

onTime™

The New Generation of Time
Card & Payroll Processing

USER MANUAL



Cast & Crew Canada

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onTime™ User Manual

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Compiled and curated by: Cast & Crew Product Support Department

onTime™

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:

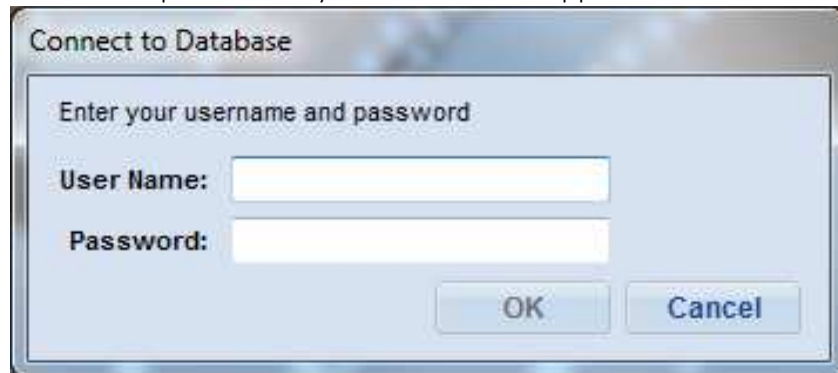
Once download completes, click Install at the security warning prompt:



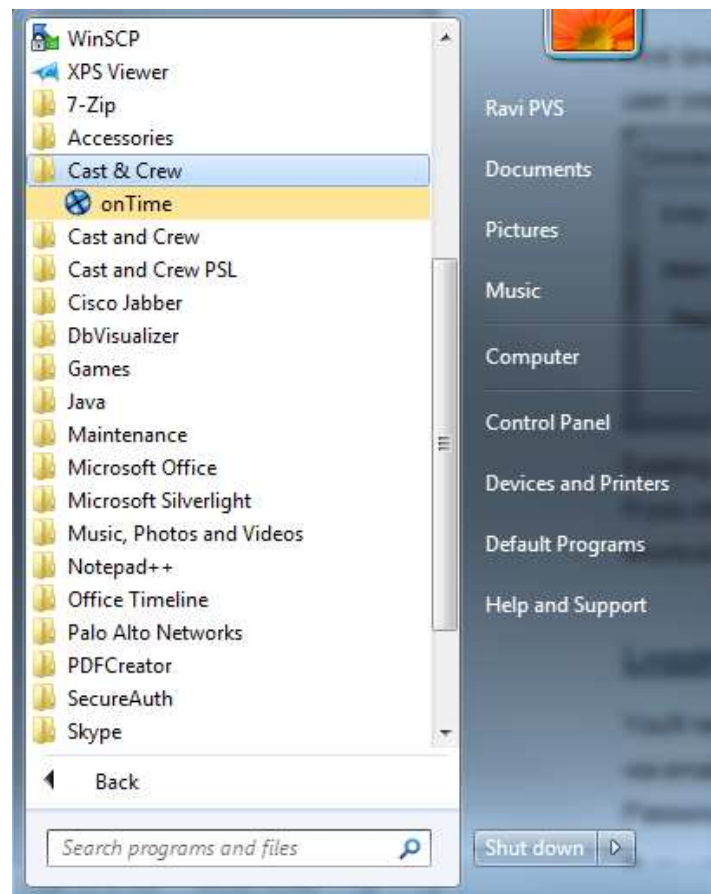
To access your **onTime™** client:

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

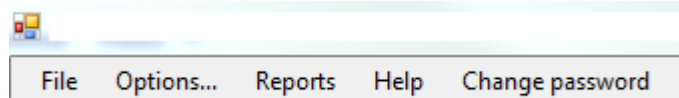
Your **onTime™** is set up with at least one project. If you are set up with more than one (if you're working on more than one show), you can choose which project to open.

To select from among multiple projects:

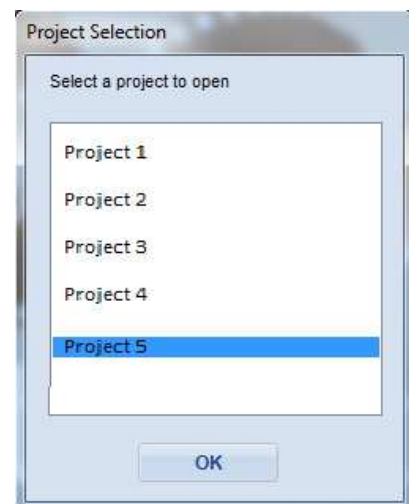
Once you have successfully supplied your login credentials, select a project and press Enter or click 'OK'. The home screen for your project will appear. Now you are ready to explore the functions and capabilities of **onTime™**

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

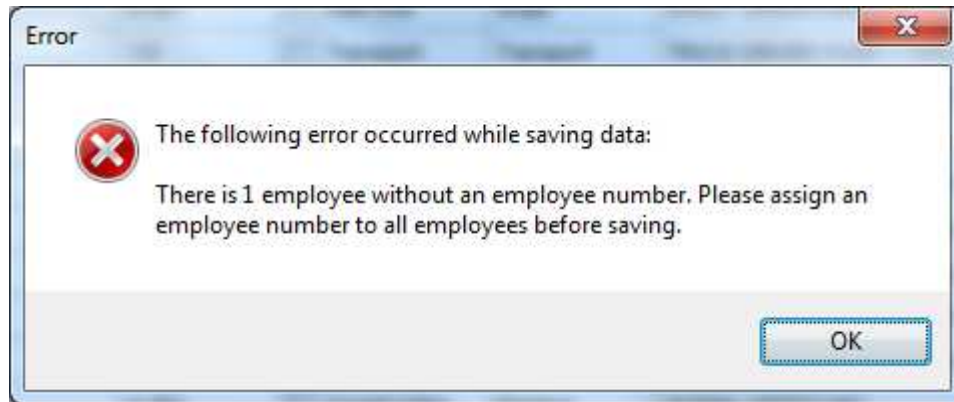
Name Keys & Key Combinations

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

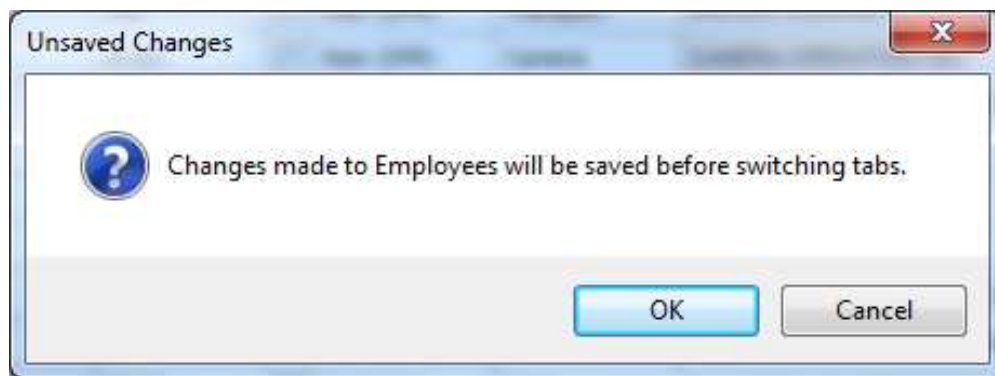
Keys	Description
<tab>	Moves from field to field
<pg up> or <pg down>	Moves up or down through the list Displays the previous or next entry for the field
left arrow <←> or right arrow <→>	Moves cursor one character to the left or the right
up arrow <↑> or down arrow <↓>	Moves cursor up or down the column 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:



onTime™

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:

The screenshot displays the 'Templates' window in a software application. The window has a menu bar (File, Options..., Reports, Help, Change password, Debug...) and a tabbed interface with 'Templates' selected. Below the tabs is a 'Templates' header with a plus icon and a search icon. The main area contains a table with the following columns: AUTO, SPLITRNT, OVER, NAME, RULE SET, FILM UNIT, FROM DATE, TO DATE, and DAILY. There are four rows of data, with the first row having '846' in the NAME column and the second row having 'Test' in the NAME column and dates '10/4/2015' and '10/10/2015' in the FROM DATE and TO DATE columns respectively. Below this is a 'Time Card Overrides' section with a 'Time Card' sub-header and a grid. The grid has columns for DAY, DT, MU, TRVL, CALL, GC, MEAL 1 (OUT, IN, LMO), MEAL 2 (OUT, IN, CAM), WRAP, TRVL, and DETAIL. The grid shows data for days M, T, W, T, F, and S, with meal times and wrap times specified.


AUTO	SPLITRNT	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	MEAL 1 OUT	MEAL 1 IN	LMO	MEAL 2 OUT	MEAL 2 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														


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- 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.

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	
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	
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)

Meal Penalty Overrides


MP Meal 1 Max	MP Meal 1 Ext	MP Meal 1 Min Dur
06:00	00:12	01:00
MP Meal 2 Max	MP Meal 2 Ext	MP Meal 2 Min Dur
06:00		03:00

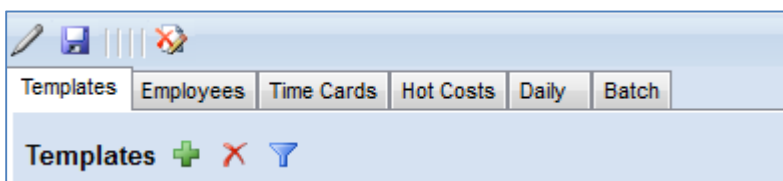
Turnaround Penalty Overrides


TA Min	TA 1 Day Min	TA 2 Day Min
10:00	10:00	04:00

M1 Incr Rate After:
M2 Incr Rate After:


Add a Template

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




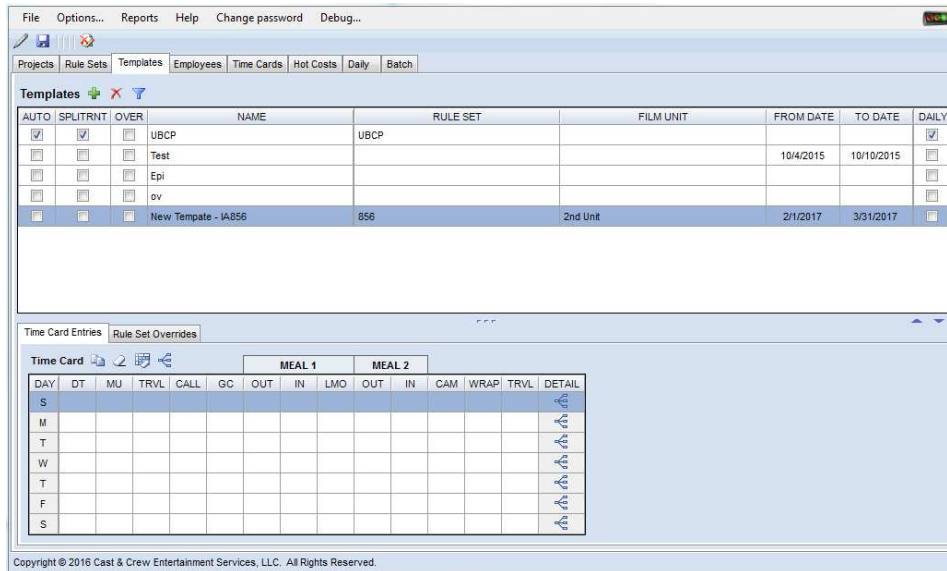
- Click Add New Time Card Template  icon to add a new template.
- The system generates a new row at the bottom of the Templates user interface:

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:

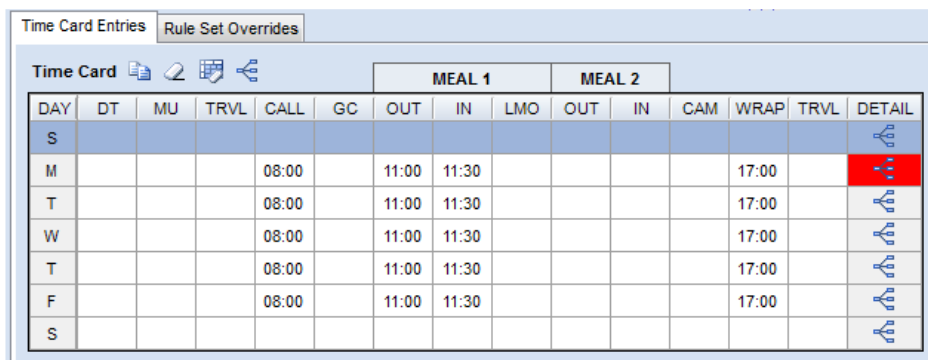


The screenshot shows the 'Templates' section of the software. The 'Templates' table contains the following records:








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"/>


Below the templates list is the 'Time Card Entries' section, which includes a 'Time Card' grid for defining time entries for each day of the week. The grid has columns for DAY, DT, MU, TRVL, CALL, GC, MEAL 1 (OUT, IN, LMO), MEAL 2 (OUT, IN), CAM, WRAP, TRVL, and DETAIL.


- 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)






The screenshot shows a close-up of the 'Time Card Entries' grid. The grid has the following data:


DAY	DT	MU	TRVL	CALL	GC	MEAL 1 OUT	MEAL 1 IN	LMO	MEAL 2 OUT	MEAL 2 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														


- 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.

