Projects	Rule Sets	Templates	Employees	Time Cards	Hot Costs	Daily	Batch
Hot Cost Templates   							
NAME	PROD. NO.	TITLE					
(Master Template)							

- Select the Hot Template that you wish to rearrange the categories for. The categories are displayed.
- Select the Category row you wish to define an itemized budget
- The system displays the Itemization section

Categories										TOTAL	
G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS			
CATEGORY										BUDGET	
Crew Labor										50,340.00	
Cast										47,340.00	
Production										3,000.00	
Camera											

Itemization										TOTAL	
ITEM										BUDGET	
										3,000.00	

- Click on the Add New Item  icon from toolbar
- The system displays an empty row in the Itemization section

Categories										TOTAL	
G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS			
CATEGORY										BUDGET	
Crew Labor										50,340.00	
Cast										47,340.00	
Production										3,000.00	
Camera											

Itemization										TOTAL	
ITEM										BUDGET	
										3,000.00	

- Define the Item and the Budget
- The Budget adds up to the Budgeted Cost for the category in the Category section:


Categories										TOTAL	
G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS			
CATEGORY										BUDGET	
Crew Labor											
Cast											
Production											
Camera											

Itemization										TOTAL	
ITEM										BUDGET	

- When you intend to add the Budget by defining the Rate, Hours and Fringe by employee, select the Category row you wish to define an itemized budget
- The system displays the Itemization section

Categories										TOTAL	
G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS			
CATEGORY										BUDGET	
Crew Labor											
Cast											
Production											
Camera											

Itemization										TOTAL	
ITEM										BUDGET	

- Click on the Add New Item  icon from toolbar
- Define the Employee Name, Job, Hourly Rate, Hours and Fringe.


- The system calculates the Total budget based on the defined Hourly Rate, Hours and Fringe:

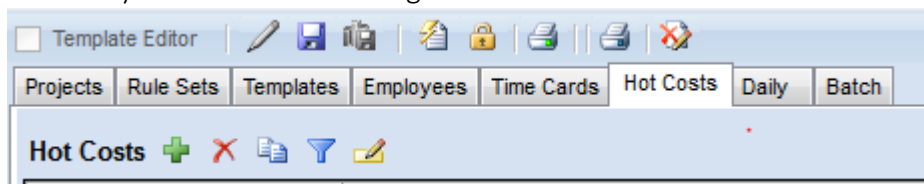
Categories										TOTAL
CATEGORY										BUDGET
Crew Labor										44,700.00
Cast										44,700.00
Production										
Camera										


Itemization										BUDGET	TOTAL
EMPLOYEE NAME											
Lead Actors										13,200.00	
Back Ground Artist										31,500.00	

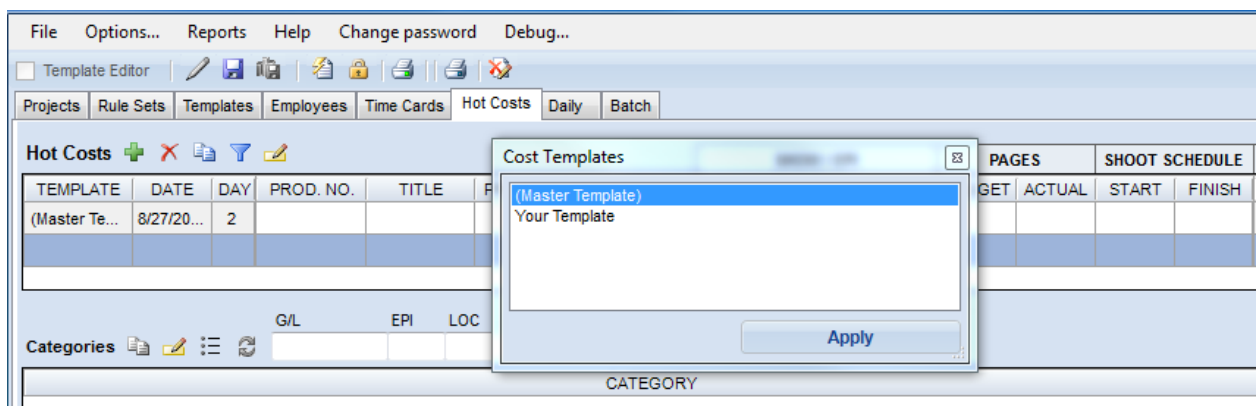
Generate Hot Cost Report

Hot Cost Reports are generated based on the captured time entries; you also need a defined Hot Cost Template or you can use the Master Hot Cost Template to generate the report. Assuming that time entries have been captured, let us proceed to generate the report.

- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar.



- Click Add New Hot Cost Report  icon from the toolbar
- System presents Cost Templates dialog box to choose the Hot Cost Template that you intend to use to generate the Report:



- Select the Hot Cost template you intend to use and click Apply.
- The system generates a new Hot Cost report row in the Hot Cost listing section:

Hot Costs										SHOW / EPI		PAGES		SHOOT SCHEDULE		DAY TOTAL		UNDER / (OVER)	
TEMPLATE	DATE	DAY	PROD. NO.	TITLE	PRODUCER	DIRECTOR	BUDGET	EFC		BUDGET	ACTUAL	START	FINISH	BUDGET	ACTUAL	FOR DAY	TO DATE		
(Master Te...	8/27/20...	2						100,677.82						2,805.00	35,396.70	(32,591.70)	(100,677.82)		
Your Templ...	2/19/...		1001	My Mission ...	Cast & Cre...	James	9,000,000.00	9,000,000.00				3/1/2017	12/19/2...						

- Pick the date that you wish to generate the Hot Cost Report and press the Tab key
- The system generates the Hot Cost Report based on the time entries for the selected day and the Hot Cost Report Template:


Hot Costs										SHOW / EPI		PAGES		SHOOT SCHEDULE		DAY TOTAL		UNDER / (OVER)	
TEMPLATE	DATE	DAY	PROD. NO.	TITLE	PRODUCER	DIRECTOR	BUDGET	EFC		BUDGET	ACTUAL	START	FINISH	BUDGET	ACTUAL	FOR DAY	TO DATE		
(Master Te...	8/27/20...	2						100,677.82						2,805.00	35,396.70	(32,591.70)	(100,677.82)		
Your Templ...	8/29/20...	1	1001	My Mission ...	Cast & Cre...	James	9,000,000.00	9,066,924.76				3/1/2017	12/19/2...	417.76	67,342.52	(66,924.76)	(66,924.76)		

Categories										TOTAL		UNDER / (OVER)	
CATEGORY										BUDGET	ACTUAL	FOR DAY	TO DATE
Crew Labor										417.76	67,342.52	(66,924.76)	(66,924.76)
Cast													
Production											4,301.49	(4,301.49)	(4,301.49)
Camera											7,876.85	(7,876.85)	(7,876.85)
Video													
Electrics											5,173.51	(5,173.51)	(5,173.51)
Grips											8,149.59	(8,149.59)	(8,149.59)
SPFX											2,973.00	(2,973.00)	(2,973.00)

Itemization										BUDGET				ACTUAL				TOTAL	
EMPLOYEE NAME	JOB	G/L	X	HR RATE	PHRS	DAY RATE	FRNG %	HR RATE	PHRS	DAY RATE	FRNG %	BUDGET	ACTUAL	UND / (OVR)					
CRANE, GEORGIA		2905	1	29.84	14.00	417.76		29.84	21.31	635.75		417.76	635.75	(217.99)					
DHILLON, ALYSHA (OLESHA)		2905	1					29.84	20.64	615.83			615.83	(615.83)					
MOFFAT, SCOTT		2905	1					29.84	17.00	507.28			507.28	(507.28)					
OCHREY, JAMIE		2903	1					33.46	22.12	740.28			740.28	(740.28)					
WU, JUDY		2903	1					29.84	24.41	728.37			728.37	(728.37)					

- Click the Save icon  on the toolbar

Create New Hot Cost Template from Selected Hot Cost

- You can create Hot Cost Template from your generated Hot Cost Report.
- Select a Hot Cost Report.
- Click Create New Hot Cost Template from Selected Hot Cost  icon.
- System displays a dialog box to Create the Hot Cost Template. Enter Template name and click OK.

