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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.

![Program Menu Bar Image]
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.

<table>
<thead>
<tr>
<th>ICON</th>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add New" /></td>
<td>Add New</td>
<td>Add new record</td>
</tr>
<tr>
<td><img src="image" alt="Delete Selected" /></td>
<td>Delete Selected</td>
<td>Delete the selected record</td>
</tr>
<tr>
<td><img src="image" alt="Copy Selected" /></td>
<td>Copy Selected</td>
<td>Duplicate the selected record</td>
</tr>
<tr>
<td><img src="image" alt="Filter" /></td>
<td>Filter</td>
<td>Enable/ display filtering row</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Edit</td>
<td>Edit mode. Enable record editing</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Save the record</td>
</tr>
<tr>
<td><img src="image" alt="Resize" /></td>
<td>Resize</td>
<td>Resize listing/working area</td>
</tr>
<tr>
<td><img src="image" alt="Shrink/Expand" /></td>
<td>Shrink/Expand</td>
<td>Shrink/expand listing area</td>
</tr>
<tr>
<td><img src="image" alt="Create Template" /></td>
<td>Create Template</td>
<td>Create new time card template from the selected time card</td>
</tr>
<tr>
<td><img src="image" alt="Discard changes" /></td>
<td>Discard changes</td>
<td>Discard changes made since previous Save</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
<td>Prints the selected record/transaction</td>
</tr>
<tr>
<td>Icon</td>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Lock/Unlock</td>
<td>Toggle button that either Locks/ unlocks field(s)</td>
<td></td>
</tr>
<tr>
<td>Apply Template</td>
<td>Invokes and displays available templates, upon selection applies the template data to the transaction</td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers the daily time card entries to the timecard</td>
<td></td>
</tr>
<tr>
<td>Reset</td>
<td>Reset the time entry and details</td>
<td></td>
</tr>
<tr>
<td>Reset Details</td>
<td>Resets the details on the time card, but maintain the time entry</td>
<td></td>
</tr>
<tr>
<td>Clear selected</td>
<td>Clears the time entries for the selected time card day</td>
<td></td>
</tr>
<tr>
<td>Clear all</td>
<td>Clears the time entries for the entire time card</td>
<td></td>
</tr>
<tr>
<td>Show details</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Employee Rate override</td>
<td>Invokes the pop up to display the Employee Day Type Rates and allows to override Rates</td>
<td></td>
</tr>
<tr>
<td>Timecard Rule Override</td>
<td>Invokes the pop up to display time card overrides such as Meal Penalty, Travel Allowances, Use Fee</td>
<td></td>
</tr>
<tr>
<td>Add Weekly Item</td>
<td>Creates a row to add Weekly Pay Card line item</td>
<td></td>
</tr>
<tr>
<td>Create Pay card</td>
<td>Generates Pay Card (salary distributions) based on the time entries and details</td>
<td></td>
</tr>
</tbody>
</table>
## Name Keys & Key Combinations

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

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

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

![Error Pop Up]

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

![Unsaved Changes Pop Up]
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:

![Template Screen]

- Understanding Template fields.
  - AUTO – automatically apply the Template if the criteria (rule set, film unit, from-to) match.
  - SPLITRNT – 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.

- 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:
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)

![Time Card Entries and Rule Set Overrides Table]

Add a Template

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

  ![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:

  ![New Template Row]

- 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:

- 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)
• 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](image)

• 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](image)

• 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:

![Filter Templates](image)

• 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:

![Selected Templates](image)

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:

![Confirmation Dialogue Box](image)

• 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 Entry Example]

- 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 Popup]

- 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:

![Copied Time Card Entry Example]
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.
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

### Timecard Color

<table>
<thead>
<tr>
<th>Timecard Color</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain text</td>
<td>Empty</td>
</tr>
<tr>
<td>Blue</td>
<td>Timecard with time entry but no paycard</td>
</tr>
<tr>
<td>Red</td>
<td>Completed timecard with paycard, saved and ready to transmit</td>
</tr>
<tr>
<td>Green</td>
<td>Transmitted</td>
</tr>
<tr>
<td>Purple</td>
<td>Saved manual timecard (not for transmission)</td>
</tr>
<tr>
<td>Gold</td>
<td>Manually adjusted green card (not for re-transmission)</td>
</tr>
</tbody>
</table>

#### 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.
Rentals
Rentals 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.

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.

- 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.