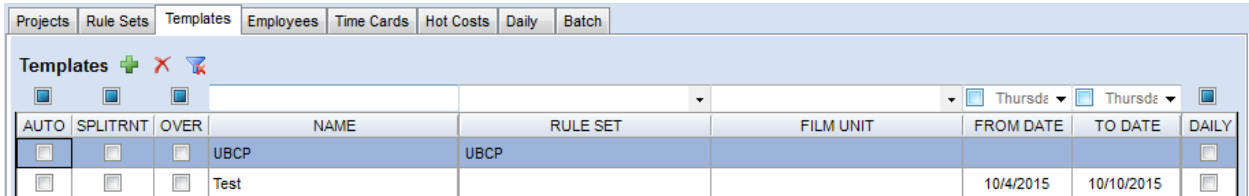
Rentals   

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

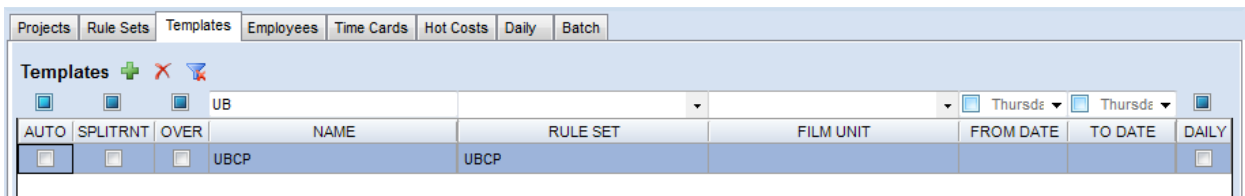
Filter Templates

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




Templates									
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"/>

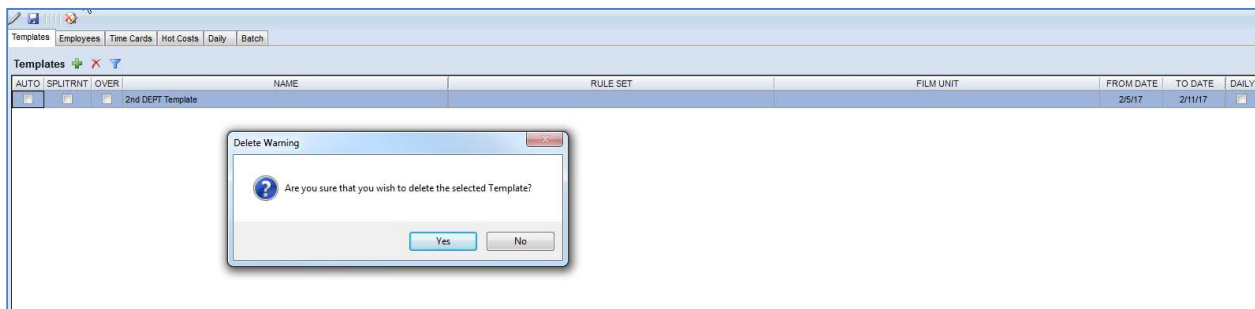
- Type text or Select a value from the pick List or click on the check box to select or deselect, and the system filters the list below:




Templates									
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

- 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

onTime™

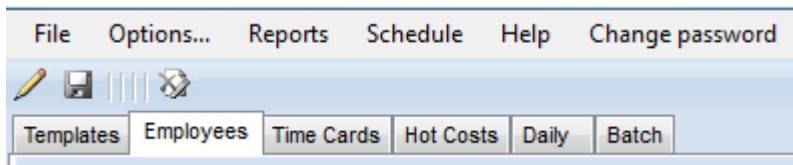
Section 3
Employee

Chapter 3.1 Employee

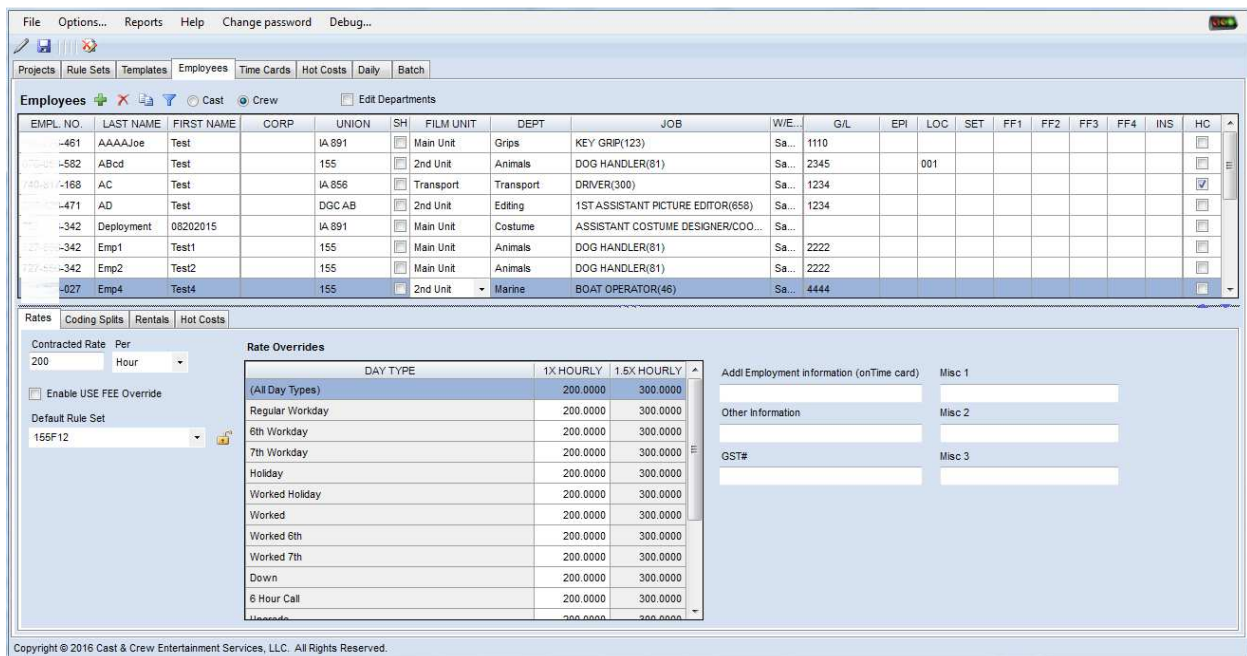
Utilize this option to create an employee record that you intend to capture time entries and generate pay card. The data you enter in the employee screen can be changed at any time, except that the Employee Number itself cannot be changed once a time capture transaction is generated for the employee.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

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

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.

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.

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 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.

Hourly Rate	Pay Hrs	Daily Rate	Fringe %
100	8	800	1

Actual
The Hourly Rate, Pay Hours and Daily Rate will be extracted from the Employee's Time Card for the Shoot Date specified for the Cost Report.

Multiplier: 1


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.

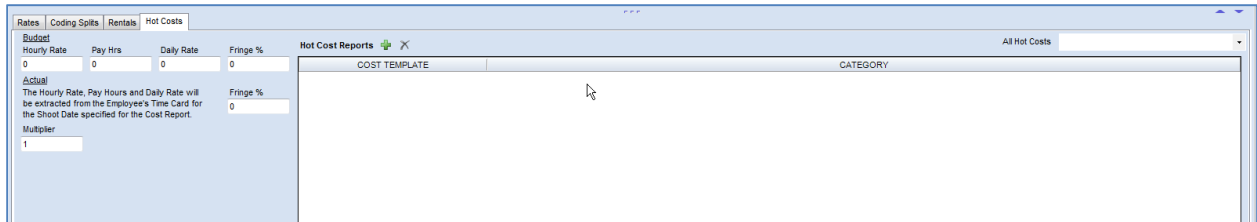
PAY	HOLD	PREP	SHOOT	WRAP	ITEM	G/L	EPIFTL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	AMT	PER	CUT OFF
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Car Rental	2099-000	<input type="checkbox"/>	001	01	000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

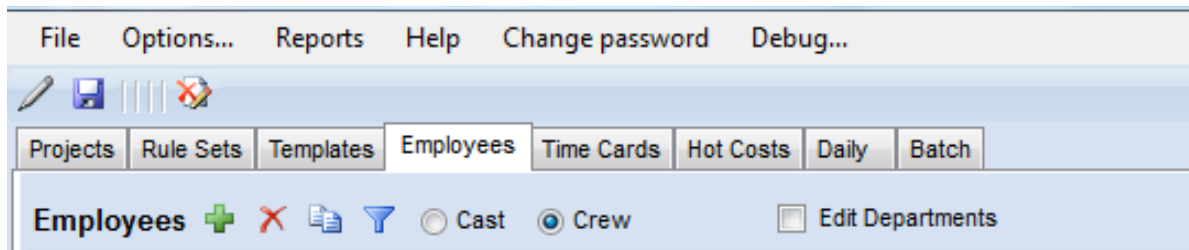
Adding Hot Costs


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.

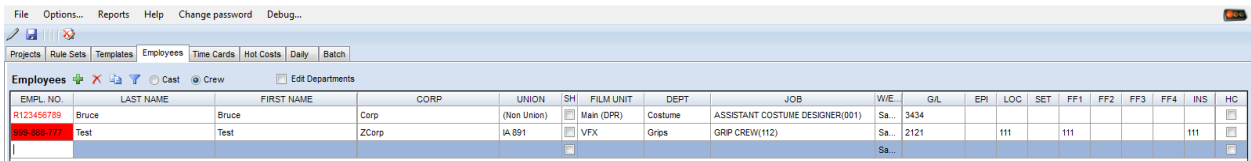


Add an Employee




- 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:

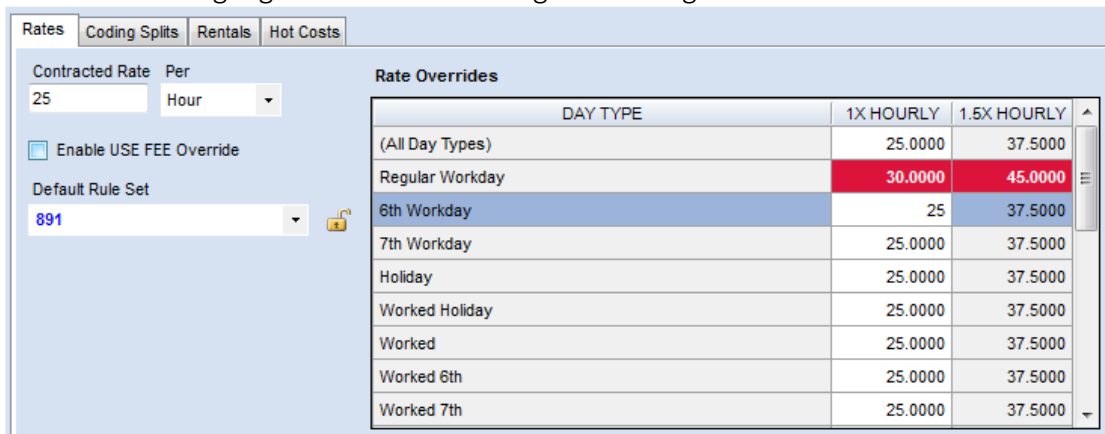


EMPL. NO.	LAST NAME	FIRST NAME	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E	G/L	E/P	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
R123456789	Bruce	Bruce	Corp	(Non Union)		Main (DPR)	Costume	ASSISTANT COSTUME DESIGNER(001)	Sa...	3434									
999-888-777	Test	Test	ZCorp	IA 891		VFX	Grips	GRP CREW(112)	Sa...	2121		111		111	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


- 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

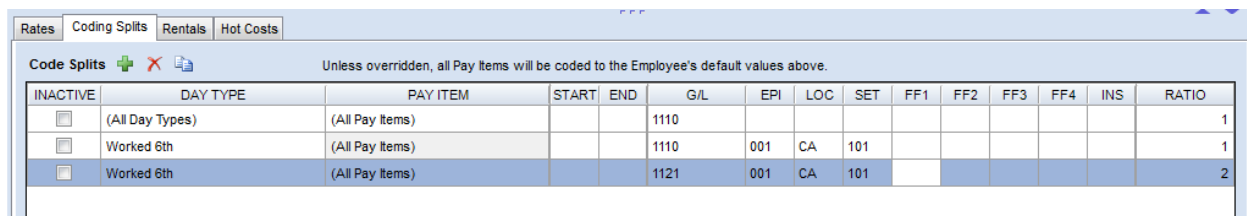
Defining Employee Rates, Coding Splits, Rentals & Hot Cost setup

- 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:




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:




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

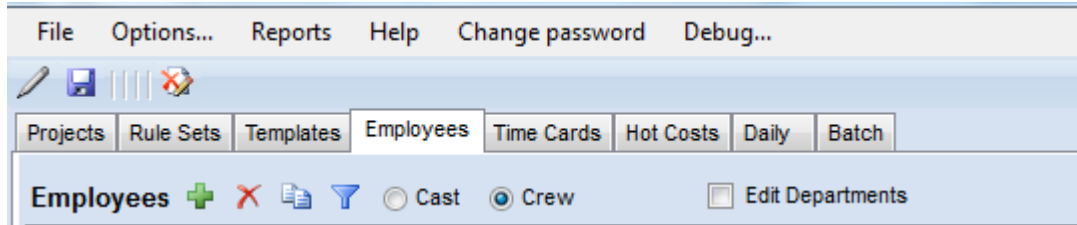
- Enter the Rental Item and the account fields:

Rental Item Configuration																		
Rental Item Configuration																		
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

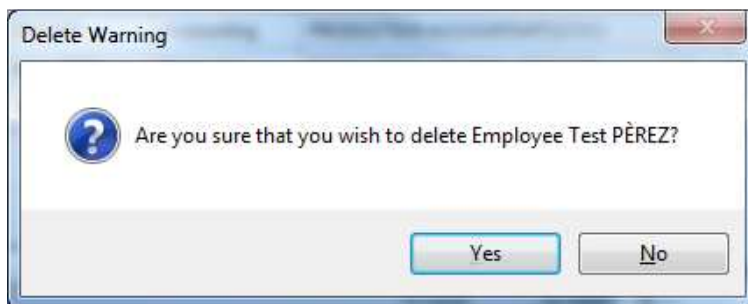
- Click the Edit icon  on the toolbar to activate the create/edit mode
- The system enables the Program toolbar:




- 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
311-111-011	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 checked="" 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"/>
888-888-888	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"/>

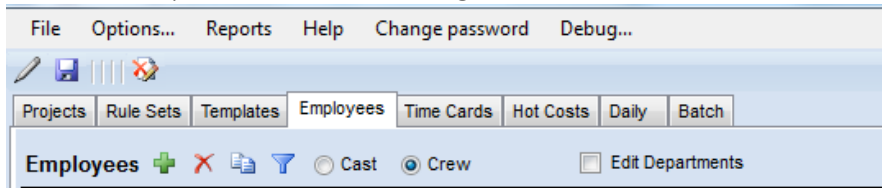
- Click the Delete Selected Employee  icon.
- System generates a confirmation dialogue box:



- 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 type="checkbox"/>
737-234-047	John	Smith		155	<input type="checkbox"/>	Main (DPR)	Transport	ASSISTANT CATERING VEHICLE OPER...	Sa...	1111									<input 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"/>
889-889-889	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"/>

- 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"/>
889-889-889	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"/>
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"/>
889-889-889	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"/>
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:

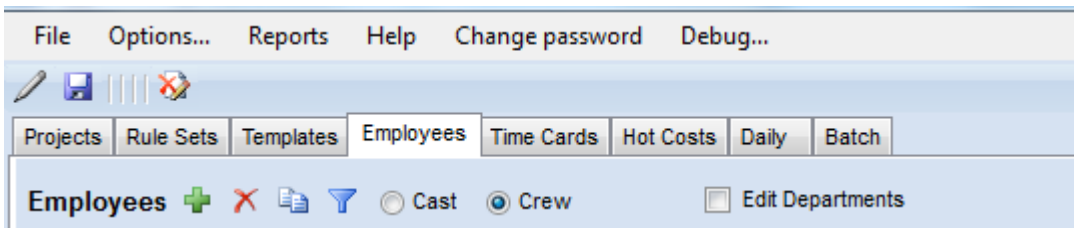
EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
test																			
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									<input type="checkbox"/>
889-889-889	TEST	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								
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								
888-888-888	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										
666-666-666	John	Smith		(Non Union)	<input checked="" type="checkbox"/>	Art Department	Art Department	ART DIRECTOR(10)	Sa...										

- 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								
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)	Sa...	1234		001							
111-111-112	Test	Employee		DGC ONT	<input type="checkbox"/>	2nd Unit	Accounting	PRODUCTION ACCOUNTANT(2131)	Sa...	1234									
999-999-999	TEST	JOE D.		(Non Union)	<input type="checkbox"/>	Main (DPR)	Production	PRODUCTION COORDINATOR(325)	Sa...	1111	520								
888-888-888	UBCP	Employee		UBCP	<input type="checkbox"/>	2nd Unit	Cast	BACKGROUND PERFORMER(BP)	Sa...										
666-666-666	John	Smith		(Non Union)	<input checked="" type="checkbox"/>	Art Department	Art Department	ART DIRECTOR(10)	Sa...										

