

Employee Onboarding

Quick Start Guide

ETC

ETC Employee Onboarding Guide

This guide will assist in the Employee Onboarding process by providing the steps taken to successfully complete the process through the CAPS ETC Portal after being hired.

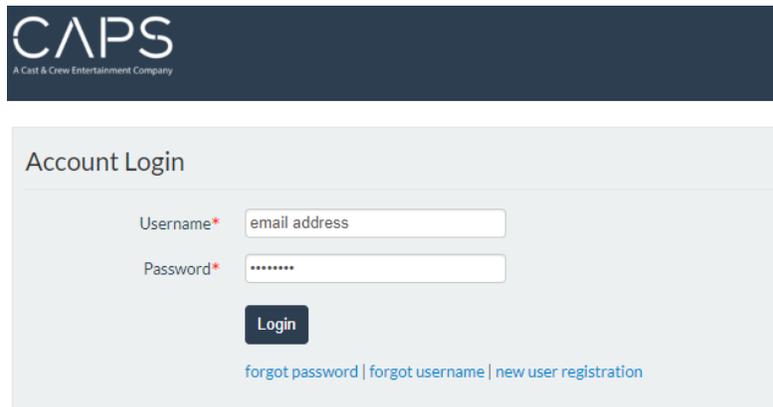
Logging in for the First Time

When a **CAPS Electronic Time Card (ETC)** account has been created for you by your project administrator, you will receive two emails:

- A welcome email with your username. Your **CAPS ETC** username is your email address. The Subject line will be “CAPS ETC – Welcome to CLIENT NAME/PROJECT NAME”
- An email with a temporary password and a time sensitive web link with which to register. The Subject line will be “CAPS ETC Credentials”

STEP 1. While connected to the internet with a desktop or laptop computer or tablet (not a mobile device such as a phone), click on the link in the credentials email.

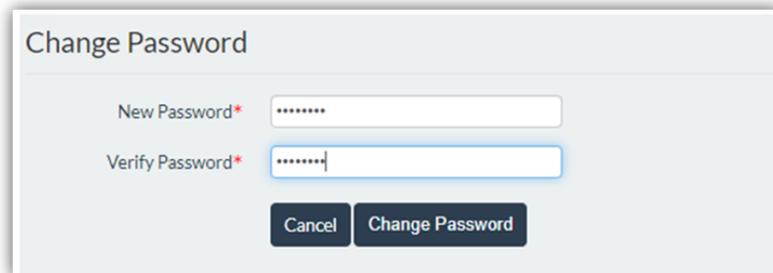
STEP 2. When the log in page appears, enter your username (the email address at which you received the emails), the temporary password, and then click on *Login*.



The screenshot shows the CAPS logo at the top left, with the text "A Catt & Crew Entertainment Company" below it. The main heading is "Account Login". Below this, there are two input fields: "Username*" with the placeholder text "email address" and "Password*" with a masked password "*****". A dark blue "Login" button is positioned below the password field. At the bottom of the form, there are three links: "forgot password", "forgot username", and "new user registration".

STEP 3. The Change Password screen appears. **Enter** a new password of your own choosing in the **New Password** field and type it again in the **Verify Password** field. Then click on **Change Password**.

Note: Please see screen for password requirements and please make a note of your Password.

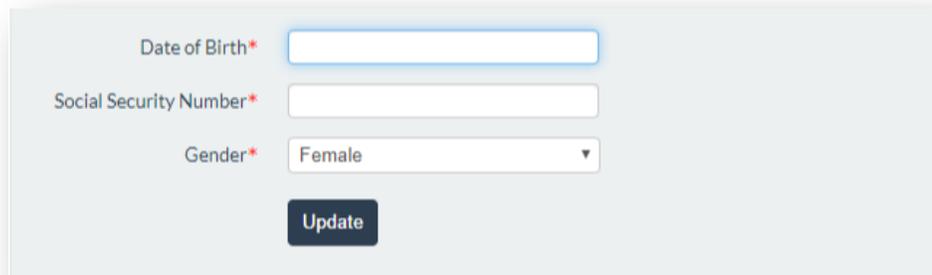


The screenshot shows the "Change Password" heading. Below it, there are two input fields: "New Password*" with a masked password "*****" and "Verify Password*" with a masked password "*****". Below the fields are two buttons: "Cancel" and "Change Password".