Hot Costs

							SHOW / EPI		PAGES		SHOOT SCHEDULE		DAY TOTAL		UNDER / (OVER)	
TEMPLATE	DATE	DAY	PROD. NO.	TITLE	PRODUCER	DIRECTOR	BUDGET	EFC	BUDGET	ACTUAL	START	FINISH	BUDGET	ACTUAL	FOR DAY	TO DATE
(Master Te...	8/27/20...	2						100,677.82					2,805.00	35,396.70	(32,591.70)	(100,677.82)
Your Templ...	8/29/20...	1	1001	My Mission ...	Cast & Cre...	James	9,000,000.00	9,066,924.76			3/1/2017	12/19/2...	417.76	67,342.52	(66,924.76)	(66,924.76)

Categories

							TOTAL		UNDER / (OVER)	
							BUDGET	ACTUAL	FOR DAY	TO DATE
Crew Labor							417.76	67,342.52	(66,924.76)	(66,924.76)
Cast										
Production								4,301.49	(4,301.49)	(4,301.49)
Camera								7,876.85	(7,876.85)	(7,876.85)
Video										
Electrics								5,173.51	(5,173.51)	(5,173.51)
Grips								8,149.59	(8,149.59)	(8,149.59)
SPFX								2,973.00	(2,973.00)	(2,973.00)
Make-Up								3,980.02	(3,980.02)	(3,980.02)
Hair								2,569.28	(2,569.28)	(2,569.28)
Costume							417.76	3,227.51	(2,809.75)	(2,809.75)
Set Dec								542.23	(542.23)	(542.23)
Props								1,360.59	(1,360.59)	(1,360.59)
Stand By								1,614.73	(1,614.73)	(1,614.73)
Sound								2,237.00	(2,237.00)	(2,237.00)
Extras Casting										

Create Template from Cost Data

Template Name

My New Template

☐ All
 ☒ Production No.
 ☒ Producer
 ☒ Director
 ☒ Episode Title

OK

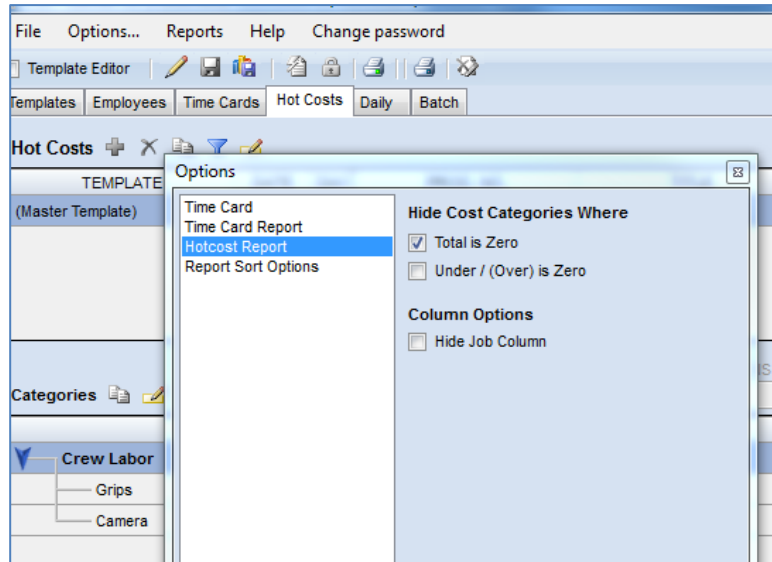
Cancel

- System generates a new Hot Cost Templates based on you Hot Cost report

Chapter 5.2 Options

Use Options to configure:

1. Hot Cost Categories:
 - a. Display or Hide Categories when Total Actual Cost is Zero. Enabling this will ensure that categories with Zero Total Actual cost are not listed on the Report
 - b. Display or Hide Job Column while generating the Hot Cost Report



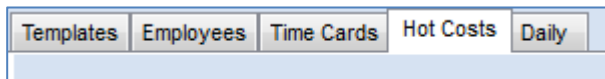
Chapter 5.3 Reports

Use the Report to generate and Print Hot Cost. Various reporting options:

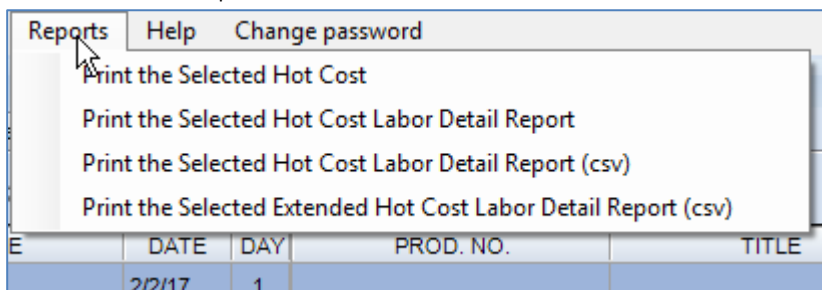
1. Hot Cost – Summarized report on the Budgeted vs Actual production cost by category
2. Hot Cost Labor Details – Detailed report on Actual Production cost by Employee grouped by category
3. Hot Cost Extended Labor Details – Detailed report on Actual Production cost by Employee with the time entries

Open:


- To access the Reports, click on “Hot Costs” tab header.




- Select the Reports Menu:



Print a Hot Cost Card Report

- Select the Hot Cost Report from the list that you intend to Print
- Click on the Print Selected Time Card  icon from toolbar or Print Time Card option from Reports menu.
- System generates the report and displays the report in a new window.
- Below is a sample time card report:



Production #: 1001
Episode Title: My Mission 007
Producer: Cass & Crew Prod Inc
Director: James
Episode Budget: \$ 5,000,000.00
Est. Final Cost: \$ 5,006,924.76

Shoot Date: 08/29/16
Start Photo: 03/01/17
Sched. Finish: 12/19/17
Pages Shot: 5, 0
Under (Over) for Day: (\$6,524.76)
to Date: (\$6,524.76)

Day: 1

HOT COSTS

CATEGORY	TOTALS		UNDER (OVER)	TO DATE
	BUDGET	ACTUAL		
Crew Labor	\$17.76	\$7,342.33	(\$6,524.76)	(\$6,524.76)
Production		\$101.49	\$ 3,301.48	\$ 3,301.48
Camera		7,676.65	(7,676.65)	(7,676.65)
Electrics		5,113.51	(5,113.51)	(5,113.51)
Grips		5,149.93	(5,149.93)	(5,149.93)
HAIR		2,913.03	(2,913.03)	(2,913.03)
MUA-UP		3,580.02	(3,580.02)	(3,580.02)
Hair		2,569.29	(2,569.29)	(2,569.29)
Cosume	\$17.76	3,227.51	(2,639.75)	(2,639.75)
Set Dec		542.21	(542.21)	(542.21)
Props		1,365.03	(1,365.03)	(1,365.03)
Stand B's		1,614.73	(1,614.73)	(1,614.73)
Stand		2,237.00	(2,237.00)	(2,237.00)
PA/CS		880.41	(880.41)	(880.41)
Catering		2,187.16	(2,187.16)	(2,187.16)
Transport		20,188.95	(20,188.95)	(20,188.95)
TOTAL	\$17.76	\$7,342.33	(\$6,524.76)	(\$6,524.76)

HOT COST HISTORY

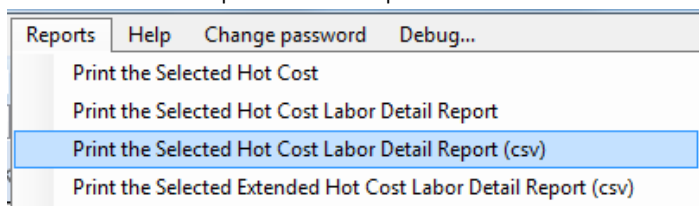
DAY	PAGES SHOT		MY HISTORY	UNDER (OVER)	TO DATE
	BUDGET	ACTUAL			
1	0	0	14,021	1983.65	(\$6,524.76)
TOTAL	0	0	14,021	1983.65	(\$6,524.76)

COMMENT:

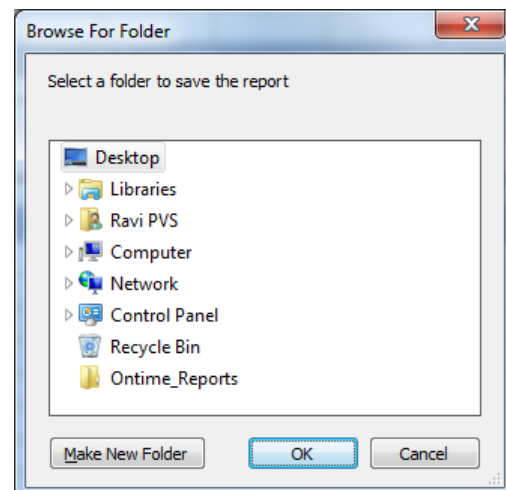
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Generate a Hot Cost Card Report in CSV format

- Select the Hot Cost Report from the list that you intend to Print
- Select the Report from Reports Menu:



- System displays a dialogue box to save the generated report onto a location on your computer:
- Select the location and click on OK to generate the report in CSV format
- Locate the report on your computer and open the report
- Below is a sample time card report:



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574																																																																																																																																																																																																																																																																																																																																																																																																																																										

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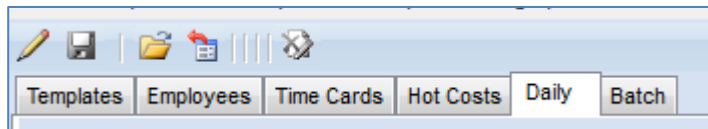
Section 6 Daily

Chapter 6.1 Daily

Use the Daily grid to capture crew time entries from your DPR. Daily time entries are transferred directly to the time cards, creating your weekly cards (in the background) one day at a time. Time cards which contain Daily data are coloured BLUE. The Hot Cost report pulls data from these Weekly Time Cards.