- 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:

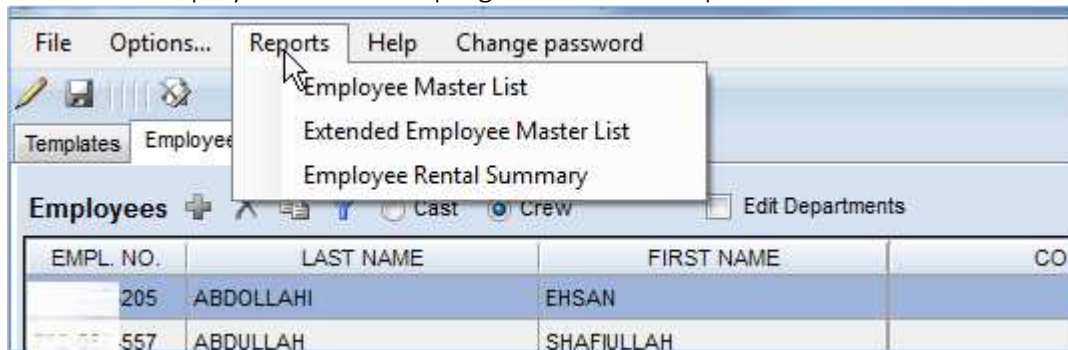
EMPL. NO.	LAST N...	FIRST N...	CORP	UNION	SH	FILM UNIT	DEPT	JOB	W/E...	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	HC
123-123-123	KO test	Test		IA 891	<input type="checkbox"/>	Main Unit	First Aid / Craft	KEY GRIP(123)	Sa...	1111	520								
13	PÉREZ	Test		155	<input type="checkbox"/>	2nd Unit	Animals	DOG HANDLER(81)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

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:



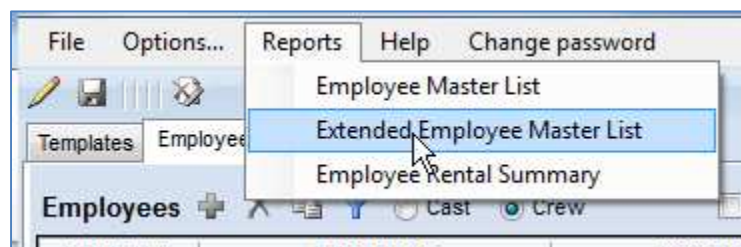
- The system generates the report in a new window:

The screenshot shows a new window titled 'Employee Master List Feb 18 2017'. The window displays the 'Cast & Crew Canada' logo and the project name 'Project x'. The report includes a table with the following columns: Employee No., Last Name, First Name, Union, Department, Job, GL, Rate, W/D/H, Kit Item 1, GL 1, AMT 1, Kit Item 2, GL 2, AMT 2, Kit Item 3, GL 3, AMT 3. The table contains 15 rows of employee data, including roles like KEY CRAFT, CAMERA, MAKEUP, TRANSPORT, and PAINTERS.

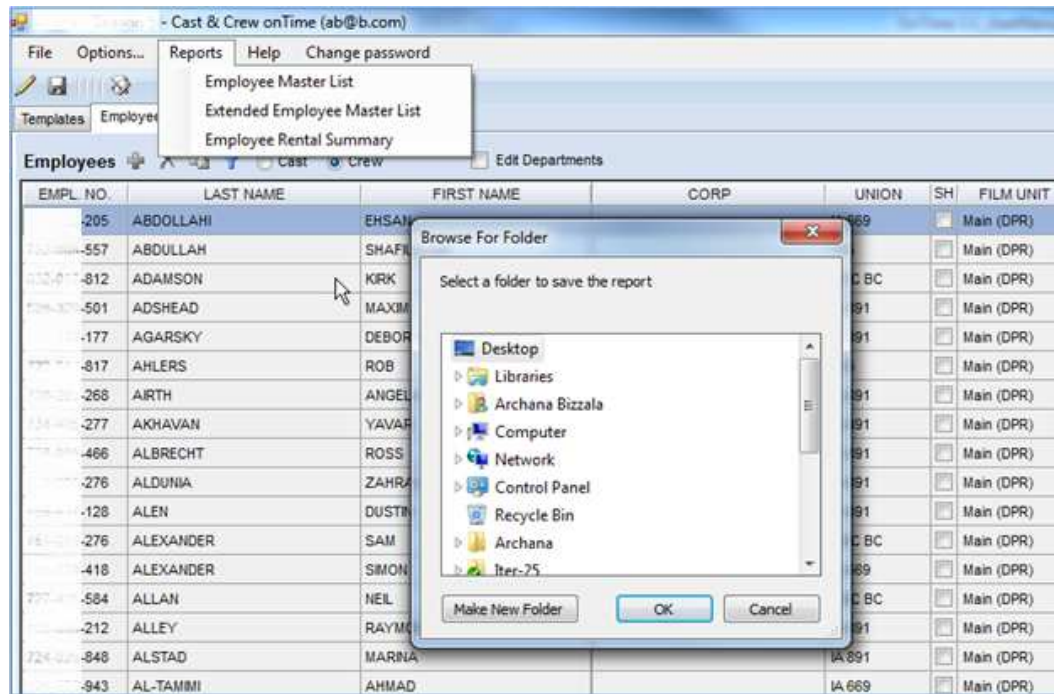
Employee No.	Last Name	First Name	Union	Department	Job	GL	Rate	W/D/H	Kit Item 1	GL 1	AMT 1	Kit Item 2	GL 2	AMT 2	Kit Item 3	GL 3	AMT 3					
055	AAA-IATSE411	KEY CRAFT	AN	IA 411	Craft Service	CRAFT SERVICE ASSISTANT (72)	000-00-000	323.26	D													
099	AAA-IATSE607	CAMERA	AN	IA 607	Camera	SECOND ASSISTANT CAMERA(204)	000-00-000	48.90	H													
099	AAA-IATSE607	CAMERA	AN	IA 607	Camera	SECOND ASSISTANT CAMERA(204)	000-00-000	35.70	H													
099	AAA-IATSE607	CAMERA	AN	IA 607	Camera	SECOND ASSISTANT CAMERA(204)	000-00-000	33.20	H													
099	AAA-IATSE73	35 30	AN	IA 873	Makeup	MAKE-UP ARTIST(305)	000-00-000	35.30	H													
099	AAA-IATSE73	37 38	AN	IA 873	Makeup	MAKE-UP ARTIST(305)	000-00-000	37.38	H													
099	AAA-IATSE73	39 51	AN	IA 873	Makeup	MAKE-UP ARTIST(305)	000-00-000	39.51	H													
099	AAA-IATSE73	42 20	AN	IA 873	Makeup	MAKE-UP ARTIST(305)	000-00-000	42.20	H													
099	AAA-IATSE73	TRANSPORT	AN	IA 873	Transport	DRIVER(300)	000-00-000	30.87	H													
099	AAA-IATSE73	CARP	AN	IA 873	Painters	SCENIC ARTIST(193)	000-00-000	39.51	H													
050	AAA-LSPP	SECURITY	AN	DOC ONT	Security	LOCATION SUPPORT PERSONNEL(010)	000-00-001	15.76	H	MEAL	280-01-001	15.00	D	CAR	280-01-001	35.00	D	CELL	280-01-001	3.00	D	
099	AAA-SET PA	AD	AN	DOC ONT	AD	PRODUCTION ASSISTANT (170)	000-00-000	281.75	D	KIT1	121-21-215	20.00	D									
029	ABLE	MILOSLAV	IA 873	Lighting	RIGGING ELECTRICIAN(378)	000-00-000	35.30	H	HARNES	232-12-000	2.00	D	PER DIEM	275-33-000	17.00	D						
158	ABNETT	VERITY	IA 873	Makeup	MAKE-UP ARTIST(305)	000-00-001	42.20	H	KIT1	245-30-001	35.00	D										

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:

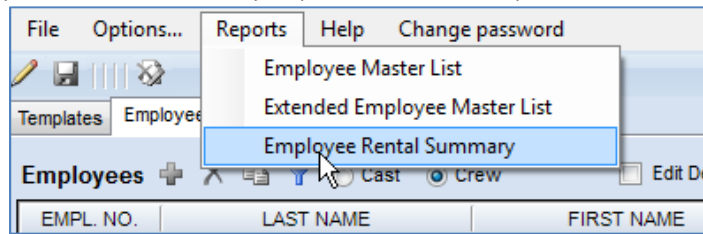


- Locate and open the report
- The generated report will appear in the below format:

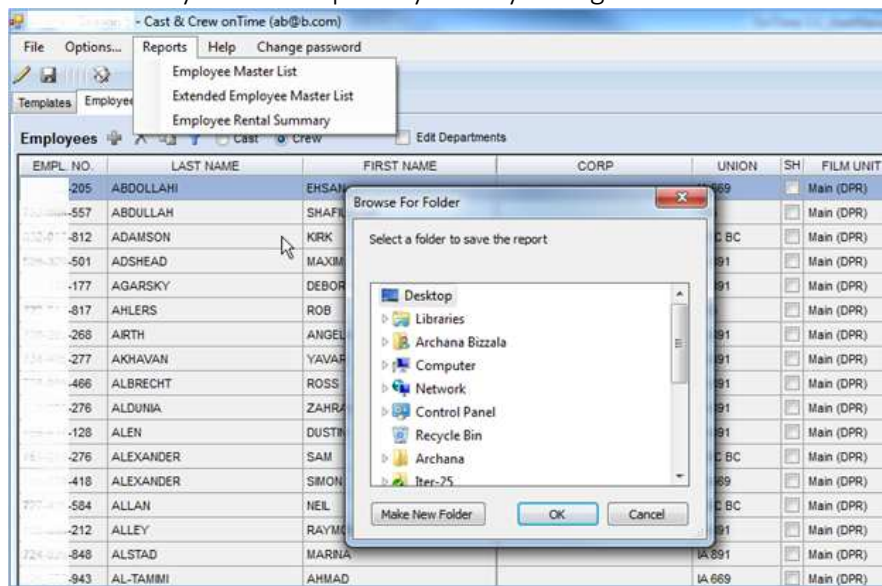
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
1	Employee Number	Last Name	First Name	Corp	Union	Department	Job	OCC	Addl E	Other	GST #	GL Code	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	Start Date	Rate	Pay Frequency	Kit Item 1	GL Code 1	Amount 1	W	
2	01011	816	ADAMS	LLOYD	L & B ADAM	UBCP	Cast	STUNT RIGGER	186			1406	1							4	9/28/2015	867.15	Daily					
3	01001	015	ANDERSON	JOBBEE	IA 891	Accounting	ASSISTANT ACCOUNTANT	12			2014	1								1		500	Daily					
4	01000	811	ANDRINGA	PETER	DOG & POV	IA 891	Art Department	ART DIRECTOR	10			2202	1							4	7/29/2015	600	Daily	Kit Rental		2217	25	D
5	01000	902	ARDEN	TERO	IA 891	Lighting	RIGGING GAFFER	191			3207	1								1	8/11/2015	31.5	Hourly	Kit Rental		3217	10	D
6	01000	794	BAGOLY	ANDREW	OWL FILMM	IA 891	Props	PROPS BUYER	186			2802	1							2		29.35	Hourly	Kit Rental		2817	10	D
7	01000	280	BAILEY	TARYN	IA 891	Costume	SET SUPERVISOR	223			2903	1								1		32.17	Hourly	Kit Rental		2917	10	D
8	01000	280	BAILEY	TARYN	IA 891	Costume	PREP COSTUMER	169			2904	1								1	8/10/2015	28.67	Hourly	Cell Phone		3643	3	D
9	01000	622	BAKKER	RHYS	IA 891	Construction	SCENIC HELPER	195			2301	1								1	8/5/2015	29.35	Hourly					
10	01000	353	BEBEE	DAMON	STABLEFLY	IA 891	Props	PROPS BUYER	186			2802	1							2	8/5/2015	29.35	Hourly	Computer Rental		2817	10	D

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		

onTime™

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:
 - 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

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

Rentals													
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


W/E Date: 02/04/17

Employee: CARLSTROM, EMILY, 1ST OFFICE...

Time Card

Employee	DATE
CARLS... EMILY 1ST OF... 2019-001	
COFFIN RAY DIGITA... 3353-225	
DOE JANE TRANS...	
EDDY WAYNE MARIN... 2012-008	
EVANS KELLY GRIP C... 3532-553	01/29/17
FANTIN JAMES ASSIST ... 2011-003	
FRASER ABRAH... LOCATI... 3402-001	01/30/17
HIERLIHY W. GLEN SCENIC... 2310-001	01/31/17
HOLMS... JAN CONST... 2302-005	
LEMKE MITCH... SCENIC... 2310-001	02/01/17
MCCLE... BRENDA ASSIST ... 2011-002	02/02/17
MCQUE... JILL ASSIST ... 2014-001	02/03/17
WHELAN KATHL... PRODU... 2013-001	02/04/17
YOUNG DESIREE LOCATI... 3403-099	

Manual

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

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

MEAL 1 MEAL 2 WORK HOURS PENALTIES

- 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 checked="" 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

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

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

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 ASSI... W/E Day: Saturday Rate: 17.12 / Hour Union \ Rule Set: IA 891 \ 891OFF

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' and 'Daily Pay Card' sections. An error dialog box is displayed in the center with the following text:

Error
 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 'Time Card' table below shows the data for employee AHMAD, KHALID, WATCHMAN/SEC... on 01/23/17.

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	WHRS	M1	M2	TA	EPI	TOTAL
01/22/17	S	REG																
01/23/17	M	REG	08:00	12:00	13:00			18:00	8:00	1:00			9:00					212.81
01/24/17	T	REG	09:00					20:00	8:00	3:00			11:00	5:00				417.25
01/25/17	W	REG																
01/26/17	T	REG																
01/27/17	F	REG																
01/28/17	S	REG																
Totals: 16.00 4.00 20.00 5.00 629.98																		

- 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' and 'Daily Pay Card' sections. A dialog box titled 'Pay Card Out Of Sync' is displayed in the center with the following text:

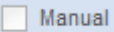

Pay Card Out Of Sync
 The pay card may be out of sync with the time card. Do you still want to save?

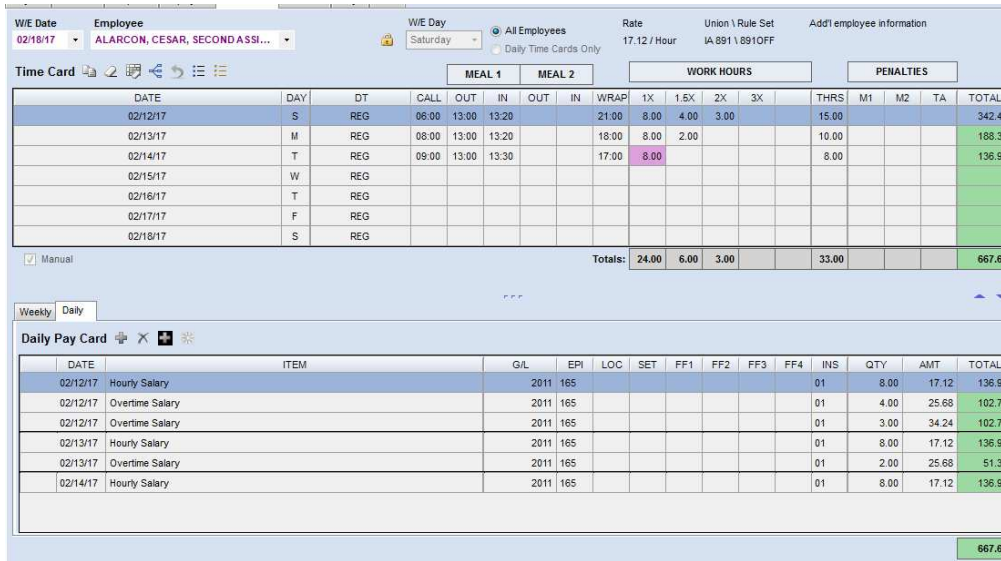
The 'Time Card' table below shows the data for employee CARL STROM, EMILY, 1ST OFFICE... on 02/04/17.

DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	2.5X	3X	WHRS	M1	M2	TA	EPI	TOTAL
01/29/17	S	REG																	
01/30/17	M	REG	08:00	12:00	13:00			18:00	15:00					15:00					250.00
01/31/17	T	REG	08:00	13:00	13:30	16:30	20:00	15:00						15:00					250.00
02/01/17	W	REG																	
02/02/17	T	REG																	
02/03/17	F	REG																	
02/04/17	S	REG																	
Totals: 38.00 38.00 500.00																			

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:




The screenshot shows the Time Card entry interface. At the top, the W/E Date is 02/18/17 and the Employee is ALARCON, CESAR, SECOND ASSI... The W/E Day is Saturday. Below this, there are tabs for MEAL 1, MEAL 2, WORK HOURS, and PENALTIES. The main table shows time card entries for dates 02/12/17 to 02/18/17. A 'Manual' checkbox is checked. Below the time card table is the 'Daily Pay Card' table, which lists pay items such as Hourly Salary and Overtime Salary for various dates.

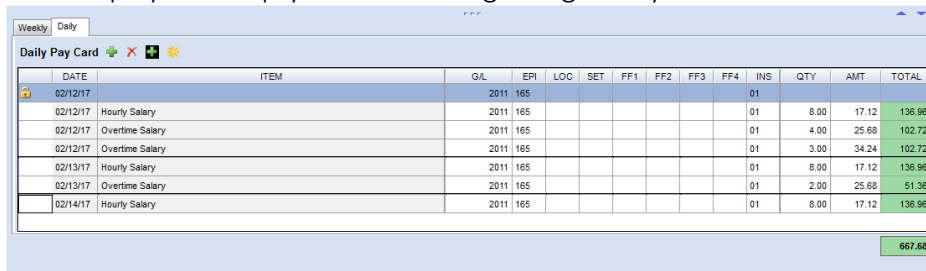
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL
02/12/17	S	REG	06:00	13:00	13:20				21.00	8.00	4.00	3.00	15.00				342.40
02/13/17	M	REG	08:00	13:00	13:20				18.00	8.00	2.00		10.00				188.32
02/14/17	T	REG	09:00	13:00	13:30				17.00	8.00			8.00				136.96
02/15/17	W	REG															
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																	

DATE	ITEM	GIL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
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													

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' table with an empty row at the beginning of a day record. The table has columns for DATE, ITEM, GIL, EPI, LOC, SET, FF1, FF2, FF3, FF4, INS, QTY, AMT, and TOTAL. The empty row is highlighted in blue.

DATE	ITEM	GIL	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	QTY	AMT	TOTAL
02/12/17		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
- 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

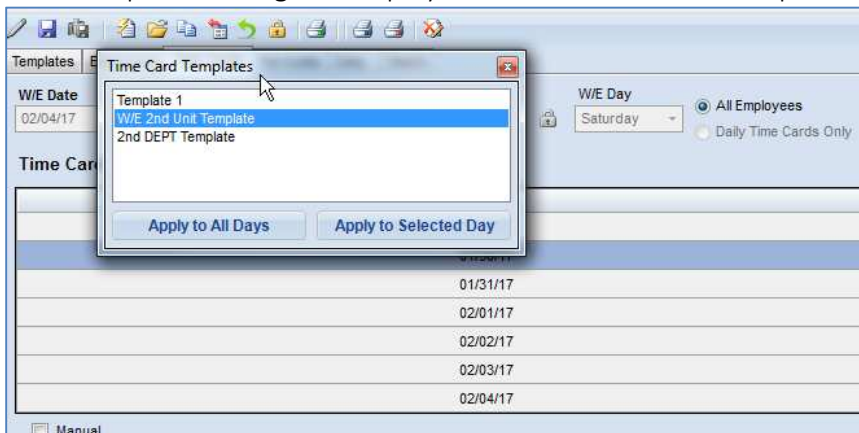
Delete Pay Cards

- 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.

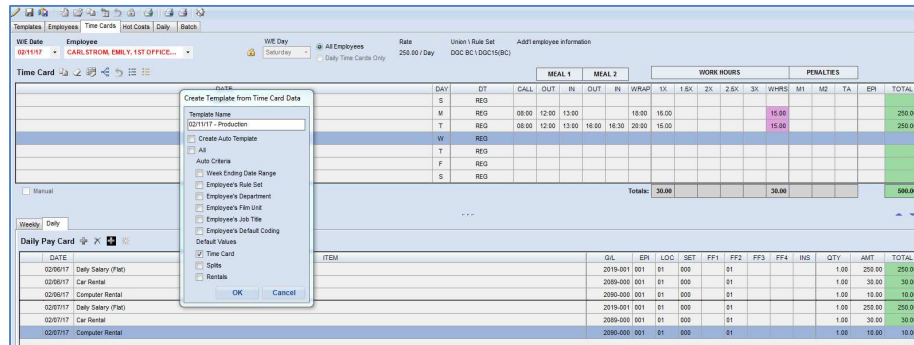


- Select the template and click Apply to All Days when you intend to apply the template time entries and Rule set overrides to all time card days.
- Otherwise, click the Apply to Selected Day when you intend to apply the template time entries and Rule set overrides to the particular time card day.

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.

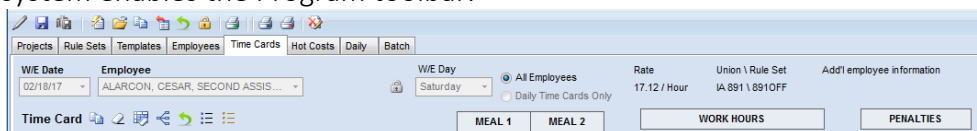



- Click the Ok button to create the new time card template.

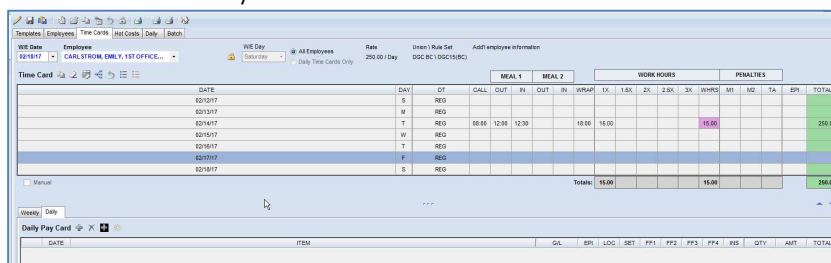
Transfer Daily Entries

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

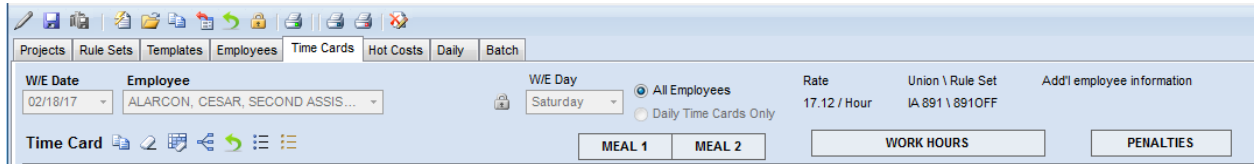



- Save the time card. If user saves a time card without generating the pay cards, the W/E Date and Employee fields are colour coded in blue to indicate that the time entries computed to generate the Pay Card items.

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: 02/25/17 Employee: ALARCON, CESAR, SECOND ASSIS... WE Day: Saturday All Employees Rate: 17.12 / Hour Union \ Rule Set: IA 891 \ 891OFF Add'l employee information

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															342.40
02/20/17	M	REG	06:00	13:00	13:20				21:00	8.00	4.00	3.00					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	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	3.00					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: 02/25/17 Employee: ALARCON, CESAR, SECOND ASSIS... WE Day: Saturday All Employees Rate: 17.12 / Hour Union \ Rule Set: IA 891 \ 891OFF Add'l employee information

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					342.40
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	3.00		33.00				667.68

Manual

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



Weekly Daily

Weekly Pav Card


- 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			TOTAL
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		105.00			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.

Time Card														MEAL 1		MEAL 2		WORK HOURS				PENALTIES			TOTAL
DATE	DAY	DT	CALL	OUT	IN	OUT	IN	WRAP	1X	1.5X	2X	3X	THRS	M1	M2	TA	TOTAL								
12/12/16	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				267.14								
12/12/16	S	REG	06:00	13:00	13:20			21:00	8.00	4.00	3.00		15.00				267.14								
<input type="checkbox"/> Manual									Totals:				16.00	2.00		18.00			534.28						

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

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
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

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							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:



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.

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
UpGR	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:

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
UpGR	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	Employee	W/E Day	Rate
02/25/17	ALARCON, CESAR, SECOND ASSIS...	Saturday	17.12 / Hour

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:

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

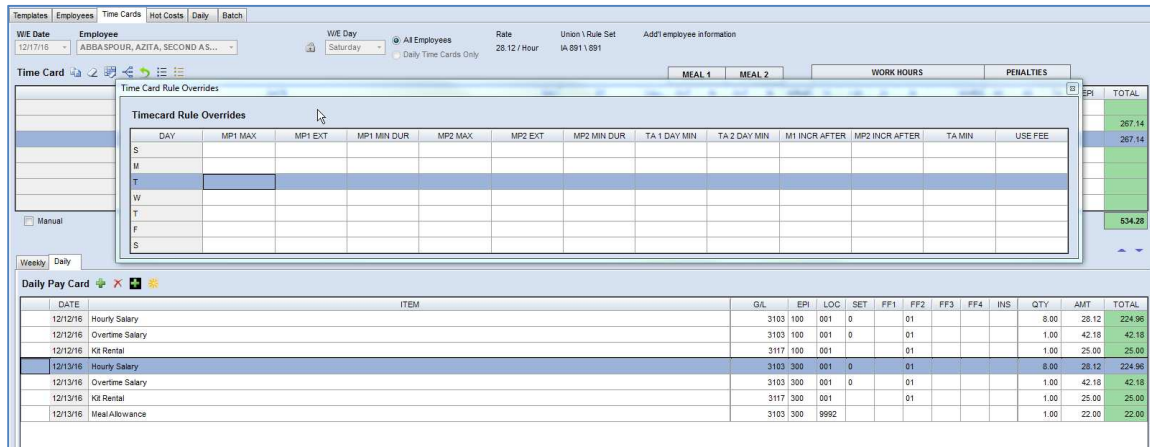
- While you are creating a time card or editing an employee's time card, you can override the defined Penalties
- The computed Meal & Turnaround penalties are displayed:

W/E Date	Employee	W/E Day	Rate	Union \ Rule Set	Add'l employee information
02/11/17	ANTIFAVE, SCOTT, FIRST ASSISTA...	Saturday	45.70 / Hour	IA 669 1 669	

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

- 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:



 CAST & CREW ENT. SERVICES
 250-4259 Canada Way
 Burnaby, British Columbia, Canada V5G 1H1
 (604) 437-6393

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		WRAP	WORK HOURS				PENALTIES			EPI		
DATE	DY	DT	CALL	OUT	IN	OUT	IN		1X	1.5X	2X	3X	M1	M2	TA			
020817	S																	
020817	M	REG		08:30	11:30	12:00		19:00	8.00	4.00								166
020717	T	REG		08:30	11:30	12:00		19:00	8.00	4.00								166
020817	W	REG		08:30	11:30	12:00		19:00	8.00	4.00								167
020817	T	REG		08:30	11:30	12:00		19:00	8.00	4.00								167
021017	F	REG		08:30	11:30	12:00		19:00	8.00	4.00								166
021117	S	6TH		08:30	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	395.54											
Total:				2,987.30											

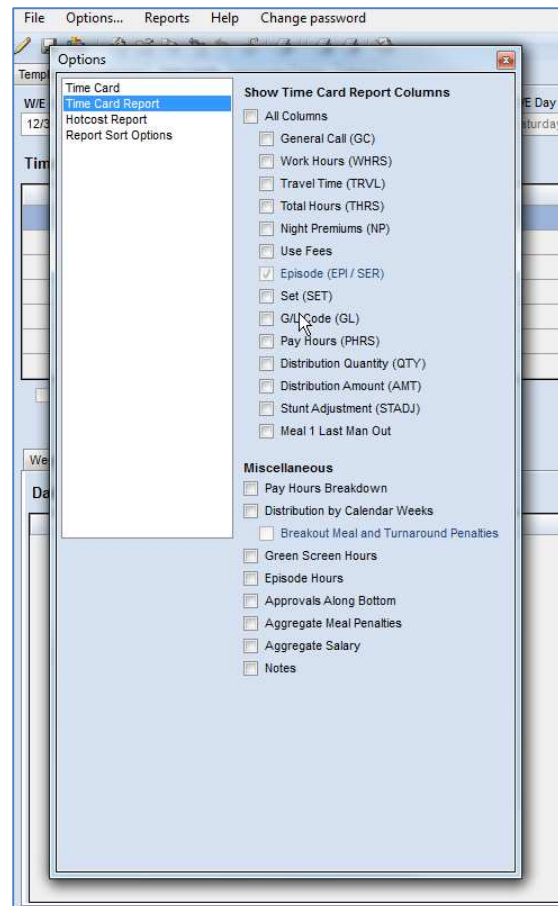
RENTAL BREAKDOWN			
ITEM	QTY	AMT	TTL
CELL	6.00	3.00	18.00
Total:			18.00

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.



onTime™

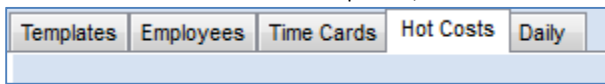
Section 5 Hot Costs

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:

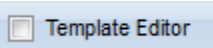
Hot Costs										SHOW / EPI		PAGES		SHOOT SCHEDULE		DAY TOTAL		UNDER / (OVER)	
TEMPLATE	DATE	DAY	PROD. NO.	TITLE	PRODUCER	DIRECTOR	BUDGET	EPI	BUDGET	ACTUAL	START	FINISH	BUDGET	ACTUAL	FOR DAY	TO DATE			
Master Te...	8/27/20...	2					100,732.82						2,750.00	35,396.70	(32,646.70)	(100,732.82)			
Master Te...	8/29/20...	3					104,062.13								(104,062.13)				