STEP 4. Please read the terms and conditions governing the use of your **CAPS ETC** account. After reading, if you accept, click on the **I Agree** button to proceed.

Note: If the project is in California also acknowledge receipt of **MPN** notice.

STEP 5. Enter your date of birth, social security number and select your gender. Then click on **Update**.



The screenshot shows a light gray rectangular form with a subtle drop shadow. It contains three input fields stacked vertically. The first is a text box labeled "Date of Birth*" with a red asterisk. The second is a text box labeled "Social Security Number*" with a red asterisk. The third is a dropdown menu labeled "Gender*" with a red asterisk, currently showing "Female" and a downward arrow. Below these fields is a dark blue button with the word "Update" in white text.

STEP 6. The **CAPS ETC** system will ask you to verify that your date of birth, social security number and gender are correct. Click on **Yes! The information is correct.** to proceed, or **Oops. Let me change it.** to edit the information. If you have been previously paid by **CAPS**, you will be asked to select an address that is or has been associated with your **CAPS** account.



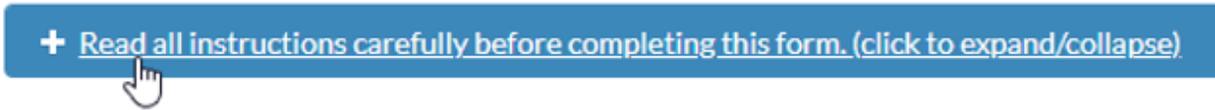
STEP 7. After you have verified your date of birth and Social Security Number you will immediately fill out your Form I-9, Employment Eligibility Verification Form.

Note: The system will log you out after 20 minutes of inactivity, and you will have to log back in.

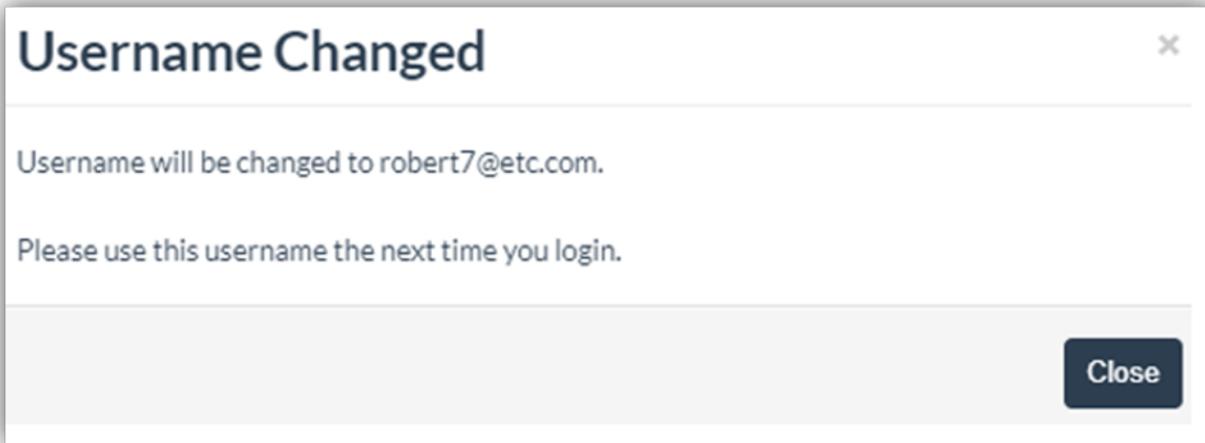
Fill Out Form I-9 Employment Eligibility Verification

Note: If you have already been paid by CAPS, your address and phone number may be updated on this I-9 form at the time of filling it out if any changes are needed.