Open:

To access the Daily, click on “Daily” tab header.



The following screen then appears

Fill Pattern

TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL
------	----	------	----	-----	----	-----	-----	----	-----	------	------

Employees ☐ **Cast** ☐ **Crew**

Time Card

LAST	FIRST	FILM UNIT	DEPT	JOB	G/L	W/E	DAY	DT	TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	HC	TEM	AM	PM
ABBASP...	AZITA	Main Unit	Makeup	SECOND...	3103	Saturday	02/06/17					GC												
ABBOTT	REBECCA	Main Unit	Locations	PRODUC...	3632	Saturday	02/06/17																	
ABBOTT	RICHARD	Construc...	Constru...	LABOUR...	2301	Saturday	02/06/17																	
ABDUL S...	MOHBUL...	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ABDULLAH	SHAFIL...	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ABDULS...	AHMADU...	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ACQUAH	CALEB	Main Unit	Locations	PRODUC...	3632	Saturday	02/06/17																	
ACRES	JAMES	Main Unit	Locations	PRODUC...	3632	Saturday	02/06/17																	
ADAMSON	JENNIFER	Main Unit	AD	ADDITIO...	2110	Saturday	02/06/17																	
ADEGBITE	ADESAN...	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ADEGBA	EDWARD	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ADSHAD	MAXIM	Main Unit	Lighting	LIGHTN...	3204	Saturday	02/06/17																	
AGAWN	CONNIE	Main Unit	Hair	SECOND...	3113	Saturday	02/06/17																	
AGRO	ROSS	Construc...	Constru...	SCULPT...	2301	Saturday	02/06/17																	
AHLERS	ROB	Transport	Transport	SPECIAL...	3503	Saturday	02/06/17																	
AHMAD	KHALID	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
AICHHOLZ	ANIE	Main Unit	Makeup	SECOND...	3103	Saturday	02/06/17																	
AKBARIS	SABA	Off Set	Accounti...	ASSISTA...	2014	Saturday	02/06/17																	
AKEHURST	PAUL	Main Unit	Lighting	LIGHTN...	3204	Saturday	02/06/17																	
ALARIC	KARA	Main Unit	Hair	ASSISTA...	3112	Saturday	02/06/17																	
ALEXAN...	CAROLE	Main Unit	Set Dec...	SET DRE...	2703	Saturday	02/06/17																	
ALIZANDA	JAFAR	Costume	Costume	SET COS...	2905	Saturday	02/06/17																	
ALIZANDA	JAFAR	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ALLAN	ANTONIA	Art Depa...	Art Depa...	ASSISTA...	2203	Saturday	02/06/17																	
ALPHON...	SHAUN	Main Unit	Locations	PRODUC...	3632	Saturday	02/06/17																	
ALSTAD	MARINA	Main Unit	AD	DGC BA...	2110	Saturday	02/06/17																	
ALSTAD	MARINA	Main Unit	First Aid	CRAFT S...	2511	Saturday	02/06/17																	
AMATO	VICTOR	Main Unit	Hair	ASSISTA...	3112	Saturday	02/06/17																	

Understanding Header section:

- Date – Defaults to today's date; represents the day for the time entries. ALWAYS VERIFY THAT YOU ARE WORKING ON THE CORRECT DATE.
- Template – list of all available time card templates. Allows you to attach a Template to your Daily transfer.
- Overwrite timecards – Enabling this check box will overwrite time entries captured in the Daily screen to a time card (when time entries exist on time card)
- Include Empty Rows – Enabling this check box will include the Employee rows that are empty (did not have any time entry) while overwriting time entries from Daily to time card. USE THIS WITH CAUTION.
- Fill Pattern – used when you wish to copy time entries to multiple employee rows.
- CTRL-F will paste the contents of the fill pattern to the focus row.

Understanding Time card fields:

- Last & First – Employee Name.
- Film Unit, DEPT, Job, G/L – displays employee's details from the employee master
- DT – Displays the list of abbreviated Day Type
- In/ Out Time entries (DT/ TRVL/ MU/ CALL/ GC/ OUT/ IN/ CAM/ WRAP/ TRVL)–These columns are used to capture the time entries for the employee
- HC – indicates that this employee will be tracked for the Hot Cost reporting
- TEM – will link Template(s) (any Template marked Daily) to specific employee day
- AM – used to invoke morning grace if Union rules are configured with variable grace
- PM – used to invoke evening grace if Union rules are configured with variable grace


Capture Daily Entries

Used when you intend to capture your crew's time entries for a day.

- Select the date you wish to capture time entries using the Date picker



icon

- Click Edit  icon from toolbar.
- The system enables the Employee section to capture time entries and locks the date field
- Select the Day Type from DT drop down menu for an employee row and enter hours for all other columns.
- Capture the time entries:

Wednesday, January 11, 2017

Overwrite Time Card

TemplateNone

Include Empty Rows

Fill Pattern

TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL
		10:00	10:00	16:00	16:30					23:48	

Employees

Cast


Crew

Time Card

LAST	FIRST	FILM UNIT	DEPT	JOB	G/L	W/E	DAY	DT	TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	HC	ITEM	AM	PM
BODALY	KAMERON	VFX	AD	THRD A.	2003	Saturday	01/11/17																	
BODIN	THERESA	Main (DP)	Locations	3RD ON	3632	Saturday	01/11/17				12:42								02:12					
BODINAR	DAVID J.	Transport	Transport	SPECIAL	3503	Saturday	01/11/17																	
BODINAR	PETER	Off Set	Art Dep.	ART DIR.	2202	Saturday	01/11/17																	
BOIS	GLA	Main (DP)	Makeup	SECOND	3103	Saturday	01/11/17																	
BOIS	GLA	Main (DP)	Makeup	SPECIAL	3105	Saturday	01/11/17				10:30	10:30	16:00	16:30					23:42					
BOJSZA	ALAN	Constru.	Constru.	SCENIC	2301	Saturday	01/11/17																	
BOJSZA	ALAN	Constru.	Constru.	LEAD C.	2301	Saturday	01/11/17																	
BOLAND	MARK	Constru.	Constru.	LEAD L.	2301	Saturday	01/11/17																	
BOLAND	MARK	Off Set	Set Dec.	SET DRE.	2703	Saturday	01/11/17																	
BOMFORD	RICK	Transport	Transport	TRUCK	3503	Saturday	01/11/17																	
BOND	JACOB	Main (DP)	Lighting	GENERA.	3203	Saturday	01/11/17				02:30		08:30	09:00										
BOND	JUSTIN	VFX	Locations	3RD ON	3632	Saturday	01/11/17																	
BONNEAU	SHANE	Off Set	Set Dec.	SET DRE.	2703	Saturday	01/11/17																	
BONNER	ANNA	VFX	Hair	SECOND	3113	Saturday	01/11/17																	
BOOKLE	SMON	Main (DP)	Lighting	ASSIST.	3202	Saturday	01/11/17	Down			09:00	10:00	16:00	16:30					00:00					
BOOTH	B BRAND	Main (DP)	Camera	SECOND	3306	Saturday	01/11/17																	
BORG	JAYMON	Constru.	Constru.	LABOU	2301	Saturday	01/11/17																	
BODALY	BRUCE	Main (DP)	Camera	CHIEF	3303	Saturday	01/11/17				10:00	10:00	16:00	16:30					23:00					

- Click Save  icon from toolbar to save Daily entries.