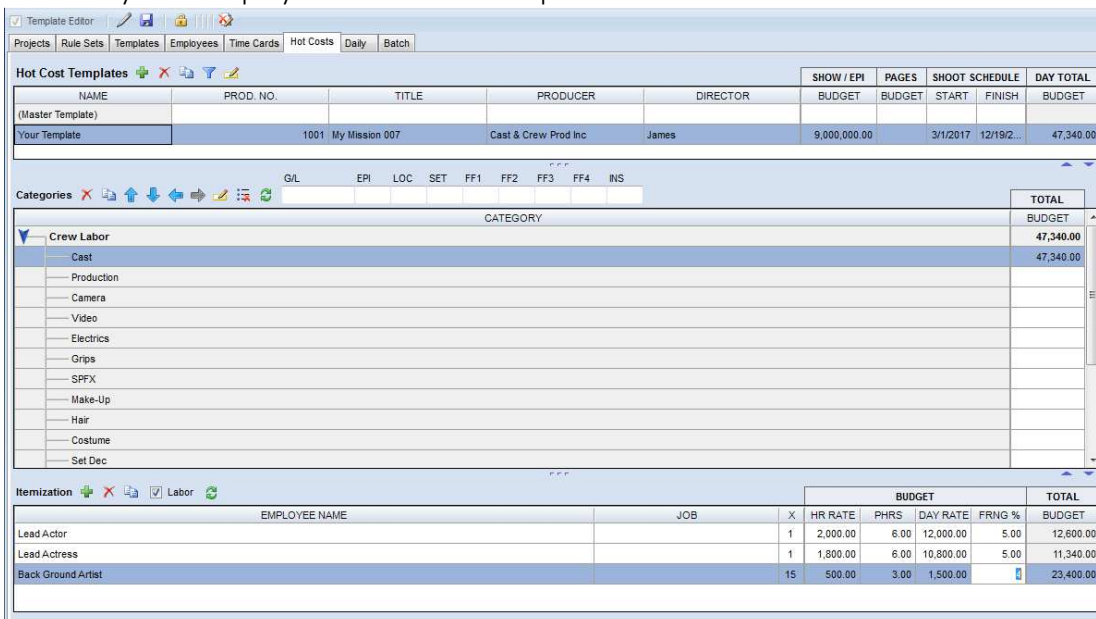
Categories										TOTAL		UNDER / (OVER)	
CATEGORY										BUDGET	ACTUAL	FOR DAY	TO DATE
Crew Labor										2,750.00	35,396.70	(32,646.70)	(100,732.82)
Production										2,750.00	1,912.01	837.99	(3,716.25)
Camera											3,759.66	(3,759.66)	(12,841.85)
Video													
Electrics											3,014.62	(3,014.62)	(10,465.79)
Grips											3,044.99	(3,044.99)	(8,572.42)
SPFX											1,714.08	(1,714.08)	(3,757.58)
Make-Up											1,482.22	(1,482.22)	(4,625.09)
Hair											475.06	(475.06)	(3,007.81)
Costume											674.06	(674.06)	(3,273.17)
Set Dec													

Itemization										BUDGET				ACTUAL				TOTAL		
EMPLOYEE NAME	JOB	GIL	X	HR RATE	PHRS	DAY RATE	FRNG %	HR RATE	PHRS	DAY RATE	FRNG %	BUDGET	ACTUAL	UND / (OVR)						
CRAN, LINDA		2003	1	500.00	2	1,000.00		500.00	1.60	801.22		1,000.00	801.22	196.78						
GARDNER, ROB		2003	1	500.00	2.00	1,000.00		500.00	1.50	750.00		1,000.00	750.00	250.00						
SKELTON, JAMIE		2003	1	1,500.00	0.50	750.00		1,525.00	0.24	360.79		750.00	360.79	389.21						

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:



The screenshot displays the 'Hot Cost Templates' and 'Itemization' sections of a software application. The 'Hot Cost Templates' section shows a table with columns for NAME, PROD. NO., TITLE, PRODUCER, DIRECTOR, SHOW / EPI BUDGET, PAGES BUDGET, SHOOT SCHEDULE (START, FINISH), and DAY TOTAL BUDGET. A row is visible for 'Your Template' with PROD. NO. 1001, TITLE 'My Mission 007', PRODUCER 'Cast & Crew Prod Inc', DIRECTOR 'James', and a DAY TOTAL BUDGET of 47,340.00.

The 'Categories' section shows a tree view of crew categories. The 'Crew Labor' category is expanded, showing sub-categories: Cast (47,340.00), Production, Camera, Video, Electrics, Grips, SPFX, Make-Up, Hair, Costume, and Set Dec.

The 'Itemization' section shows a table with columns for EMPLOYEE NAME, JOB, X, HR RATE, PHRS, DAY RATE, FRNG %, and TOTAL BUDGET. Three rows are visible:

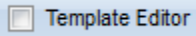

EMPLOYEE NAME	JOB	X	HR RATE	PHRS	DAY RATE	FRNG %	TOTAL BUDGET
Lead Actor		1	2,000.00	6.00	12,000.00	5.00	12,600.00
Lead Actress		1	1,800.00	6.00	10,800.00	5.00	11,340.00
Back Ground Artist		15	500.00	3.00	1,500.00		23,400.00

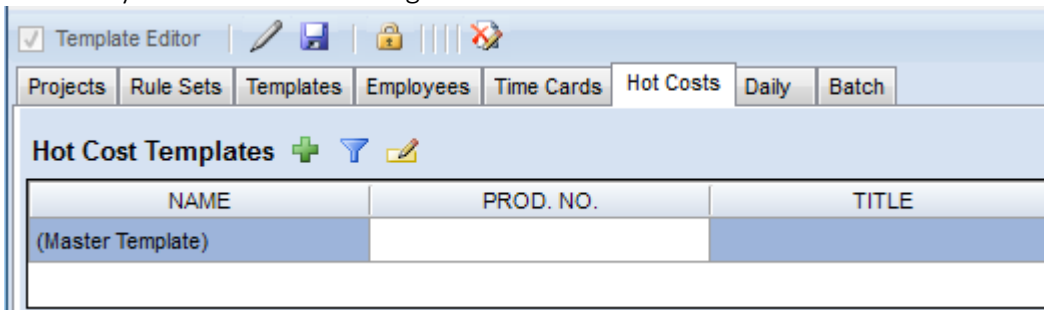
Understanding Hot Cost Template:


- 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

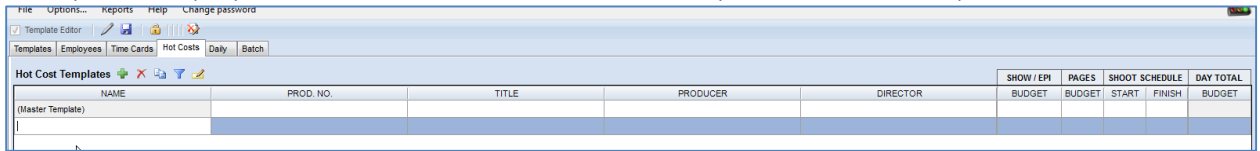
Create Hot Cost Template

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.

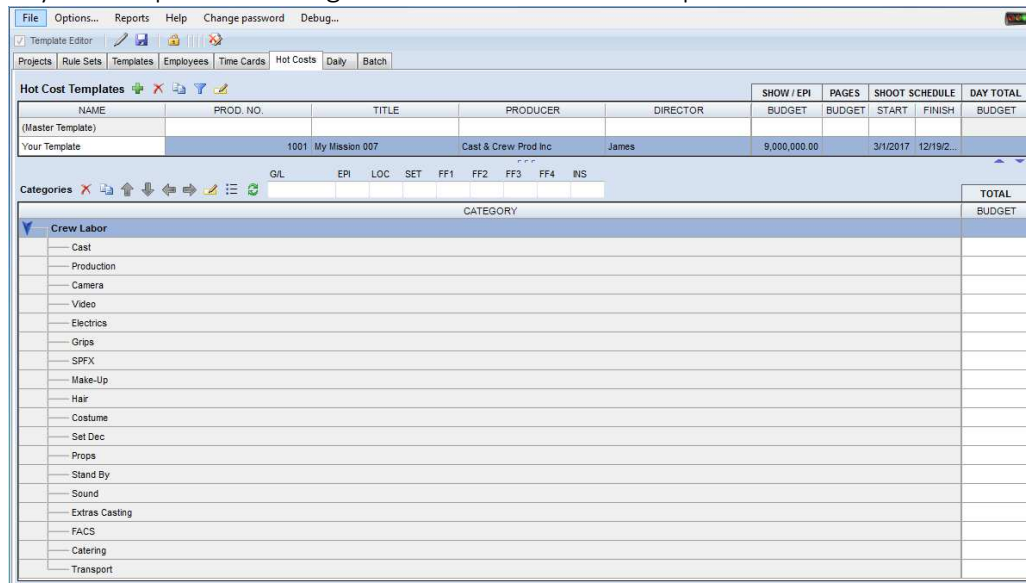
- The Hot Cost Template can be accessed by selecting the Template Editor check Box  from the toolbar
- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar.




- 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:



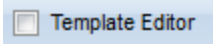

- Define you Hot Cost Template attributes – Template Name, Production No, Title, Producer, Show/ Episode Budget and Shoot Schedule
- The system copied the Categories from the Master template:

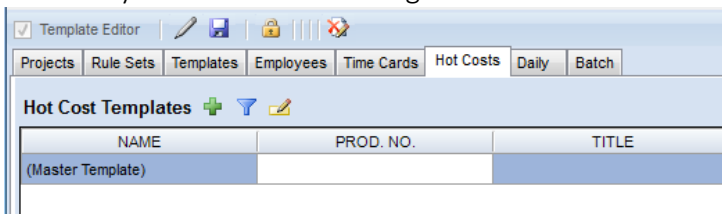


- Click the Save icon  on the toolbar to save the Hot Cost Template

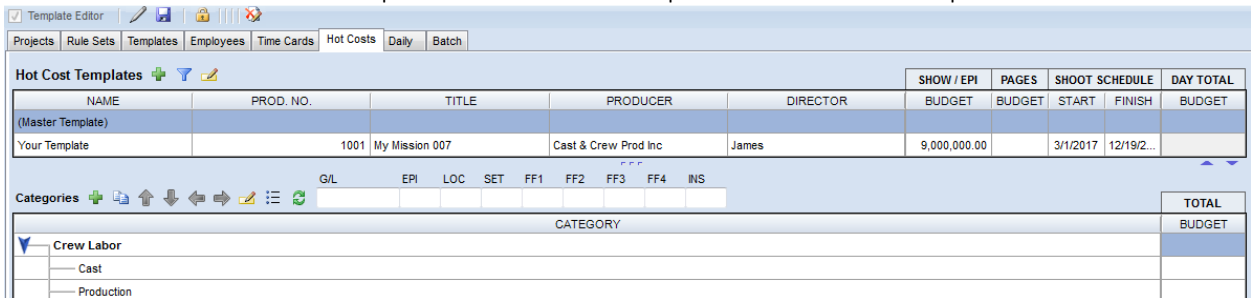
Adding Categories to Master Template


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.

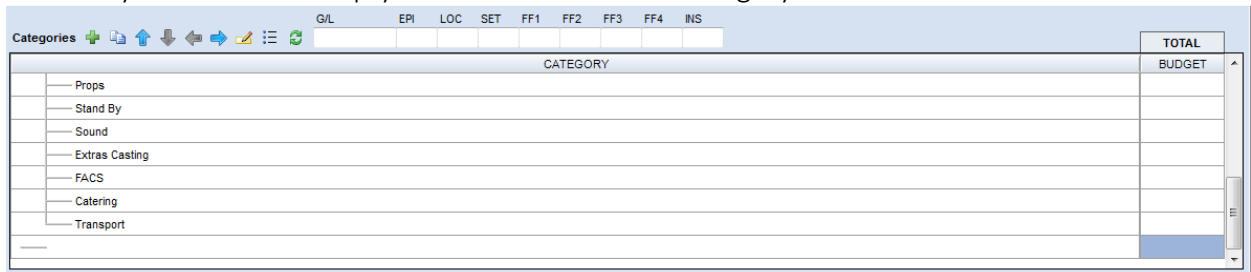
- Access the Hot Cost Template by selecting the Template Editor check Box  from the toolbar
- Click the Edit  icon on the toolbar to activate the create/edit mode.
- The system enables the Program toolbar:




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



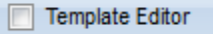

- Click the Add New Cost Category  icon in Categories section.
- The system adds an empty row at the end of the category list:

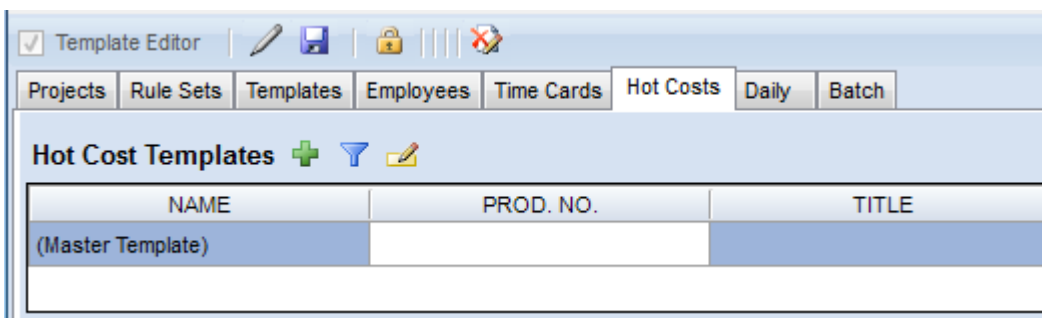



- Enter the Category name you wish to add
- Click the Save icon  on the toolbar to save the changes to the Master Hot Cost Template

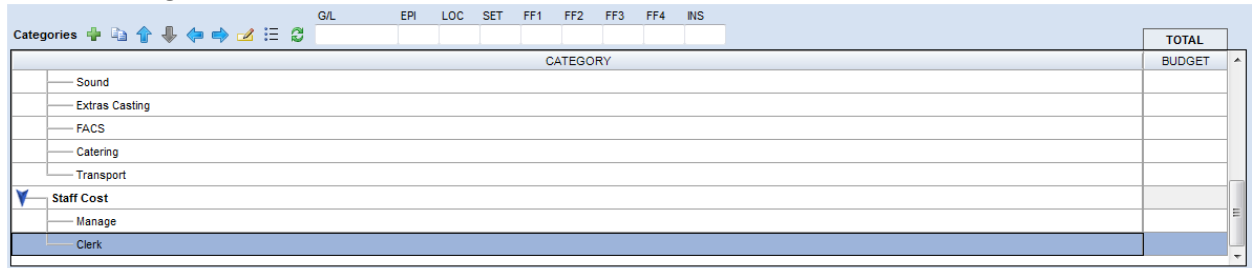
Organizing Your Category

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:




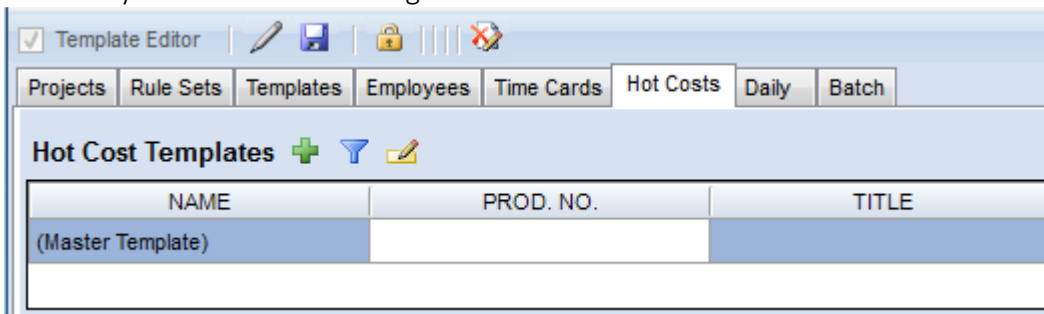
G/L							EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	TOTAL
CATEGORY															BUDGET
Sound															
Extras Casting															
FACS															
Catering															
Transport															
Staff Cost															
Manager															
Clerk															

- 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.