- 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:

![](image)

• 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:

![](image)

• Select the Employee group – Cast or Crew using the 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:

![Rate Override Table]

- Fill the Code Splits. The Code Splits allow you to 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:

![Pay Item List]

- 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:

• 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:

![Program toolbar](image1)

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

![Employee list](image2)

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

![Confirmation dialogue box](image3)

- 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:

- 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:

- 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:

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

- 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:

    ![Program Toolbar]

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

    ![Highlighted Employee]

    - Select the Edit Department check box 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:
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:

![Employee Master List screenshot]

- The system generates the report in a new window:

![Extended Employee Master List screenshot]

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

![Extended Employee Master List screenshot]
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:
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
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:

- 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:
  o 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
  o Day – Display the day of the week.
  o DT – Displays the list of abbreviated Day Type and the rates
  o 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
  o 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
  o 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
  o Total – Displays the total dollar value based on the calculated Work Hours, Penalties and the defined contracted Rate and penalties
  o 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](image)

Table: Details for 01/16/17

<table>
<thead>
<tr>
<th>PAY ITEM</th>
<th>START</th>
<th>END</th>
<th>G/L</th>
<th>EPI</th>
<th>LOC</th>
<th>SET</th>
<th>FF1</th>
<th>FF2</th>
<th>FF3</th>
<th>FF4</th>
<th>INS</th>
<th>RATIO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All Pay Items)</td>
<td></td>
<td>2011</td>
<td>164</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Table: Rentals

<table>
<thead>
<tr>
<th>RENTAL ITEM</th>
<th>PAY</th>
<th>HOLD</th>
<th>G/L</th>
<th>EPI</th>
<th>LOC</th>
<th>SET</th>
<th>FF1</th>
<th>FF2</th>
<th>FF3</th>
<th>FF4</th>
<th>INS</th>
<th>AMT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Rental</td>
<td></td>
<td></td>
<td>2017</td>
<td>164</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td>10.00</td>
</tr>
</tbody>
</table>
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.

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
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:
• Complete the Pay & Rental Items:

![Image of Pay & Rental Items]

• 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:

![Image of Pay Item Details]

• 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:
• 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:

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

- 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.
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 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:

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:

- 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.
• 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 snapshot 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
• 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:

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:
• 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

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.
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:

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

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

![Example Day Type and Rate](image)

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

![Example Computed Gross](image)

**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:

![Example Penalties](image)

• If you wish to override the Penalties, click on Time Card RuleOverrides icon.
• The system displays the Time Card Rule Overrides dialog:

![Time Card Rule Overrides dialog](image)

• 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 LIGHTING 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:

**Chapter 4.3 Options**

Use Options to configure:

1. **Time Card Report:**
   a. Display or Hide time card columns: Not all columns are available for configurations; certain columns are mandatory and not available for configuring

2. **Round Time Entries**

3. **Behaviour**

4. **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

5. **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

6. **Use Pay Item Abbreviations** – Abbreviated the Pay Item. Example Hourly Salary [1x] is abbreviated as Hourly [1x]

7. **Notes** – enables to capture time card notes

8. **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.
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:

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 from the toolbar

- The system displays the available Templates:
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.
• 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:

• 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:

• 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 from the toolbar
• Click the Edit icon on the toolbar to activate the create/edit mode.
• The system enables the Program toolbar:
The Master Hot Cost Template is listed at the top of the Hot Cost Template

Click the Add New Cost Category icon in Categories section.

The system adds an empty row at the end of the category 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 from the toolbar

Click the Edit icon on the toolbar to activate the create/edit mode.

The system enables the Program toolbar.
• 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:

![Image of a template with 'Staff Cost' highlighted and its subcategories]

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

![Image of Hot Cost Templates]

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

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

• 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

• 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:

<table>
<thead>
<tr>
<th>Categories</th>
<th>GL</th>
<th>EP</th>
<th>LOC</th>
<th>SET</th>
<th>FF1</th>
<th>FF2</th>
<th>FF3</th>
<th>FF4</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew Labor</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44,700.88</td>
</tr>
<tr>
<td>Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44,700.88</td>
</tr>
</tbody>
</table>

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:
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:

- 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.

System generates a new Hot Cost Templates based on your 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:

![Sample Time Card Report](image)

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:

![Sample Time Card Report CSV](image)
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

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:
  - 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.
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:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Dept</th>
<th>Job</th>
<th>Week</th>
<th>Day</th>
<th>Time</th>
<th>M/L</th>
<th>Call</th>
<th>GC</th>
<th>Out</th>
<th>In</th>
<th>Lunch</th>
<th>Out</th>
<th>Cam</th>
<th>Wrap</th>
<th>Thrvl</th>
<th>HC</th>
<th>TEM</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brav</td>
<td>Luke</td>
<td>Blank</td>
<td>Blank</td>
<td>Sat</td>
<td>05/03</td>
<td>9:00</td>
<td>12:00</td>
<td>12:30</td>
<td>16:00</td>
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<tr>
<td>Curn</td>
<td>Tanh</td>
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<td>Sat</td>
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<tr>
<td>Dunn</td>
<td>Duke</td>
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<td>Blank</td>
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<td></td>
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<tr>
<td>You</td>
<td>Nino</td>
<td>Blank</td>
<td>Blank</td>
<td>Sat</td>
<td>03/05</td>
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</tbody>
</table>

**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.
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.

- 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.

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

- 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:

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.

- 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 sent to Payroll:
Delete the Batch

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

- 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:
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

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:
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