Filter Employees Records

- User can filter employee list; Click the Filter Employee List  icon
- The system display filter row above Employee list header section:

Employees

Cast

Crew

Time Card



LAST	FIRST	FILM	DEPT	JOB	G/L	W/E	DAY	DT	TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	HC	TEM	AM	PM
ABB...	RICH...	VFX	Con...	LAB...	2301	Satu...	03/03...				08:00		12:00	12:30					16:00					
ABD...	SHA...	Off ...	Sec...	WAT...	3630	Satu...	03/03...				08:00		12:00	12:30					16:00					
ABD...	MEE...	Tran...	Tran...	SPE...	3503	Satu...	03/03...				08:00		12:00	12:30					16:00					
ADA...	RAC...	VFX	Acc...	ASSL...	2014	Satu...	03/03...				08:00		12:00	12:30					16:00					

- To filter the list, type text or Select a value from the pick List and the system filters the list. In the below example the employee records are filtered by SCRIPT Department:

Employees										Time Card														
<div>Cast</div> <div>Crew</div>																								
<div>Sort</div>																								
LAST	FIRST	FILM...	DEPT	JOB	G/L	W/E	DAY	DT	TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	HC	TEM	AM	PM
BRA...	LUKE	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUR...	TAHN...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DUN...	SUZE	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOX	LARA	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAW...	PAM	Main...	Script	SCRI...	2005	Sunday	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MER...	BETH	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MON...	SAN...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAN...	TALE...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YOU...	NATA...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fill/ Copy Time Entries

You can either use shortcut keys to copy time entries between employees or use the Fill Pattern to copy time entries to multiple records listed


- Using Short Cut keys:
 - Select an Employee row with time entries that you wish to copy from
 - Press Ctrl-C
 - Move to an Employee row that you wish to copy the time entries to
 - Press Keys Ctrl-V
 - The system copied the time entries
- Using Fill Pattern and copying to selected rows
 - Use the Fill Pattern at the header section to capture the template time entries that you wish to copy to multiple employee records
 - Move to an Employee row that you wish to copy the time entries to
 - Press Ctrl-F
 - The system copied the time entries from the Fill Pattern template time entries to the employee record
- Using Fill Pattern and copying to all rows
 - Use the Fill Pattern at the header section to capture the template time entries that you wish to copy to multiple employee records
 - Move to an Employee row that you wish to copy the time entries to
 - Press the Copy All  icon on the toolbar
 - The system copied the time entries from the Fill Pattern template time entries to all the employee records
- Using Copy Down
 - Select an Employee row with time entries that you wish to copy from
 - Press the Copy Down  icon on the toolbar
 - The system copied the time entries from the previous employee row

Transfer Daily Entries to Time Cards


Use this feature to transfer the time entries from the Daily Time capture to Time Card screen. If a filter is active, this only transfers the visible time entries.

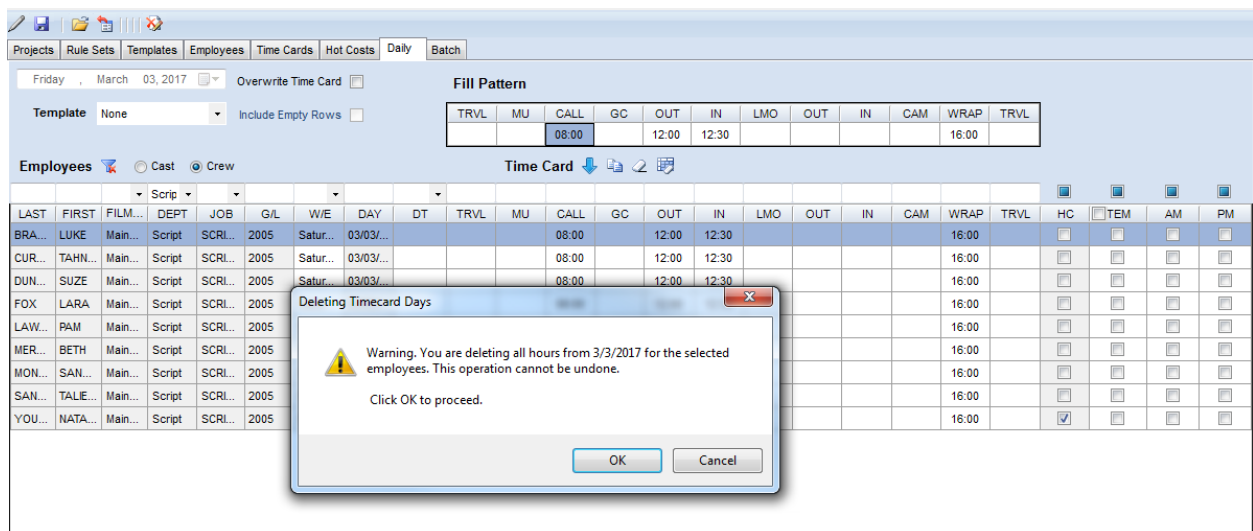
- Select the date you wish to transfer time entries using the Date picker



- The system displays the captured time entries
- Click the Transfer Daily Entries to Time Cards  icon from toolbar
- It transfers all the entries from Daily tab for the selected date to Time Card entries.

Reset All Time Cards for the Selected Day

- Click the Reset all time cards for the selected day for the employees in the current grid view  icon from the toolbar.
- System displays a confirmation prompt.



- Click OK to confirm your action. Please note that this action also removes the corresponding time entries from time card.

onTime™

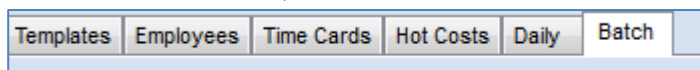
Section 7 Batch

Chapter 7.1 Batch

Use Batch to form a group of time cards that you wish to send to Payroll system for generating the Gross to Net payments and processing the payments.

Open:

To access the Batches, click on “Batch” tab header.



The Screen then appears.


Batch										
ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT						
3288	104	193,697.90	31-Jan-2017 07:05:02 ...	<input type="checkbox"/>						
3290	2	4,376.85	02-Feb-2017 05:45:25 ...	<input checked="" type="checkbox"/>						
3281	116	181,257.41	31-Jan-2017 03:34:05 ...	<input checked="" type="checkbox"/>						
3263	111	215,157.43	30-Jan-2017 05:51:46 ...	<input checked="" type="checkbox"/>						
3252	5	1,694.47	27-Jan-2017 12:01:38 ...	<input checked="" type="checkbox"/>						
3243	44	85,123.07	25-Jan-2017 04:16:01 ...	<input checked="" type="checkbox"/>						
3235	98	179,762.50	25-Jan-2017 11:59:41 ...	<input checked="" type="checkbox"/>						
3227	131	210,922.12	24-Jan-2017 03:49:29 ...	<input checked="" type="checkbox"/>						
3205	73	171,169.25	23-Jan-2017 05:47:56 ...	<input checked="" type="checkbox"/>						
3194	1	2,043.55	19-Jan-2017 12:06:21 ...	<input checked="" type="checkbox"/>						
3184	1	2,043.55	19-Jan-2017 12:06:21 ...	<input checked="" type="checkbox"/>						