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		BUDGET
CATEGORY										
▼	Crew Labor									50,340.00
	Cast									47,340.00
	Production									3,000.00
	Camera									

Itemization										TOTAL
										BUDGET
ITEM										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		BUDGET
CATEGORY										
▼	Crew Labor									50,340.00
	Cast									47,340.00
	Production									3,000.00
	Camera									

Itemization										TOTAL
										BUDGET
ITEM										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		BUDGET
CATEGORY										
▼	Crew Labor									
	Cast									
	Production									
	Camera									

Itemization										TOTAL
										BUDGET
ITEM										

- 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		BUDGET
CATEGORY										
▼	Crew Labor									
	Cast									
	Production									
	Camera									

Itemization										TOTAL
										BUDGET
ITEM										

- 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:

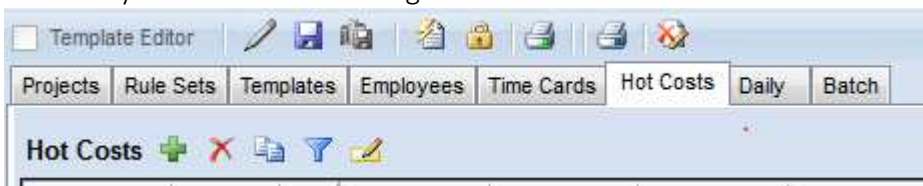
G/L EPI LOC SET FF1 FF2 FF3 FF4 INS									
CATEGORIES									TOTAL
CATEGORY									BUDGET
Crew Labor									44,700.00
Cast									44,700.00
Production									
Camera									


ITEMIZATION						BUDGET				TOTAL
EMPLOYEE NAME	JOB	X	HR RATE	PHRS	DAY RATE	FRNG %	BUDGET			
Lead Actors			3,000.00	2.00	6,000.00	10.00	13,200.00			
Back Ground Artist			500.00	4.00	2,000.00	5	31,500.00			

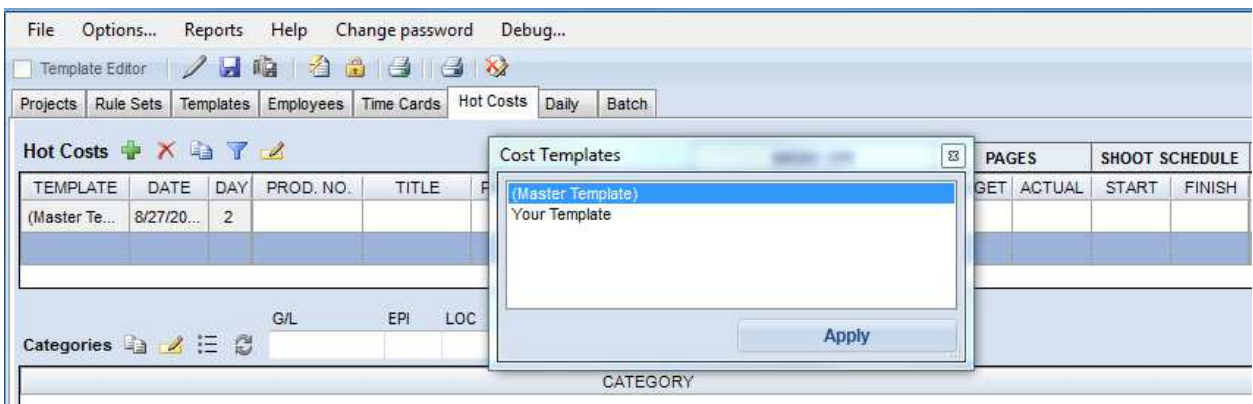
Generate Hot Cost Report

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...	2/19/17		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, JAIME		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)	
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)
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

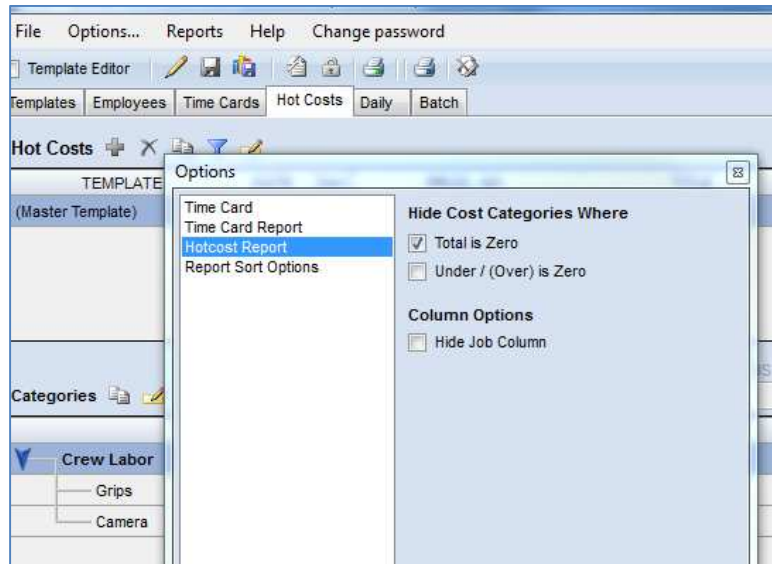
OK Cancel

- 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



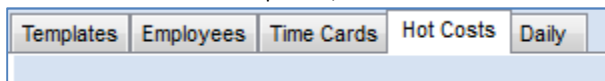
Chapter 5.3 Reports

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

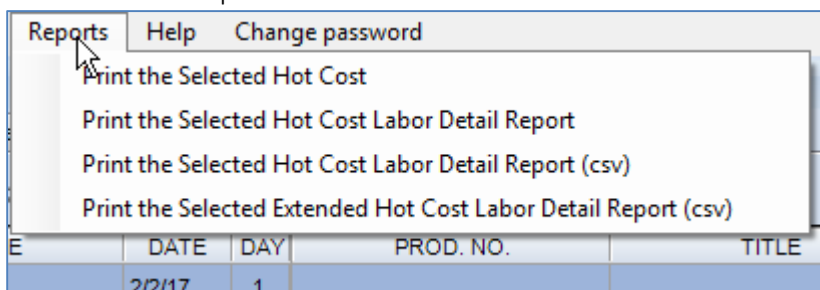
1. Hot Cost – Summarized report on the Budgeted vs Actual production cost by category
2. Hot Cost Labor Details – Detailed report on Actual Production cost by Employee grouped by category
3. Hot Cost Extended Labor Details – Detailed report on Actual Production cost by Employee with the time entries

Open:


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



- Select the Reports Menu:



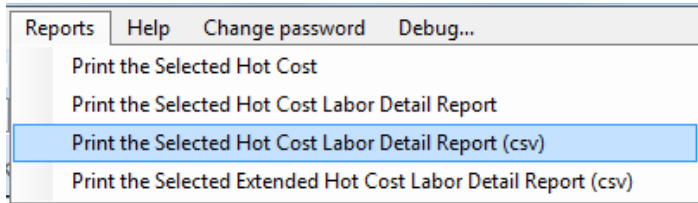
Print a Hot Cost Card Report

- 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:

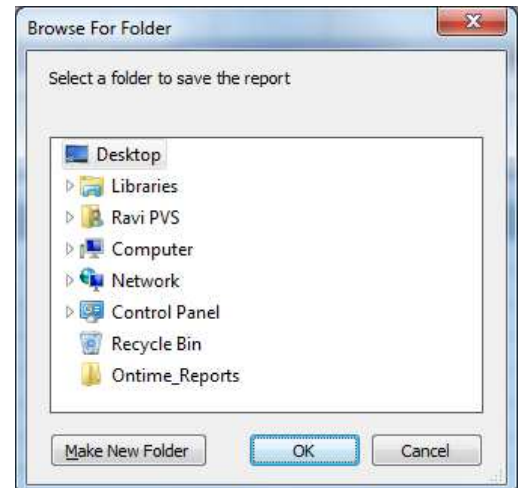
CATEGORY	TOTAL		UNDER / (OVER)		PERCENT
	BUDGET	ACTUAL	BUDGET	ACTUAL	
Crew Labor	417.76	47,342.52	(46,924.76)	(46,924.76)	
Production	4,217.48	4,251.43	(33.95)	(33.95)	
Catering	7,876.50	7,876.50	0.00	0.00	
Electric	6,712.51	6,712.51	0.00	0.00	
Gas	6,146.85	6,146.85	0.00	0.00	
OFFICE	2,873.00	2,873.00	0.00	0.00	
Makeup	3,560.00	3,560.00	0.00	0.00	
Hair	2,569.30	2,569.30	0.00	0.00	
Consumables	417.76	2,237.81	(1,820.05)	(1,820.05)	
Set Dec	542.20	542.20	0.00	0.00	
Props	1,365.90	1,365.90	0.00	0.00	
Stand By	1,614.70	1,614.70	0.00	0.00	
Sound	2,237.50	2,237.50	0.00	0.00	
TRANSP	860.41	860.41	0.00	0.00	
Camera	2,517.10	2,517.10	0.00	0.00	
Transport	20,138.50	20,138.50	0.00	0.00	
Total	417.76	47,342.52	(46,924.76)	(46,924.76)	

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 reported 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:



J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC											
1	GL Code	Name	Job	Category	Travel In	Makeup	Call	General	C	Meal 1	Ou	Meal 1	In	Meal 1	Lac	Meal 2	Ou	Meal 2	In	Camera	W	Wrap	Travel	Ou	WH	Base	OT1	OT2	OT3	OT4	MP1	MP2	TA	Travel	Pay	Hours	Amount	Subtotal		
2	2002	CRAIN, AL	FIRST ASS	Production			8:00																																860	
3	2003	CRAIN, LIJ	SECOND A	Production			7:00																																	506.1
4	2003	GARDINEF	SECOND A	Production			6:00																																	603.66
5	2003	SKELTON, THIR	ASS	Production			6:30																																	438.9
6	2003	TRANK, AN	THIRD ASS	Production			7:00																																	497.16
7	2005	YOUNG, N	SCRIPT SU	Production			8:00	8:00	14:42	15:12																														798.6
8	2110	RICHARDS	DGC BACK	Production			6:42																																	382.84
9	3632	BAUMEIST	PRODUCTI	Production			5:48																																214.23	4,301.49

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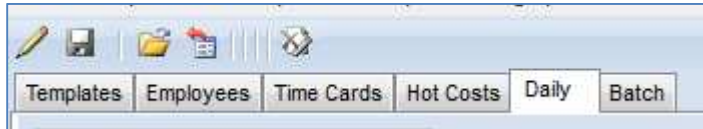
Section 6
Daily

Chapter 6.1 Daily

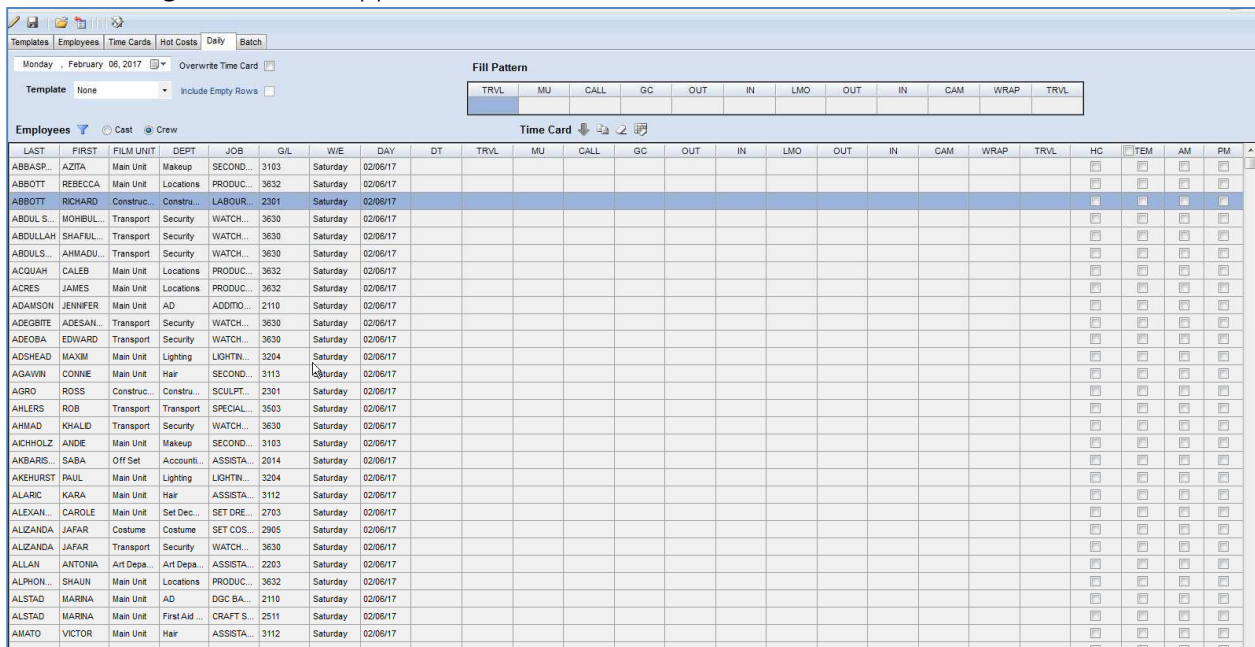
Use the Daily grid to capture crew time entries from your DPR. Daily time entries are transferred directly to the time cards, creating your weekly cards (in the background) one day at a time. Time cards which contain Daily data are coloured BLUE. The Hot Cost report pulls data from these Weekly Time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

Open:

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



The following screen then appears



LAST	FIRST	FILM UNIT	DEPT	JOB	GIL	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																	
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	SHAFUL	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ABDULLA	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																	
ADEOBA	EDWARD	Transport	Security	WATCH...	3630	Saturday	02/06/17																	
ADSHEAD	MAXIM	Main Unit	Lighting	LIGHTN...	3204	Saturday	02/06/17																	
AGAWIN	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	ANDIE	Main Unit	Makeup	SECOND...	3103	Saturday	02/06/17																	
AKBARIS	SABA	Off Set	Account...	ASSISTA...	2014	Saturday	02/06/17																	
AKHURST	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...	SHAIN	Main Unit	Locations	PRODUC...	3632	Saturday	02/06/17																	
ALSTAD	MARNA	Main Unit	AD	DGC BA...	2110	Saturday	02/06/17																	
ALSTAD	MARNA	Main Unit	First Aid...	CRAFT S...	2511	Saturday	02/06/17																	
AIHATO	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.