STEP 1. Click on the link at the top of the Form I-9 page to read the instructions if needed.



Note: When filling out the I-9 Form Email Address Section a **Username Changed** pop up box will appear, if the email address is incorrect or a new email address has been entered .

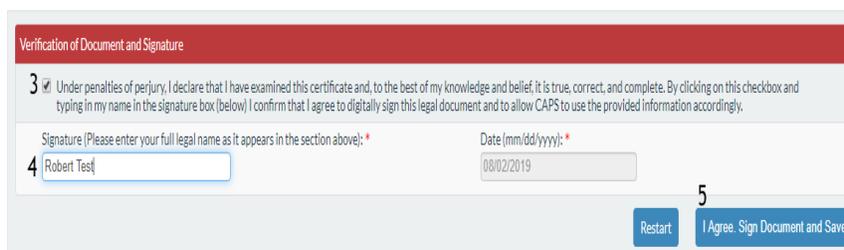


STEP 2. When your Form I-9 is completed and correctly filled out, you will sign the form in the **Verification of Document and Signature** section.

STEP 3. Read the declaration and **check** the box.

STEP 4. Type your name in the **signature box**. Your typed name must match your name in the body of the Form I-9 and the date auto-fills with today's date.

STEP 5. Click on **I Agree, Sign Document and Save** to submit the form.



Verification of Document and Signature

3 Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. By clicking on this checkbox and typing in my name in the signature box (below) I confirm that I agree to digitally sign this legal document and to allow CAPS to use the provided information accordingly.

Signature (Please enter your full legal name as it appears in the section above): * 4 Robert Test

Date (mm/dd/yyyy): * 5 08/02/2019

Restart I Agree, Sign Document and Save

STEP 6. Click **Yes** to use the **CAPS** matching address or **Cancel** to return to the form to verify that you have correctly entered your address.

Note: Once you have accepted the USPS address, you will be asked if you would like to download a copy of the Form I-9. Please download a copy of your completed Form I-9 now. It will not be available later.



STEP 7. A copy of the completed Form I-9 will be downloaded to your computer and you will see the **My Forms** screen of CAPS ETC. Depending on your internet browser setting, you may be prompted to save the file or it may be downloaded automatically, such as to the Downloads folder. **Note:** the downloaded form will not bear a signature in Section 2 of the form.

STEP 8. After completing your Form I-9, you will see the My Forms screen. The My Forms list will show the Form I-9 as complete, and the remaining employment forms you must fill out as incomplete, such as the federal Form W-4 and a Wage Theft Prevention Form if you are a California or New York employee.

STEP 9. To fill out the next employment form, click on **View** in the Action column for that form.

The screenshot shows the 'My Forms' interface. At the top, there is a header 'My Forms' and a sub-header 'My Forms'. Below this is a table with four columns: 'Client', 'Document Name', 'Status', and 'Action'. The table contains the following rows:

Client	Document Name	Status	Action
	CA WithHolding Form	INCOMPLETE	VIEW
	Federal W4	INCOMPLETE	VIEW
TEST COMMERCIALS/ONBOARDING I-9 RUN	California WTPA	INCOMPLETE	VIEW
TEST COMMERCIALS	I9	COMPLETE	VIEW

Below the table, there is a note: "Please note certain states require state specific tax withholding forms and do not allow for the Federal W4 Form to be used as a default for state withholding information. If working in a state which requires a state specific form, in the event the necessary form/s are not completed you will be taxed at the highest rate as mandated by the state/s."

Final CAPS Portal Tips

Website CAPS ETC: <https://etc.casppayroll.com>

Using the CAPS ETC Portal, you can:

- Fill out and sign your Form I-9
- Set up a pay-to agent
- Access pay stubs
- Form W-2
- Direct Deposit setup and manage

Have a question?
Contact support
today.



888-570-6180



etcsupport@capspayroll.com



www.capspayroll.com/support/

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