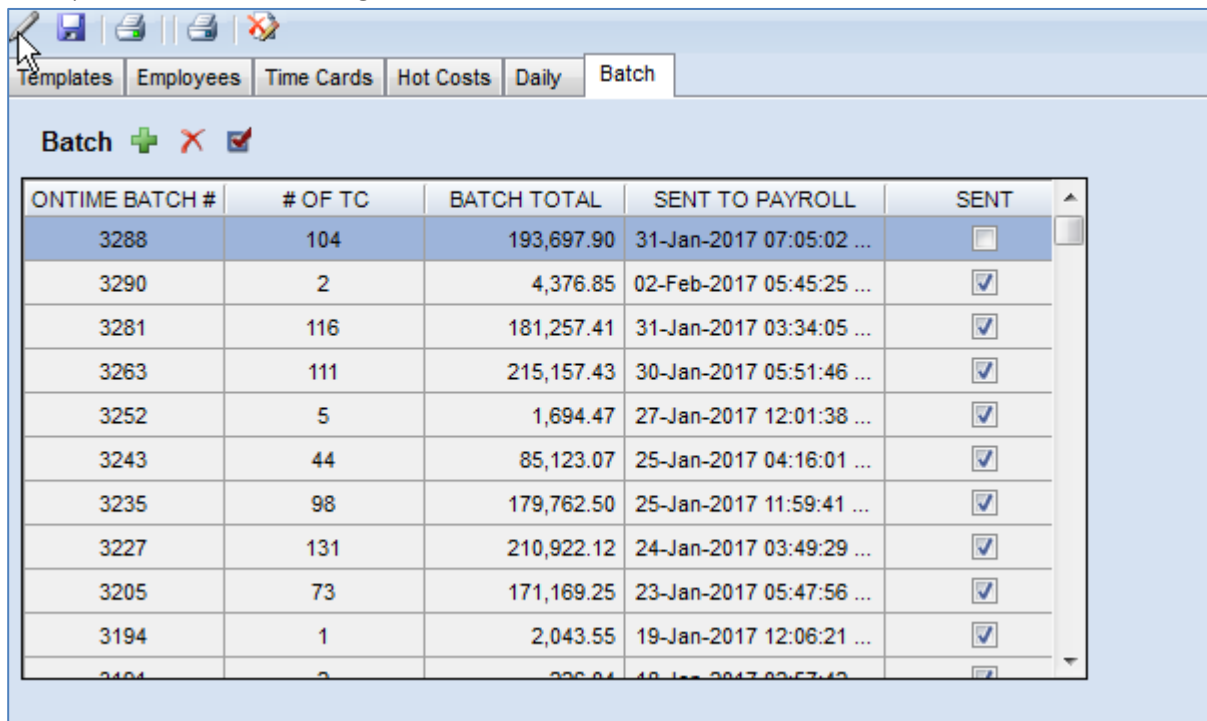
TimeCard										
LAST	FIRST	UNION	FILM UNIT	DEPARTMENT	JOB	G/L	W/E	W/E DATE	TOTAL	PAY
ABBOTT	RICHARD	IA 891	Construction	Construction	LABOURER	2301	Saturday	12/17/2016	226.96	<input type="checkbox"/>
ABDUL SALAM	MOHBULLAH ULLA	155	Transport	Security	WATCHMAN/SECURITY P...	3630	Saturday	12/17/2016	355.68	<input type="checkbox"/>
COPPIN	SHANNON	IA 891	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	655.05	<input type="checkbox"/>
ABBASPOUR	AZITA	IA 891	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	564.10	<input type="checkbox"/>
GARAZ	MARCEL	155	Transport	Security	WATCHMAN/SECURITY P...	3630	Saturday	01/28/2017	1,576.60	<input checked="" type="checkbox"/>
PRIOR	MARK	IA 891	Main Unit	Set Decorators	SET DRESSER	2793	Saturday	01/28/2017	2,558.45	<input checked="" type="checkbox"/>
SAARI	RICHARD	IA 891	Main Unit	Set Decorators	SET DRESSER	2793	Saturday	01/28/2017	1,966.40	<input checked="" type="checkbox"/>
STAUFFER	CRAIG	IA 891	Main Unit	Sound	MIXER (PRODUCTION DU...	3401	Saturday	01/28/2017	2,919.52	<input checked="" type="checkbox"/>
BYNOE	DAVID	IA 891	Main Unit	SPPX	SPECIAL EFFECTS ASSIS...	2603	Saturday	01/28/2017	1,671.04	<input checked="" type="checkbox"/>
HARRISON	DAVID	IA 891	Main Unit	SPPX	SPECIAL EFFECTS ASSIS...	2602	Saturday	01/28/2017	2,647.43	<input checked="" type="checkbox"/>
LALLEY	JEFFREY	IA 891	Main Unit	SPPX	SPECIAL EFFECTS ASSIS...	2603	Saturday	01/28/2017	2,329.29	<input checked="" type="checkbox"/>
WILKINSON	JERRY	155	Transport	Transport	SPECIAL EQUIPMENT DRL...	3503	Saturday	01/28/2017	470.72	<input checked="" type="checkbox"/>
LEE	CHRISTOPHER	IA 891	Main Unit	Sound	BOOM OPERATOR	3402	Saturday	01/28/2017	2,457.51	<input checked="" type="checkbox"/>
WONG	AUDREY A	IA 891	Costume	Costume	SET COSTUMER	2905	Saturday	01/28/2017	249.72	<input checked="" type="checkbox"/>
BROOKS	JACEN	155	Transport	Transport	SPECIAL EQUIPMENT DRL...	3503	Saturday	01/28/2017	2,617.17	<input checked="" type="checkbox"/>
BRUNI	DAVID	155	Transport	Transport	MINI BUS DRIVER CLASS 4	3503	Saturday	01/28/2017	2,762.15	<input checked="" type="checkbox"/>
ALZANADA	JAFAR	155	Transport	Security	WATCHMAN/SECURITY P...	3630	Saturday	01/28/2017	315.32	<input checked="" type="checkbox"/>
ATWAL	MAKHAN S	155	Transport	Security	WATCHMAN/SECURITY P...	3630	Saturday	01/28/2017	315.32	<input checked="" type="checkbox"/>
UREFE	FRANK	155	Transport	Security	WATCHMAN/SECURITY P...	3630	Saturday	01/28/2017	630.84	<input checked="" type="checkbox"/>

- The upper half of the screen displays the list of Batch records and the lower half displays the list of time cards.
- Understanding the Batch listing:
 - OnTime™ batch #: indicates the unique identifier of the batch. It is a running serial number auto generated by the system
 - # of TC: indicates the number of time cards in the batch
 - Batch Total: indicates the total gross amount
 - Sent To Payroll: indicates the Date and Time the batch was interfaced to the Payroll System for processing
 - Sent: indicates if the Batch was interfaced to Payroll
- Understanding the Time card listing:
 - Last/ First– employee’s name.
 - Union, Film Unit, DEPT, Job – indicates the employee’s union, film unit, Department and Job Description
 - G/L – indicates the employee’s Ledger account
 - W/E – indicates the week ending day of the employee’s time card
 - W/E Date – indicates the week ending date of the employee’s time card
 - Total - indicates the total gross amount of the employee’s time card


Create New Batch

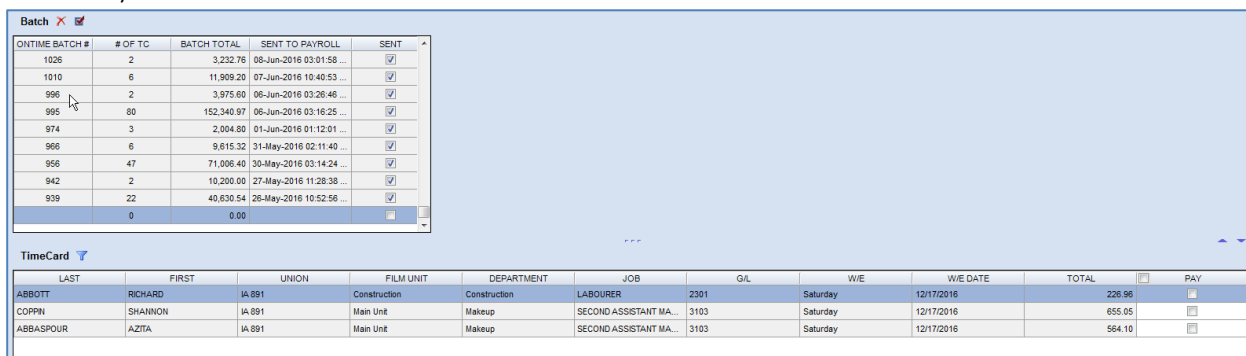
Use this feature to create a batch and associate the time cards that you wish to process in a group.

- Click the Edit  icon on toolbar to activate the created/edit mode.
- The system enables the Program toolbar.



ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
3288	104	193,697.90	31-Jan-2017 07:05:02 ...	<input type="checkbox"/>
3290	2	4,376.85	02-Feb-2017 05:45:25 ...	<input checked="" type="checkbox"/>
3281	116	181,257.41	31-Jan-2017 03:34:05 ...	<input checked="" type="checkbox"/>
3263	111	215,157.43	30-Jan-2017 05:51:46 ...	<input checked="" type="checkbox"/>
3252	5	1,694.47	27-Jan-2017 12:01:38 ...	<input checked="" type="checkbox"/>
3243	44	85,123.07	25-Jan-2017 04:16:01 ...	<input checked="" type="checkbox"/>
3235	98	179,762.50	25-Jan-2017 11:59:41 ...	<input checked="" type="checkbox"/>
3227	131	210,922.12	24-Jan-2017 03:49:29 ...	<input checked="" type="checkbox"/>
3205	73	171,169.25	23-Jan-2017 05:47:56 ...	<input checked="" type="checkbox"/>
3194	1	2,043.55	19-Jan-2017 12:06:21 ...	<input checked="" type="checkbox"/>


- Click Add New Item  icon on the toolbar.
- The system creates a new row at the bottom of Batch section.





ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
1026	2	3,232.76	06-Jun-2016 03:01:58 ...	<input checked="" type="checkbox"/>
1010	6	11,909.20	07-Jun-2016 10:40:53 ...	<input checked="" type="checkbox"/>
996	2	3,975.60	06-Jun-2016 03:26:46 ...	<input checked="" type="checkbox"/>
995	80	152,340.97	06-Jun-2016 03:16:25 ...	<input checked="" type="checkbox"/>
974	3	2,004.80	01-Jun-2016 01:12:01 ...	<input checked="" type="checkbox"/>
966	6	9,615.32	31-May-2016 02:11:40 ...	<input checked="" type="checkbox"/>
956	47	71,006.40	30-May-2016 03:14:24 ...	<input checked="" type="checkbox"/>
942	2	10,200.00	27-May-2016 11:28:38 ...	<input checked="" type="checkbox"/>
939	22	40,630.54	26-May-2016 10:52:56 ...	<input checked="" type="checkbox"/>
3291	0	0.00	18-Jan-2017 03:53:43 ...	<input type="checkbox"/>

LAST	FIRST	UNION	FILM UNIT	DEPARTMENT	JOB	G/L	W/E	W/E DATE	TOTAL	PAY
ABBOTT	RICHARD	IA 891	Construction	Construction	LABOURER	2301	Saturday	12/17/2016	226.96	<input type="checkbox"/>
COPPIN	SHANNON	IA 891	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	655.05	<input type="checkbox"/>
ABBASPOUR	AZITA	IA 891	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	564.10	<input type="checkbox"/>