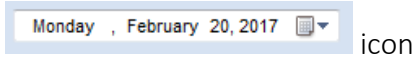
Understanding Time card fields:


- 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




- 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:

Time Card																
TRVL	MU	CALL	GC	OUT	IN	LMO	OUT	IN	CAM	WRAP	TRVL	HC	TEM	AM	PM	
		10:00	10:00	16:00	16:30						23:48					

- Click Save  icon from toolbar to save Daily entries.

Filter Employee Records

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



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...	SPE...		3503	Satu...	03/03...				08:00		12:00	12:30					16:00					
ADA...	RAC...	VFX	Acc...	ASSI...	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:

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					
CUR...	TAHN...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00					
DUN...	SUZE	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00					
FOX...	LARA	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00					
LAW...	PAM	Main...	Script	SCRI...	2005	Sunday	03/03/...				08:00		12:00	12:30					16:00					
MER...	BETH	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00					
MON...	SAN...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00					
SAN...	TALE...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00					
YOU...	NATA...	Main...	Script	SCRI...	2005	Satur...	03/03/...				08:00		12:00	12:30					16:00		<input checked="" type="checkbox"/>			

Fill/ Copy Time Entries

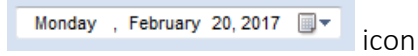
You can either use shortcut keys to copy time entries between employees or use the Fill Pattern to copy time entries to multiple records listed


- 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.

The screenshot shows the 'Time Cards' application interface. The main window displays a grid of employees and their time card entries. A dialog box titled 'Deleting Timecard Days' is open in the foreground, displaying a warning message: 'Warning. You are deleting all hours from 3/3/2017 for the selected employees. This operation cannot be undone. Click OK to proceed.' The dialog has 'OK' and 'Cancel' buttons.

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

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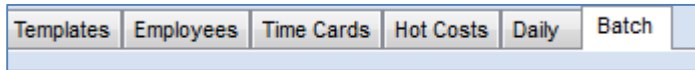
Section 7
Batch

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	4,378.85	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	210,822.12	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"/>						

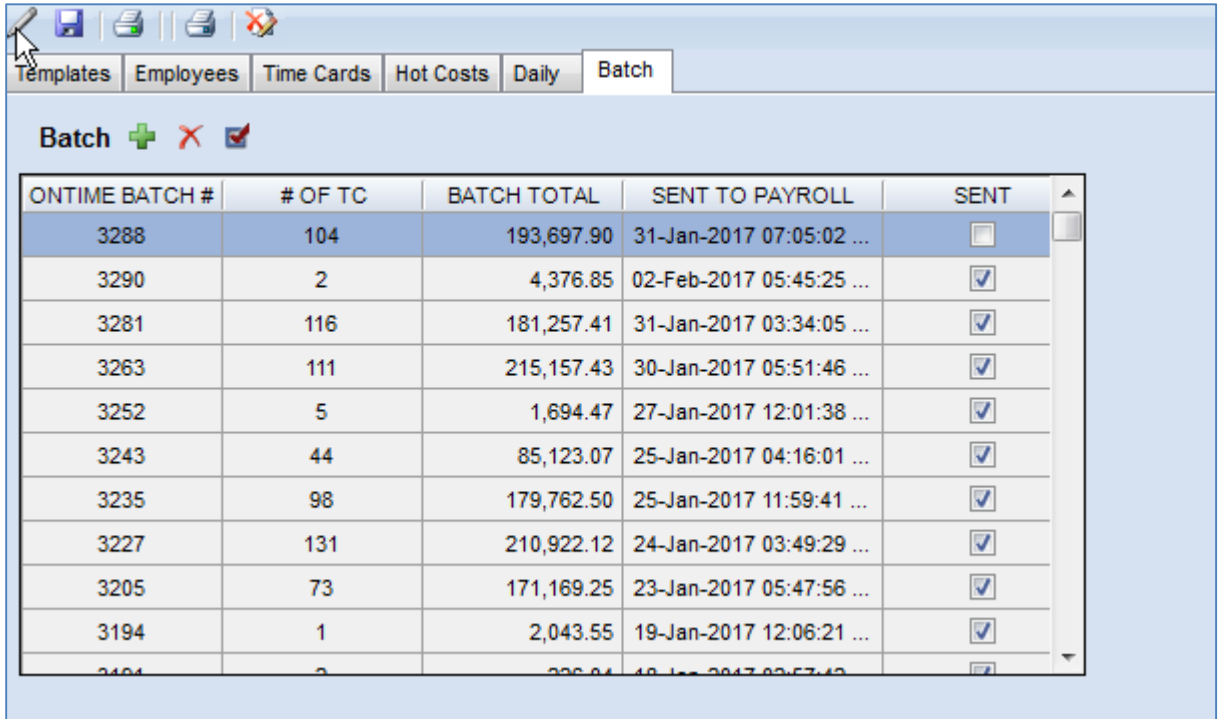
TimeCard											
LAST	FIRST	UNION	FILM UNIT	DEPARTMENT	JOB	G/L	W/E	W/E DATE	TOTAL	PAY	
ABBOTT	RICHARD	IA 891	Construction	Construction	LABOURER	2301	Saturday	12/17/2016	226.96		<input type="checkbox"/>
ABOUL SALAM	MOHIBULLAH ULLA	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	12/17/2016	355.68		<input type="checkbox"/>
COPPN	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	584.10		<input type="checkbox"/>
GARAZ	MARCEL	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	01/28/2017	1,576.60		<input type="checkbox"/>
PRIOR	MARK	IA 891	Main Unit	Set Decorators	SET DRESSER	2703	Saturday	01/28/2017	2,558.45		<input checked="" type="checkbox"/>
SAARI	RICHARD	IA 891	Main Unit	Set Decorators	SET DRESSER	2703	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	SPFX	SPECIAL EFFECTS ASSIS...	2603	Saturday	01/28/2017	1,671.04		<input checked="" type="checkbox"/>
HARRISON	DAVID	IA 891	Main Unit	SPFX	SPECIAL EFFECTS ASSIS...	2602	Saturday	01/28/2017	2,647.43		<input checked="" type="checkbox"/>
LAILEY	JEFFREY	IA 891	Main Unit	SPFX	SPECIAL EFFECTS ASSIS...	2603	Saturday	01/28/2017	2,329.29		<input checked="" type="checkbox"/>
WILKINSON	JERRY	155	Transport	Transport	SPECIAL EQUIPMENT DR...	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	248.72		<input checked="" type="checkbox"/>
BROOKS	JACEN	155	Transport	Transport	SPECIAL EQUIPMENT DR...	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"/>
ALZANDA	JAFAR	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	01/28/2017	315.32		<input checked="" type="checkbox"/>
ATWAL	MAKHAN S	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	01/28/2017	315.32		<input checked="" type="checkbox"/>
UREFE	FRANK	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	01/28/2017	630.64		<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

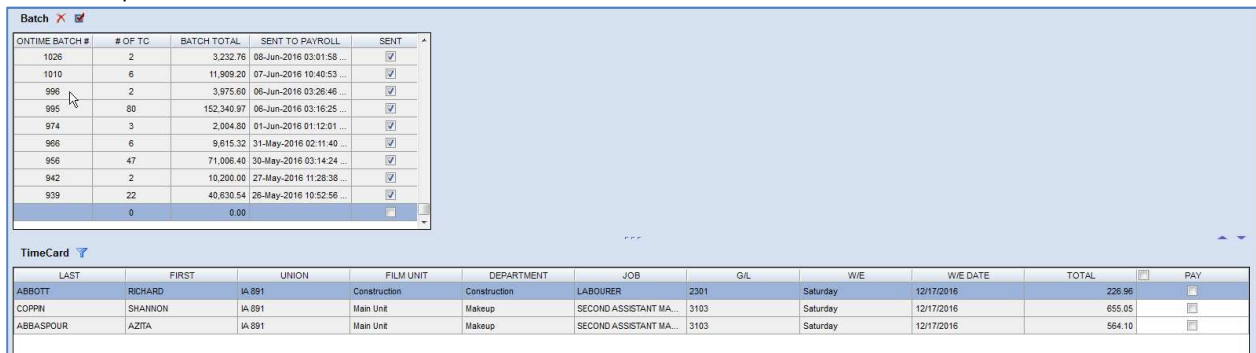
Use this feature to create a batch and associate the time cards that you wish to process in a group.

- 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.

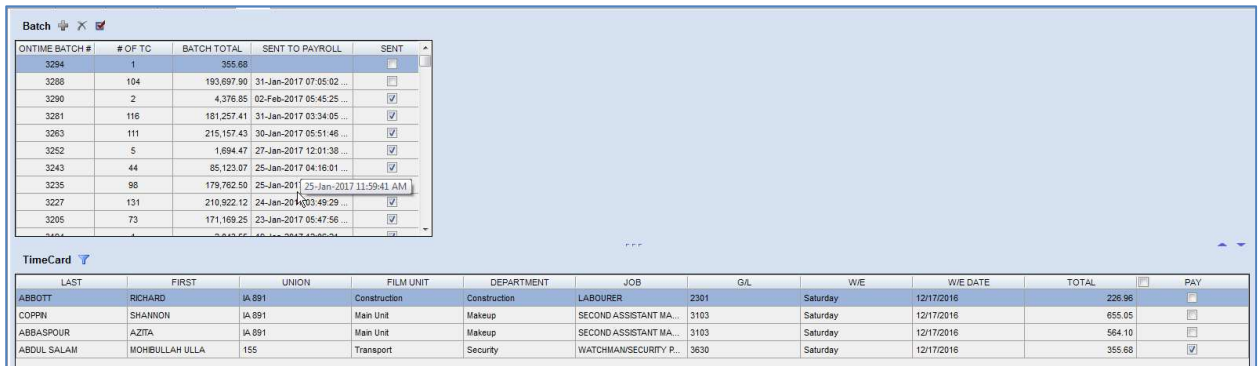


ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
1028	2	3,232.78	08-Jun-2016 03:01:58 ...	<input checked="" type="checkbox"/>
1010	6	11,909.20	07-Jun-2016 10:40:53 ...	<input checked="" type="checkbox"/>
996	2	3,975.60	06-Jun-2016 03:26:46 ...	<input checked="" type="checkbox"/>
995	80	152,340.97	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"/>
0	0	0.00		<input type="checkbox"/>

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




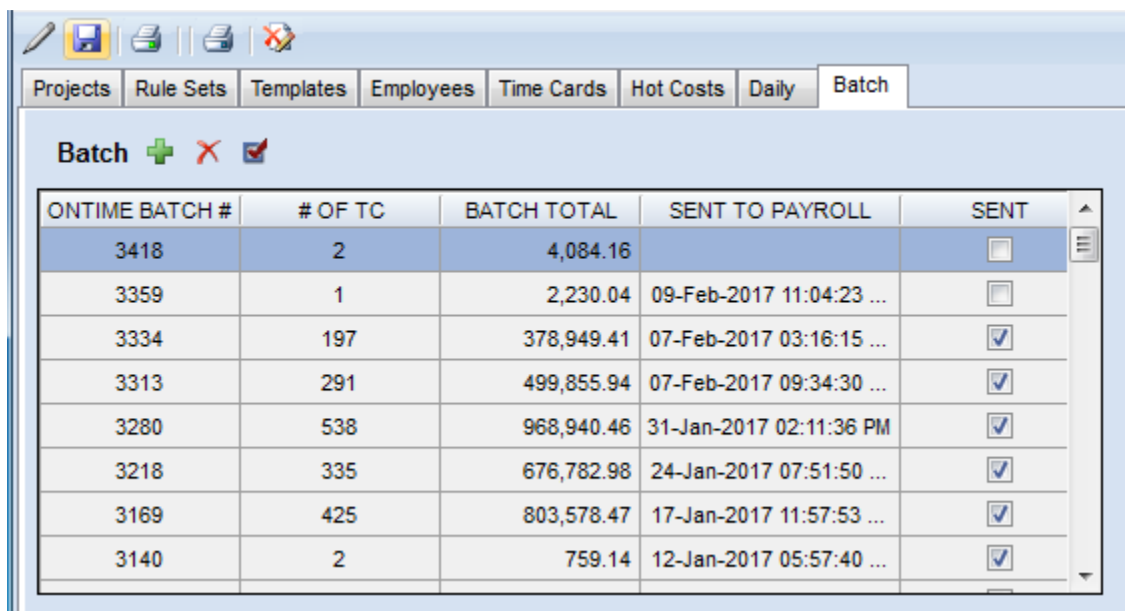
ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
3294	1	355.68		<input type="checkbox"/>
3288	104	193,697.90	31-Jan-2017 07:05:02 ...	<input type="checkbox"/>
3290	2	4,376.85	02-Feb-2017 05:45:25 ...	<input checked="" type="checkbox"/>
3281	116	181,257.41	31-Jan-2017 03:34:05 ...	<input checked="" type="checkbox"/>
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 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"/>

LAST	FIRST	UNION	FILM UNIT	DEPARTMENT	JOB	GL	W/E	W/E DATE	TOTAL	PAY
ABBOTT	RICHARD	JA 691	Construction	Construction	LABOURER	2301	Saturday	12/17/2016	226.96	<input type="checkbox"/>
COPPIN	SHANNON	JA 691	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	655.05	<input type="checkbox"/>
ABBASPOUR	AZITA	JA 691	Main Unit	Makeup	SECOND ASSISTANT MA...	3103	Saturday	12/17/2016	564.10	<input type="checkbox"/>
ABOUL SALAM	MOHBULLAH ULLA	155	Transport	Security	WATCHMANSECURITY P...	3630	Saturday	12/17/2016	355.68	<input checked="" type="checkbox"/>


Submit Batch to Payroll

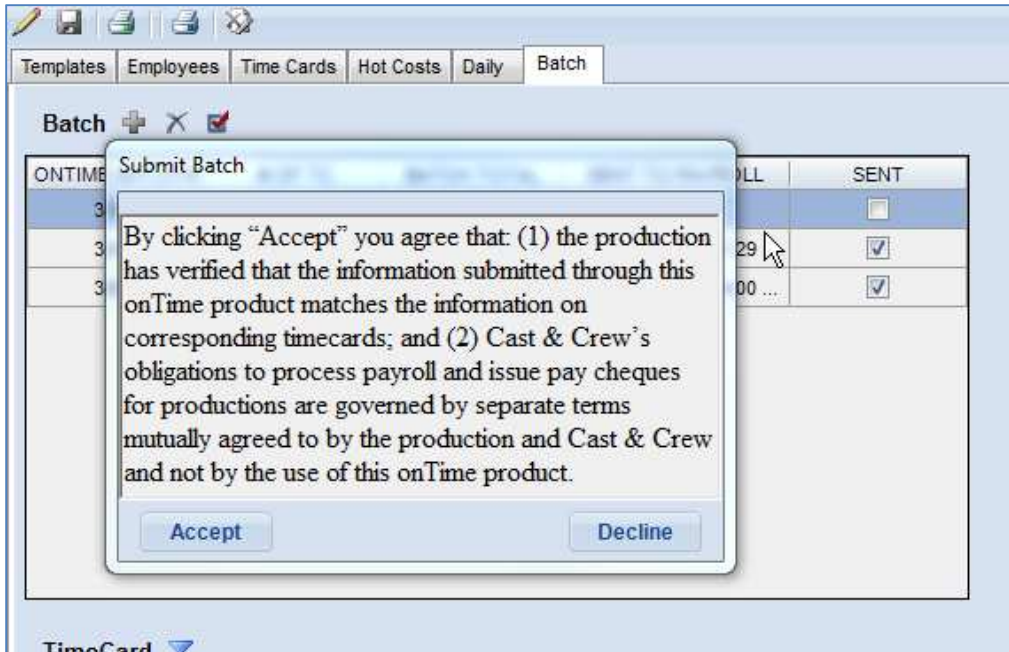
Use this feature to send the batch of time cards via the interface to the Payroll system.

