

CAPS

CAPS Pay Quick Start Guide for Administrators

Let's Get Started

To use **CAPS Pay** you will need:

- The username and password you received when CAPS set you up on CAPS Pay
- An internet connection with either Google Chrome or Safari.
- Pop-ups enabled on your browser

Log In

To log in to **CAPS Pay**:

1. Open Google Chrome/Safari and navigate to <https://capspay.caps payroll.com/CapsPay/>.
2. Enter your username and password. The username and temporary password is e-mailed to you.
3. Change the password when prompted (this happens on the first login only).

Be sure to remember your new password!

You can reset your password on the login screen if you need your password reset.

Set Up a Project

First you will create a project that the Production Manager/Supervisor will use to enter payroll batches. A payroll batch is simply a group of timecards. **As a general rule, one CAPS Pay Batch corresponds to one CAPS invoice. Payroll batches should be submitted the way you'd like payroll billed.**

To set up a project:

1. Click on "Projects" in the menu to the left. This will open a tab to the right. The top will display your already created projects, and the bottom will be where you create new ones.
2. In the lower right quadrant of the **Projects** tab, enter a Project Name.
 - **The Project Name must include the Project/Job Number.** Example: "FORD #1234"
3. Enter the Project/Job Number
 - **Each project must have a unique Job Number.** Example: You have multiple Ford commercials but you give each a unique job number, such as "FORD #1234" and "FORD #3456."
4. Select a Project Type from the drop-down. *The Project Type will determine which contract(s) are applied to the project.*
 - If a new Project Type is needed for a union project, contact the CAPS Pay Administrator. Additional contracts may need to be provided to CAPS to create non-traditional project types.
 - Project type "*Non-Commercial*" can be used for all non-union, non-commercial productions (i.e. industrials, spec spots, etc.). Contact the CAPS Pay Administrator to add this project type.
5. Enter at least one Project Location (where work will take place). If zip code is unknown, please approximate to a zip code related to the Project Location indicated (i.e. for Los Angeles, enter a generic LA zip code if unsure of actual shooting location at time of setup).
 - You may enter additional locations later.
 - Project users (Production Managers/Supervisors) can also add locations to their project as necessary.
 - If you have more than four shooting locations for the project, see **Project Locations**.
6. Enter the Production Manager/Supervisor's name, email and phone number.
7. Click **Save**. CAPS Pay assigns a Project User ID and sends an email to the Production Manager/Supervisor with his or her login information. Keep in mind the Project User ID will expire six weeks after it is created, so if access to the project is still required after the expiration date, the Project User ID will need to be reactivated by CAPS Pay Support.

CAPS

This automated email to the production contact is only generated the first time a project is set up. If a project already exists and you wish to assign a production contact, please contact the CAPS Pay administrator.

Add Project Locations

If more than four locations are required for a Project, additional work locations can be assigned in the **Project Locations** tab. To view the project locations, click on “Project Locations” on the menu to the left. This will open a tab to the right displaying all of the project’s locations

Existing locations that were assigned in the Projects tab will appear in the top portion of the screen.

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

To add a Project Location:

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

Approve Batches

When a payroll batch is ready for submission, the Production Manager/Supervisor marks it complete by clicking the **Batch is Complete** button in the **Time Cards** screen, and then confirming the action. CAPS Pay sends you an email indicating that the batch is ready for review.

Re-Open a Batch

If you or the Production Manager/Supervisor need to make changes to a batch that has been marked complete:

1. Enter the batch number in the top right batch number field. CAPS Pay loads the Time Cards screen for the batch.
2. In the Time Cards screen click on **Re-Open Batch**.

The CAPS Pay Administrator and your CAPS Payroll Coordinator can also reopen batches for production teams if the admin is unavailable.

CAPS

Review Batch and Submit to CAPS

To review and approve a payroll batch in CAPS Pay:

1. Log on to CAPS Pay
2. Select the project and batch from the top right drop-down menus, or enter the batch number in the header
3. To submit the batch to the CAPS Payroll Coordinator, click the **Submit to CAPS** button (located in the Timecards tab), and then confirm the submission. CAPS will be notified that you have submitted a payroll batch.

Once you have submitted a batch to CAPS, you can no longer make changes to it.

If a batch is submitted to CAPS in error, contact the CAPS Pay administrator to reject the batch.

4. Send the physical payroll batch to CAPS.

The payroll batch must include:

- A coversheet that includes the Project Name and CAPS Pay assigned Batch Number
Please note—without a batch number, CAPS has no indication that the timecards are already computed and may process manually, which can result in processing delays. To ensure fastest processing, make sure the CAPS Pay batch number is provided with each payroll submission.
- W-4s
- I-9s
- Time cards
- Kit rental, mileage log or other forms
- Any other documents that support the payroll

Important: The following information must be written on the original time cards:

- Job & Employee information at top of time card
- Job title/position & Rate of pay
- In/out & meal times
- AICP line numbers
- Location(s)
- Reimbursements
- Total gross
- Signatures at bottom of time card

Production Manager/Supervisor Tips and Hints

- The email received by the Project User does *not* contain the initial password for security reasons. Once a Project User ID is issued, distribute the CAPS Pay Quick Start Guide for Project Users.
- If the same Production Manager/Supervisor will work on multiple projects, you must enter his or her information each time you set up a project. CAPS Pay assigns the Production Manager/Supervisor a unique login for each project. The same Production Manager/Supervisor working on different jobs will have multiple user IDs for CAPS Pay.
- When a project is finished you should deactivate the Project Manager/Supervisor access to keep your payroll information protected:
 - a) Select the Project from the top right drop-down list, or after selecting the **Projects** tab in the left menu bar.
 - b) Click on **Turn Off PM Logon**.
- Projects can have multiple users assigned if additional production personnel would like to calculate timecards. For additional user IDs, contact the CAPS Pay Administrator.