- You are not required to enter any details in the Batch listing section. The time card listing section displays the list of time cards that are ready to be interfaced to the payroll system. Select the time cards you wish to associate to your batch.
- Use the PAY check box towards the end of the list to select the time cards you wish to the associate to the batch.
- As you select the time cards, the batch list above updates and displays the counts of time cards and the Batch Gross Total Amount


- Click Save  icon to save the Batch.
- The new batch is created and displayed at the top of the Batch list:


Batch 										
ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL		SENT					
3284	1	355.68			<input type="checkbox"/>					
3288	104	193,697.90	31-Jan-2017 07:05:02 ...		<input type="checkbox"/>					
3290	2	4,376.85	02-Feb-2017 05:45:25 ...		<input checked="" type="checkbox"/>					
3281	116	181,257.41	31-Jan-2017 03:34:05 ...		<input checked="" type="checkbox"/>					
3283	111	215,157.43	30-Jan-2017 05:51:46 ...		<input checked="" type="checkbox"/>					
3252	5	1,694.47	27-Jan-2017 12:01:38 ...		<input checked="" type="checkbox"/>					
3243	44	85,123.07	25-Jan-2017 04:16:01 ...		<input checked="" type="checkbox"/>					
3235	98	179,762.50	25-Jan-2017 11:59:41 AM		<input checked="" type="checkbox"/>					
3227	131	210,922.12	24-Jan-2017 03:49:29 ...		<input checked="" type="checkbox"/>					
3205	73	171,169.25	23-Jan-2017 05:47:56 ...		<input checked="" type="checkbox"/>					


TimeCard 										
LAST	FIRST	UNION	FILM UNIT	DEPARTMENT	JOB	GIL	WIE	WIE DATE	TOTAL	PAY
ABBOTT	RICHARD	IA 891	Construction	Construction	LABOURER	2301	Saturday	12/17/2016	226.96	<input type="checkbox"/>
COPPIN	SHANNON	IA 891	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	655.05	<input type="checkbox"/>
ABBASPOUR	AZITA	IA 891	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	964.10	<input type="checkbox"/>
ABDUL SALAM	MOHBULLAH ULLA	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	12/17/2016	355.68	<input checked="" type="checkbox"/>

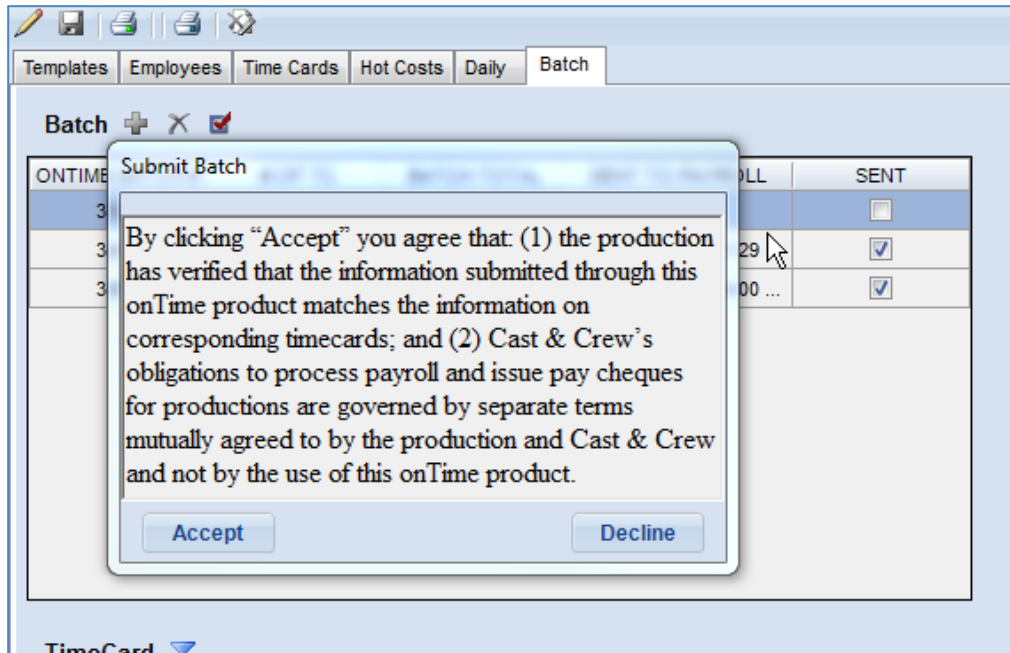
Submit Batch to Payroll

Use this feature to send the batch of time cards via the interface to the Payroll system.

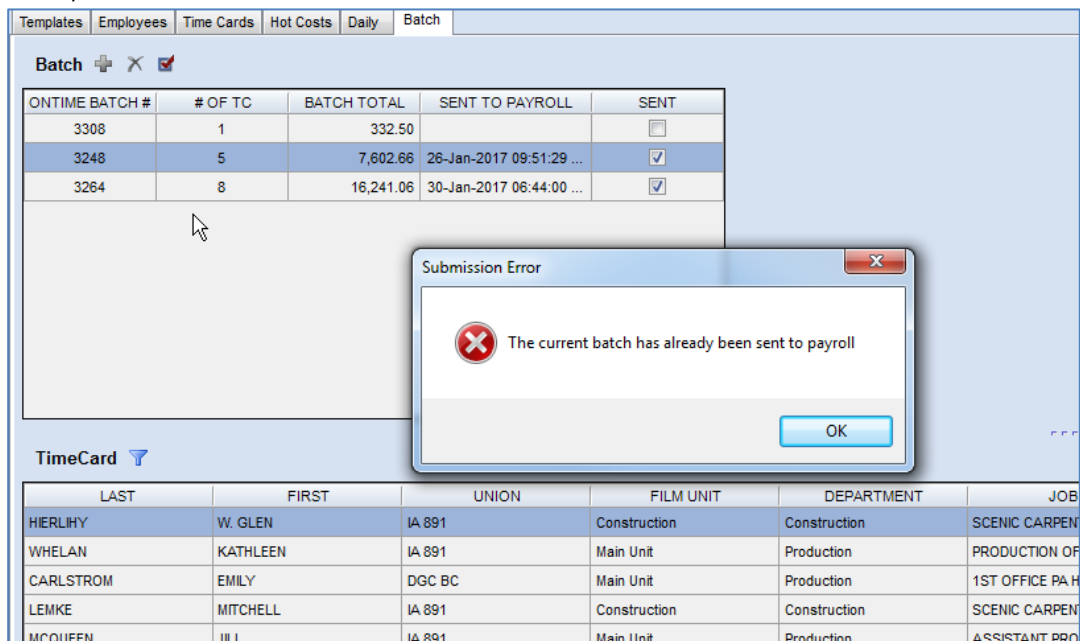
- Click the Edit  icon on toolbar to activate the created/edit mode.
- The system enables the Program toolbar.

Batch 										
ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL		SENT					
3418	2	4,084.16			<input type="checkbox"/>					
3359	1	2,230.04	09-Feb-2017 11:04:23 ...		<input type="checkbox"/>					
3334	197	378,949.41	07-Feb-2017 03:16:15 ...		<input checked="" type="checkbox"/>					
3313	291	499,855.94	07-Feb-2017 09:34:30 ...		<input checked="" type="checkbox"/>					
3280	538	968,940.46	31-Jan-2017 02:11:36 PM		<input checked="" type="checkbox"/>					
3218	335	676,782.98	24-Jan-2017 07:51:50 ...		<input checked="" type="checkbox"/>					
3169	425	803,578.47	17-Jan-2017 11:57:53 ...		<input checked="" type="checkbox"/>					
3140	2	759.14	12-Jan-2017 05:57:40 ...		<input checked="" type="checkbox"/>					


- Select a Batch record you wish to send to Payroll
- Click Submit Selected Item for Payment  icon.
- System presents Submit Batch dialog for the user.