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

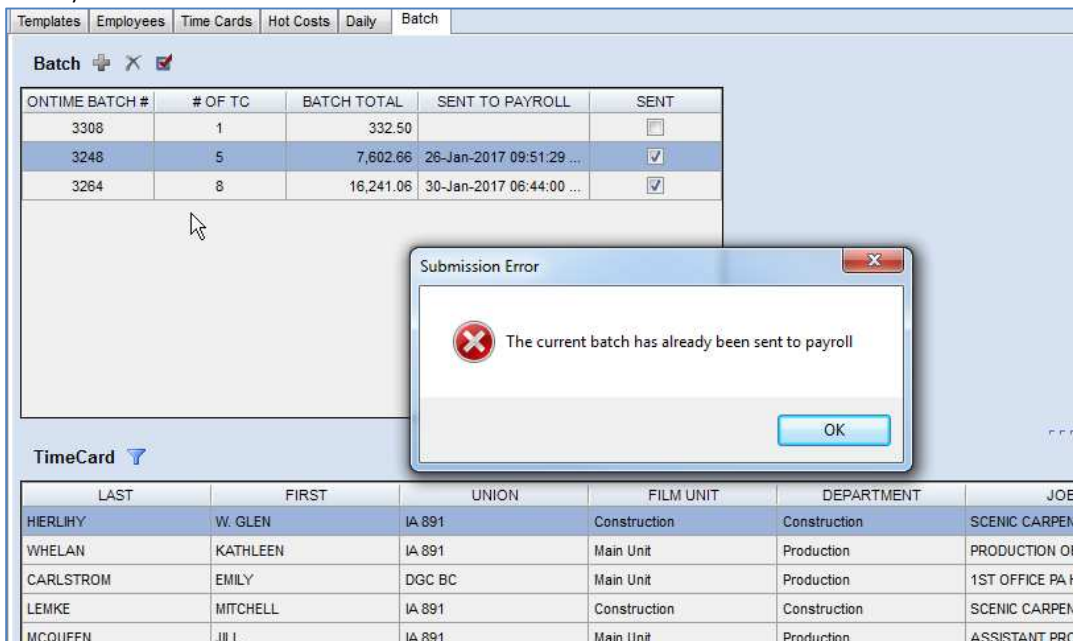


ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
3418	2	4,084.16		<input type="checkbox"/>
3359	1	2,230.04	09-Feb-2017 11:04:23 ...	<input type="checkbox"/>
3334	197	378,949.41	07-Feb-2017 03:16:15 ...	<input checked="" type="checkbox"/>
3313	291	499,855.94	07-Feb-2017 09:34:30 ...	<input checked="" 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.

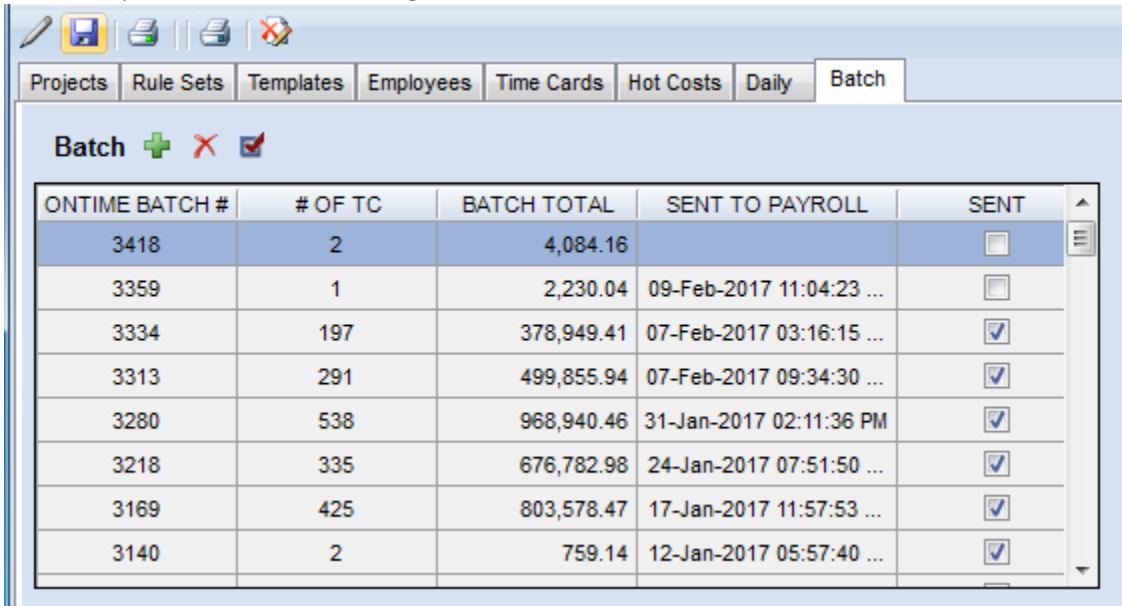


- Click Accept button
- System interfaces the batch of time cards to the Payroll system
- Once the batch is sent to Payroll, the Batch list will display the Date and Time the Batch was sent to Payroll and the status as Sent
- System presents an error message when user tries to resend batch that was already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





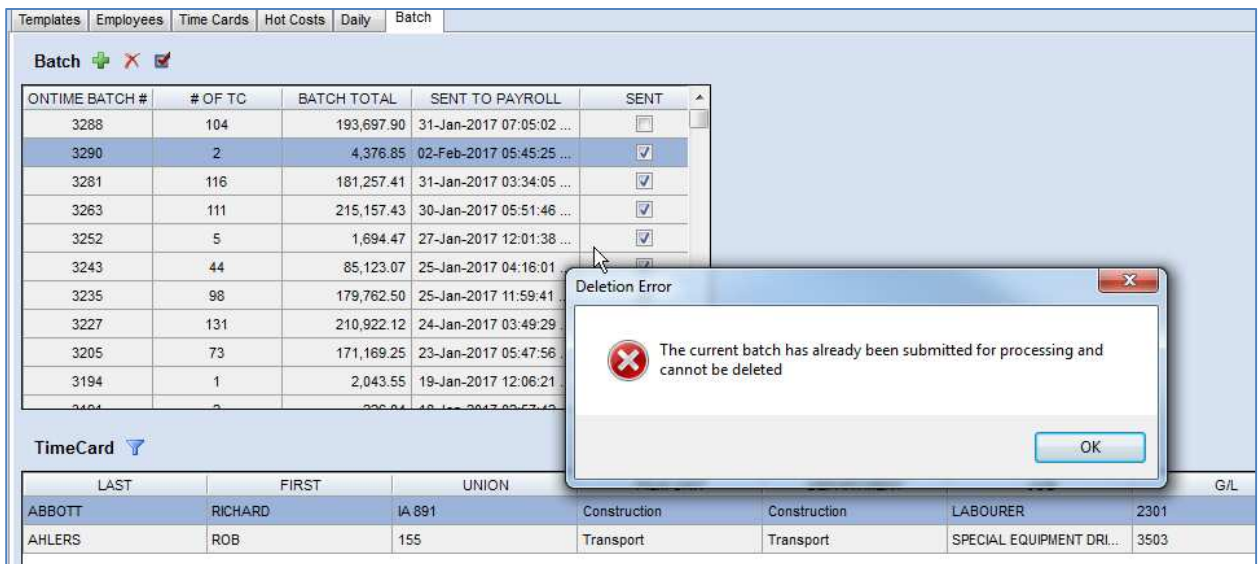
Delete the Batch

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



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:



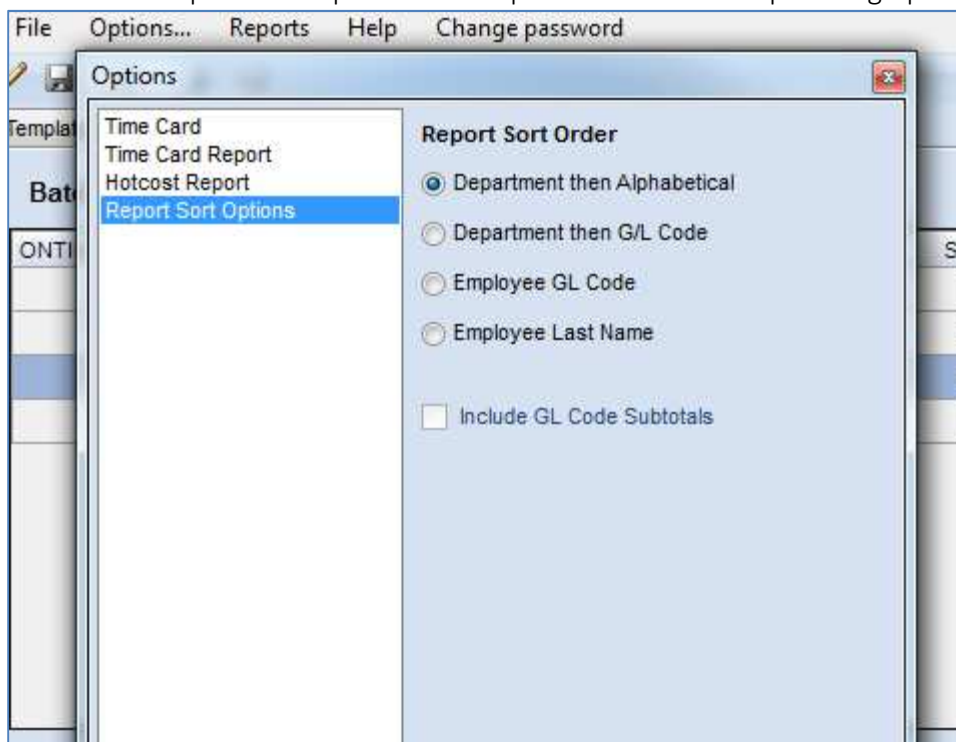
ONTIME BATCH #	# OF TC	BATCH TOTAL	SENT TO PAYROLL	SENT
3288	104	193,697.90	31-Jan-2017 07:05:02 ...	<input type="checkbox"/>
3290	2	4,376.85	02-Feb-2017 05:45:25 ...	<input checked="" type="checkbox"/>
3281	116	181,257.41	31-Jan-2017 03:34:05 ...	<input checked="" type="checkbox"/>
3263	111	215,157.43	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"/>

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

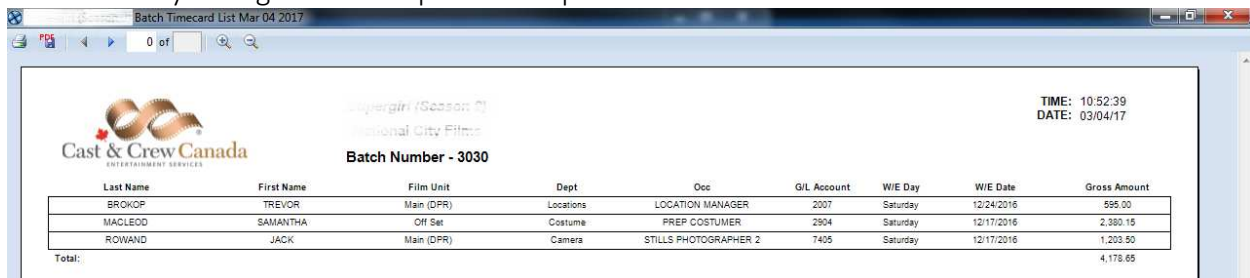
Chapter 7.3 Reports

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

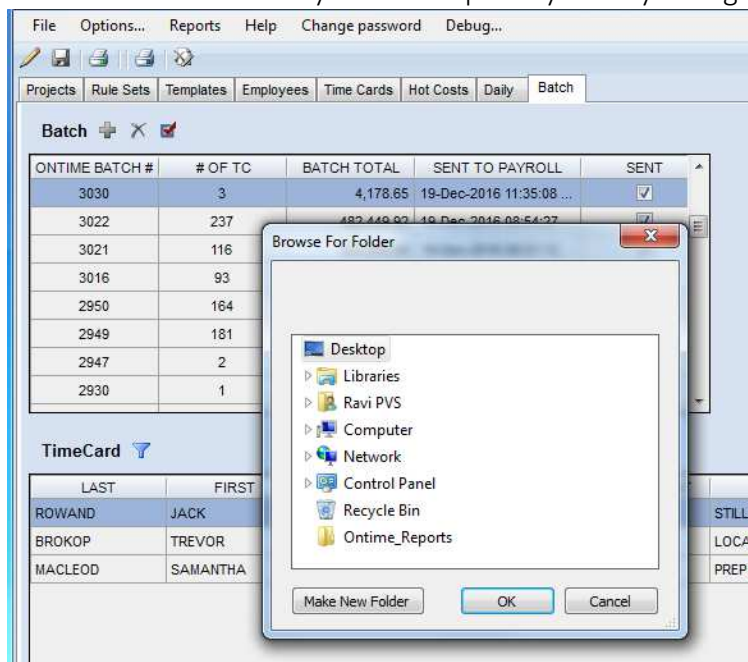
- Select a Batch record from the list.
- Click Print Time Card List for the Selected Batch  icon from toolbar.
- The system generates report in a separate window



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	556.00
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
250-4259 Canada Way
Burnaby, British Columbia, Canada V5G 1H1
(604) 437-6363

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

NAME: MACLEOD, SAMANTHA		JOB TITLE: PREP COSTUMER		RATE 29.84 / Hour		UNION: IA 891	
EMPL #:		ADD'L INFO:		CORP:		DEPT: Costume	

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	EPI			
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				SALARY & RENTAL DISTRIBUTION											
ITEM	EPI	QTY	AMT	TTL	ITEM	G/L	EPI	LOC	SET	FF1	FF2	FF3	FF4	INS	TTL
Hourly [1x]	162	8.00	29.84	238.72	Salary	2904	162							01	417.76
OT [1.5x]	162	4.00	44.76	179.04	Salary	2904	163							01	1,253.28
OT [1.5x]	163	12.00	44.76	537.12	Salary	2904	198							01	417.76
Hourly [1x]	163	24.00	29.84	716.16	KIT1	2917	162								10.00
Hourly [1x]	198	8.00	29.84	238.72	KIT1	2917	163								30.00
OT [1.5x]	198	4.00	44.76	179.04	KIT1	2917	198								10.00
			Total:	2,088.80	CAR	2955	162								25.00
					CAR	2955	163								75.00
					CAR	2955	198								25.00
					CELL	3643	197								25.00
					Toll									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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