

Link to this the latest version of this manual:

<https://www.crewtimecard.com/crew-time-card-manual/>

Crew Time Card v2022.x - September 2022

Used By Industry Professionals Since 2011

Features:

- Track your Call/Wrap/Meals daily
- Add Categorized Daily Expenses for Meal, Misc, or Mileage
- Daily Notes
- Individual or Loan Out Time Cards
- Save/Load your weeks
- Create Custom Job Templates
- Payment Tracking
- See your week's earnings on the Summary Page
- Uses Industry Standard Tenths or Quarters Time Formats
- Time Card Preview and Email of PDF Time Card
- AirPrint your Time Card Directly from the App
- Add Signature to you Time Card Before Emailing (iOS 13 or Later)
- Hourly Rate, Day Rate, Guaranteed Hours
- Day Rate to Hourly Rate Conversion
- Over Time Calculations Supporting custom 1.5x, 2x, and 3x rate/hr settings
- Customizable 3x rate for those on 2.5x
- Elapsed Time/East Coast Contract Support for 2x Rate
- Meal Penalty Calculations with Grace and NDB Support for both Union and Non-Union Rules
- Kit Fees: Daily or Weekly
- 6th, 7th, Idle, Travel, Holiday support
- Covid Stipend
- ReRates
- Turn Around with Forced Call Calculation
- Supports nights (24th hour crossover) and days greater than 24 hours
- Option to Display Time Card in Clock Time instead of tenths and quarters
- Custom Backgrounds on any page
- and more...

Crew Time Card Quick Start

Crew Time Card is simple and intuitive, however there are some important basics you should understand.

Crew Time Card is designed with Entertainment Industry in mind.

Therefore times are done in tenths or quarters only. By default most rules follow IATSE Local 600 West Coast rules, but are fully customizable to meet the needs of most locals and non-union contracts. If you need something please don't complain with a bad review. PLEASE ASK US VIA EMAIL.

support@crewtimecard.com

Main Page:

Crew Time Card works with One User, One Job, and One Week at a time.

The main page displays your current week, total hours (using guaranteed hours), daily and week totals for work hours only. Meal Penalties, Turn Arounds, Box rental, Mileage, etc will be added to the Time Card. If the Job Name is red, this indicates the week has changed since it was last saved.

User Info:

Start here. "User Info" stores your name and other personal data necessary to fill out a time card, as well as default job settings for quick recall when starting a new job.

Job Info:

"Job Info" stores job details. It also has a "User Defaults" button that will clear all values, and fill any related fields

with the default settings that you set in "User Info". With the introduction of Job Templates the default job values are redundant, but have been maintained for historical sake.

Save/Load:

Crew Time Card Support Saving and Loading multiple weeks/jobs. The job info and times are saved together, and loaded together. The

Naming Convention for saves is "Job Name"_"Week Ending Date",

therefore in order to save a week you must set a Job Name (in job info) and a week ending date.

When a Week is saved, by default it is marked unpaid, and will show

up as red in the save list. Press and hold to mark it paid.

The save

name will then turn black to indicate you've received payment.

When the current Job Name is red, this indicates that it has changed

since it was last saved.

Note: It is not necessary to save the current data until your ready

to clear or reload a different week. All current data is automatically saved every time you exit the app and reloaded when

you reenter the app.

Gestures (Save/Load Page):

Double Tap a saved week to load

Press and Hold to mark a saved week Paid/Unpaid

New Week:

Here you can save week templates, and start new weeks based on default settings, current week, or saved templates.

Gestures (New Week Page):

Double Tap a template to start new week based on that template

View Time Card:

This is where you can preview your current time card, and also email your time card.

(HINT: Add signature (iOS 13 or later) to your time card: After you hit the email button and the write email page pops up. Select the Time Card Imaged and use the Pen Markup Tool to add a signature to your time card.)

Info button: Additional app settings:

Disable Week End Warning: Saturdays are the standard week end dates.

If you want your week to end in something other than a Saturday use this to disable the warning.

Time Card Break Down: Enable/Disable hours and payment calculation on time card. Some payroll companies want to do the calculation themselves. Or may have rules not supported by Crew Time Card.

MP On Time Card:

Adds Meal Penalty Calculation to Time Card if Time Card Break Down is disabled.

This option has no effect if Time Card Break Down is enabled as MP are already added in this case.

Clock Time on Time Card: Time Card will use standard clock time

(ie: 10:45 instead of decimal time 10.75)

Custom Background Images: Set custom background images for any page.

Purchase/Subscribe: Purchase or check the status of your subscription. Reload Purchases, etc.

GENERAL APP USE and Things you should understand:

Time Format: It's either tenths or quarters!