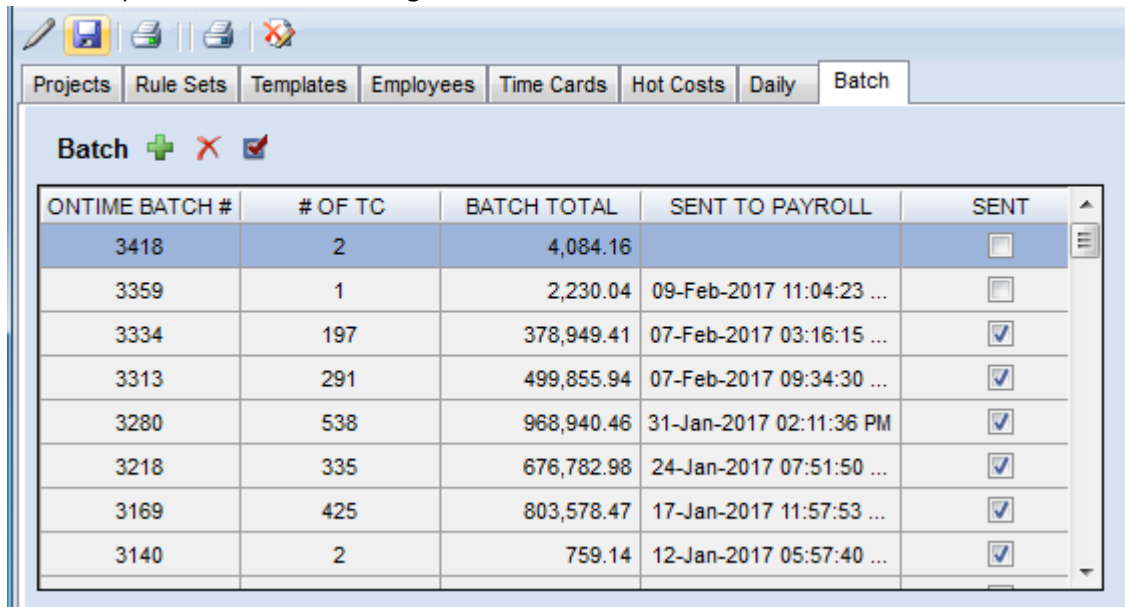


- Click Accept button
- System interfaces the batch of time cards to the Payroll system
- Once the batch is sent to Payroll, the Batch list will display the Date and Time the Batch was sent to Payroll and the status as Sent
- System presents an error message when user tries to resend batch that was already send to Payroll:





Delete the Batch

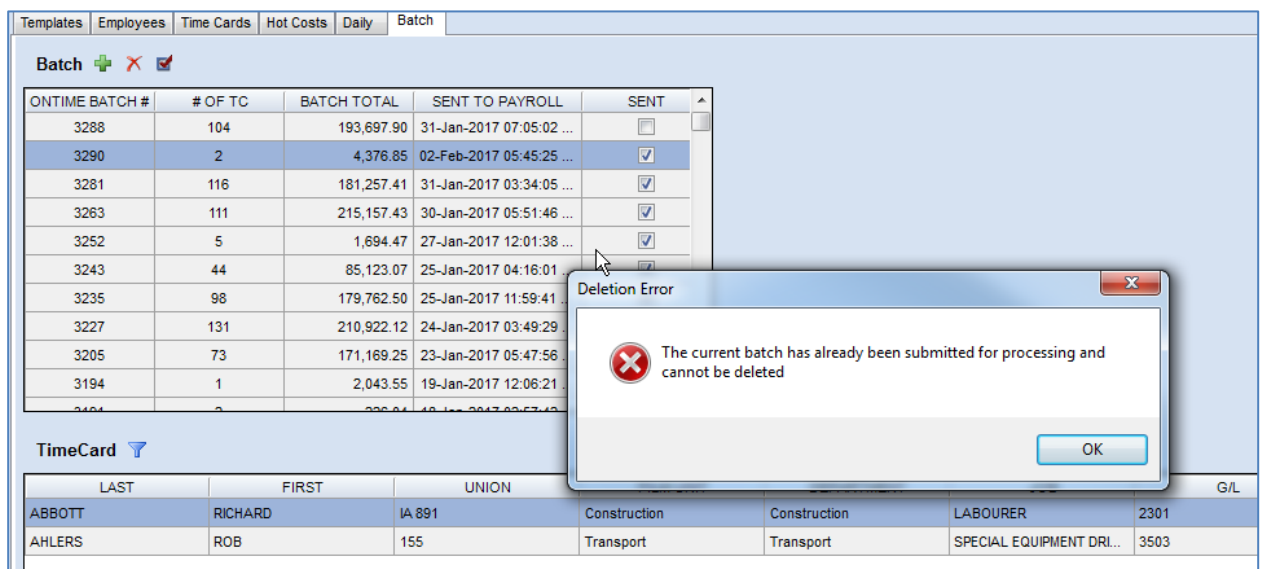
- Click the Edit  icon on toolbar to activate the created/edit mode.
- The system enables the Program toolbar.



The screenshot shows the 'Batch' tab in the software interface. At the top, there is a toolbar with icons for Edit (pencil), Save (floppy disk), and Delete (trash can). Below the toolbar is a tabbed menu with 'Batch' selected. The main area contains a table with the following data:


ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
3418	2	4,084.16		<input type="checkbox"/>
3359	1	2,230.04	09-Feb-2017 11:04:23 ...	<input type="checkbox"/>
3334	197	378,949.41	07-Feb-2017 03:16:15 ...	<input checked="" type="checkbox"/>
3313	291	499,855.94	07-Feb-2017 09:34:30 ...	<input checked="" type="checkbox"/>
3280	538	968,940.46	31-Jan-2017 02:11:36 PM	<input checked="" type="checkbox"/>
3218	335	676,782.98	24-Jan-2017 07:51:50 ...	<input checked="" type="checkbox"/>
3169	425	803,578.47	17-Jan-2017 11:57:53 ...	<input checked="" type="checkbox"/>
3140	2	759.14	12-Jan-2017 05:57:40 ...	<input checked="" type="checkbox"/>

- Select a Batch record you wish to delete
- Click the Delete Selected Item  icon.
- System deletes the batch record and remove the batch record from the list
- Confirm the delete action by clicking on the Save  icon
- System displays an error message when user tries to delete the Batch that was interfaced to Payroll and prevents user from deleting:



The screenshot shows the 'Batch' tab interface with a table of batch records. A 'Deletion Error' dialog box is overlaid on the table, displaying the following message:

Deletion Error

 The current batch has already been submitted for processing and cannot be deleted

OK

The background table shows the following data:

ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
3288	104	193,697.90	31-Jan-2017 07:05:02 ...	<input type="checkbox"/>
3290	2	4,376.85	02-Feb-2017 05:45:25 ...	<input checked="" type="checkbox"/>
3281	116	181,257.41	31-Jan-2017 03:34:05 ...	<input checked="" type="checkbox"/>
3263	111	215,157.43	30-Jan-2017 05:51:46 ...	<input checked="" type="checkbox"/>
3252	5	1,694.47	27-Jan-2017 12:01:38 ...	<input checked="" type="checkbox"/>
3243	44	85,123.07	25-Jan-2017 04:16:01 ...	<input checked="" type="checkbox"/>
3235	98	179,762.50	25-Jan-2017 11:59:41 ...	<input checked="" type="checkbox"/>
3227	131	210,922.12	24-Jan-2017 03:49:29 ...	<input checked="" type="checkbox"/>
3205	73	171,169.25	23-Jan-2017 05:47:56 ...	<input checked="" type="checkbox"/>
3194	1	2,043.55	19-Jan-2017 12:06:21 ...	<input checked="" type="checkbox"/>

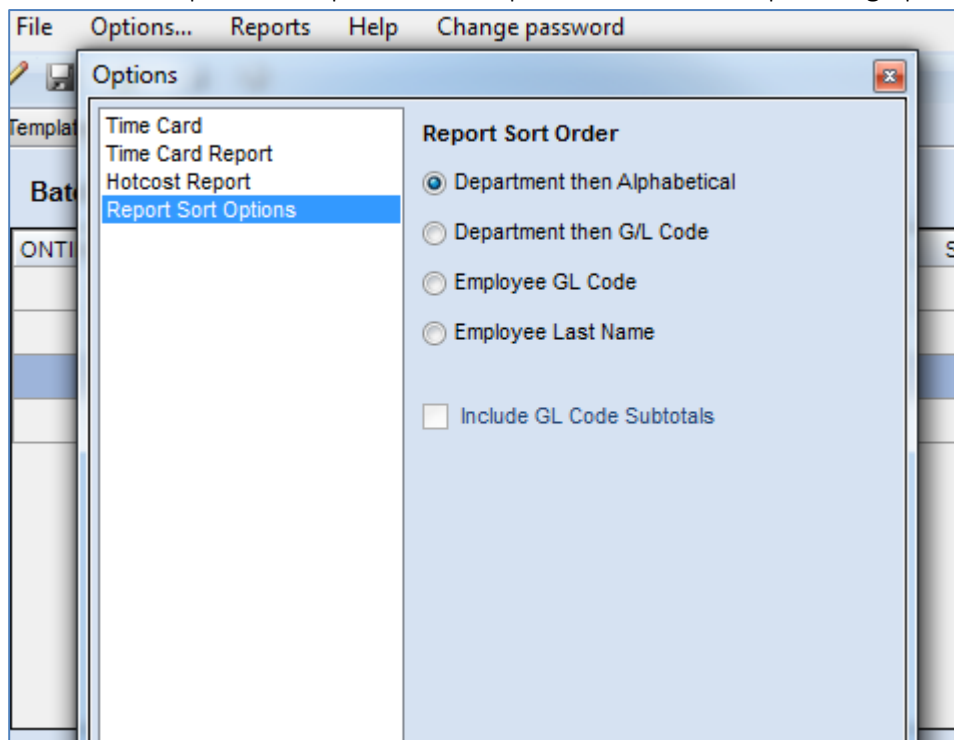
Below the table, there is a 'TimeCard' section with a table showing employee information:

LAST	FIRST	UNION				G/L
ABBOTT	RICHARD	IA 891	Construction	Construction	LABOURER	2301
AHLERS	ROB	155	Transport	Transport	SPECIAL EQUIPMENT DRI...	3503

Chapter 7.2 Options

Use Options to configure:

1. Sorting Order:
 - a. Department then Alphabetical: Time card reports are first grouped by Department, and within Department employees are sorted in alphabetical order
 - b. Department then Alphabetical: Time card reports are first grouped by Department, and within Department employee records are sorted in chronological order of G/L Code
 - c. Employee GL Code: Time card reports are sorted in chronological order of G/L Code
 - d. Employee Last Name: Time card reports are sorted in alphabetical order by Last Name
2. Include GL Code Sub Totals:
 - While in the context of Batch, click the Options Menu
 - Use Report Sort Options from Options menu to setup sorting options.




- Select the desired settings and click on the Close icon to apply the settings

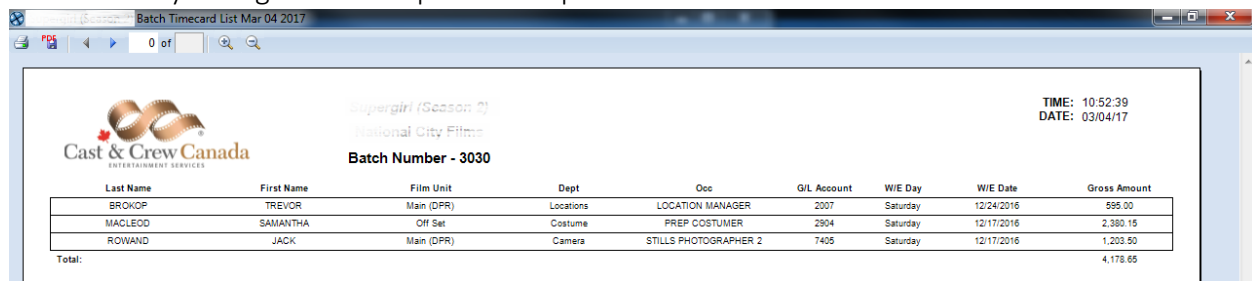
Chapter 7.3 Reports

Various reporting options:

1. Time Card List – Summarized list of time cards in a Batch
2. Time Card PDF – All Time Cards in a Batch
3. Current Batch Distributions – details of all distributions in a Batch

Print Time Card List


- Select a Batch record from the list.
- Click Print Time Card List for the Selected Batch  icon from toolbar.
- The system generates report in a separate window

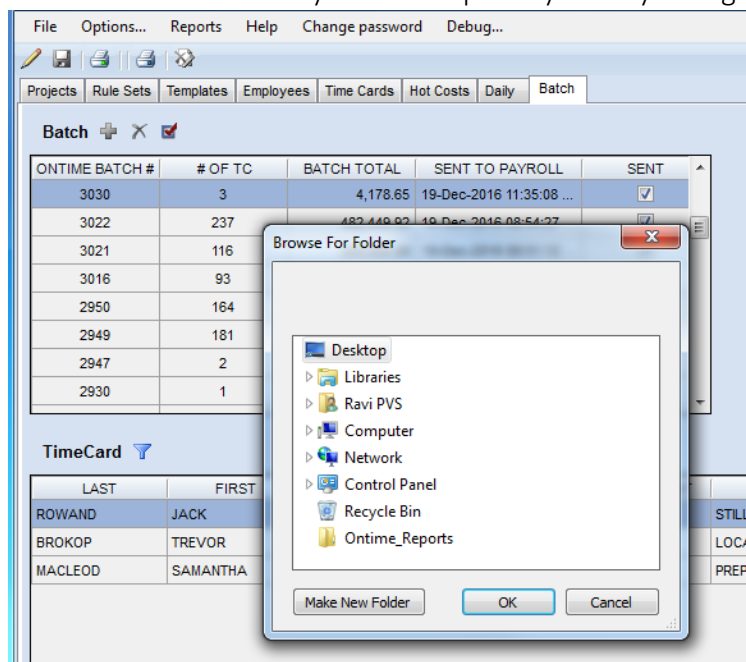


TIME: 10:52:39
DATE: 03/04/17

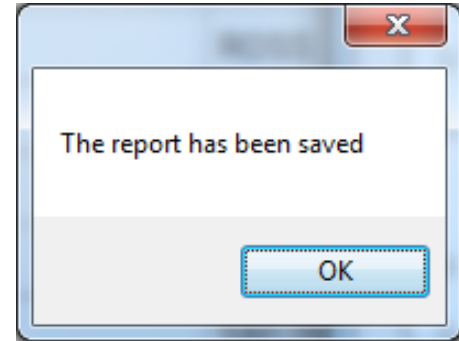
Last Name	First Name	Film Unit	Dept	Occ	G/L Account	W/E Day	W/E Date	Gross Amount
BROKOP	TREVOR	Main (DPR)	Locations	LOCATION MANAGER	2007	Saturday	12/24/2016	595.00
MACLEOD	SAMANTHA	Off Set	Costume	PREP COSTUMER	2904	Saturday	12/17/2016	2,380.15
ROWAND	JACK	Main (DPR)	Camera	STILLS PHOTOGRAPHER 2	7405	Saturday	12/17/2016	1,203.50
Total:								4,178.65


Print Time Card PDF

- Select a Batch record from the list.
- Click the Create Time Card PDF for the Selected Batch  icon from toolbar.
- The system displays a dialogue box to choose a location to save the report; system defaults the location to your desktop and you may change the location:



- Once you have selected the location, click the OK button.
- System generates the Report and saves the report in .csv format in the selected location and displays a confirmation dialogue box:
- Locate and open the report:





Cast & Crew Canada
ENTERTAINMENT SERVICES

National City Films
Supergirl (Season 2)
WEEK ENDING: 12/17/16

CAST & CREW ENT. SERVICES
250-4250 Canada Way
Burnaby, British Columbia, Canada V5G 1H1
(604) 437-6363

DATE: 03/04/17
TIME: 10:58:47

NAME: MACLEOD, SAMANTHA
EMPL #: 728-023-896

JOB TITLE: PREP COSTUMER
ADD'L INFO:

RATE 29.84 / Hour
CORP:

UNION: IA 891
DEPT: Costume

TIME CARD

DATE	DY	DT	CALL	MEAL 1		MEAL 2		WRAP	WORK HOURS				PENALTIES			EPI
				OUT	IN	OUT	IN		1X	1.5X	2X	3X	M1	M2	TA	
12/11/16	S	REG														
12/12/16	M	REG	08:00	14:30	15:00			20:30	8.00	4.00						162
12/13/16	T	REG	08:00	13:30	14:00			20:30	8.00	4.00						163
12/14/16	W	REG	08:00	13:30	14:00			20:30	8.00	4.00						163
12/15/16	T	REG	08:00	13:30	14:00			20:30	8.00	4.00						163
12/16/16	F	REG	08:00	13:30	14:00			20:30	8.00	4.00						198
12/17/16	S	REG														
Totals:									40.00	20.00						

SALARY BREAKDOWN

ITEM	EPI	QTY	AMT	TTL
Hourly [1x]	162	8.00	29.84	238.72
OT [1.5x]	162	4.00	44.76	179.04
OT [1.5x]	163	12.00	44.76	537.12
Hourly [1x]	163	24.00	29.84	716.16
Hourly [1x]	198	8.00	29.84	238.72
OT [1.5x]	198	4.00	44.76	179.04
Total:			2,088.80	

SALARY & RENTAL DISTRIBUTION

ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	TTL
Salary	2904	162							01	417.76
Salary	2904	163							01	1,253.28
Salary	2904	198							01	417.76
KIT1	2917	162								10.00
KIT1	2917	163								30.00
KIT1	2917	198								10.00
CAR	2955	162								25.00
CAR	2955	163								75.00
CAR	2955	198								25.00
CELL	3643	197								25.00
Toll	3644	197							01	91.35
Total:									2,380.15	

RENTAL BREAKDOWN

ITEM	QTY	AMT	TTL
KIT1	1.00	10.00	10.00
CAR	1.00	25.00	25.00
CELL	5.00	5.00	25.00
CAR	3.00	25.00	75.00
KIT1	3.00	10.00	30.00
Toll	1.00	91.35	91.35
CAR	1.00	25.00	25.00
KIT1	1.00	10.00	10.00
Total:			291.35

Producer:	
Prod. Mgr.:	
Accountant:	

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onTime™

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