All times should be input in 24hour (Military Time), and

either in
tenths format (ie: 10:06am is 10.1, 10:12am = 10.2
10:56PM = 22.9)
or quarters format (10:15 = 10.25, 10:30am is 10.50, etc)
Values not
conforming to tenths or quarters will be rounded. Tenths
are
standard for TV and FILMS, and quarters are the standard
for
commercials. This is a selectable setting on a per job
basis.

The CLOCK button

CLOCK button opens a Time Picker: The Time Picker will
automatically
round your selected time to the proper tenths/quarters
format. When
using the CLOCK button Crew Time Card will also try to
guess times
for meals being inputted based on previous call or meal
times
inputted.

Rate

Rates are hourly. However you may enter rates such as
450/10 into
the rate field, and Crew Time Card will parse that entry
and fill
the guaranteed hours field. Proper input is (day rate)/
(guaranteed
hours) just like you would write on your Time Card.

Day Type

Support for 6th, 7th, Holiday, Travel and Idle Days
Based on Union contract rules
6th Day : 1.5x pay rate until your contract goes to 2x
based on 2x setting
7th Day : 2x pay rate until your contract goes to 3x based
on 3x setting
Holiday : same as 7th day
Idle : 8 hours at 1/2x pay rate
Travel : Can use standard 4 or 8 hours, or custom hours
Covid : Covid Test Day. Add Covid Stipend and Note to Time
Card

Rerates

Crew Time Card supports daily rerating. To properly rerate on a time card you must have the rate and occ code available. In the time card breakdown your rerated hours will be listed on a different line item and noted with rerate. Due to space limitations on the time card, if you rerate to more than one different rate, the rerate rate shown on the time card breakdown will be shown as your averaged rerated rate. The totals calculations are correct and are computed using your proper rerate rates and hours worked for each rerate day. The average figure is only for displaying summary totals.

Kit Fees

Daily and Weekly Kit Fee Support. Crew Time Card will enter this Box Fee into the appropriate spot on the time card, and add this to your total owed.

Daily Expenses including Food, Misc, Miles

- Found under the More Button on each day
- Meal and Misc expenses will be totaled and added to the notes section and the EXP Totals section of the time card.
- Mileage - Mileage cost is located in Job Info. For 2014 in California you're reimbursed \$0.56/mile. If your reimbursement is different, enter that value in Job Info. Enter miles driven each day under the MORE section of each day. Your weeks total miles will be added to the notes section, as well as the balance due, and balance is also added to the EXP in the Totals section of the

time card.

Long Days or Days that cross the 24hr line

As long as you enter your times in order, call, 1st meal, 2nd meal, 3rd meal, wrap, crew time card will make sure all your times are inputted properly. ie: Your call is 11PM or 23.0 and you wrap at 11am or 11.0. If you enter your call as 23 and enter your wrap as 11, Crew Time Card will automatically correct your input to the correct 35. Corrections occur each time you finish editing a single field.

Meal Penalties

Crew Time Card does FULL Meal Penalty calculation and includes support for Grace, NDB (non deductible breakfast), and a manual override. Crew Time Card will calculate what you are owed, however you will need to setup the cost for the job of each meal penalty, based on your contract. You will find these settings under user info, and job info. If you are precalled and take a NDB, enter the General Crew Call Time in the NDB box, and Crew Time Card will do the rest.

Meal Penalty Example:

As of the writing of this documentation standard calculation for meal penalties for ULB Features for Local 600 are as follows:

\$7.50 for the 1st 30 Minutes

\$10.00 for the 2nd 30 Minutes

\$12.50 for the 3rd and each consecutive 30 Minutes

If 1st Meal Goes 25 Minutes over you are owed 1 meal penalty, which is \$7:50

If 1st Meal Goes 45 Minutes over you are owed 2 meal

penalties,
which calculates to $\$7.50 + \$10.00 = \$17.50$
and so on.

Manual Input of Time

Manual entry must be in 24hr decimal times. (10.1, 10.25, or similar format) Crew Time Card will evaluate your input and round to tenths or quarters as necessary.

Assisted Meal Entry Times

When using the Time Picker if you input values in order, call, meal 1 out, wrap. Crew Time Card will evaluate the previous time, and set the Time Picker to an estimated value. Upon setting your Meal Out Times it will also auto fill your Meal Ins based on the default job meal settings. IE: Let's assume your default settings for meals on your job are Meal Length .5hrs, Meal Interval 6hrs. You set your Call to 8. Hitting the Clock Button on Meal 1 Out will bring up a the Time Picker with a time of 14 (6 hours from your call). If you accept this value Crew Time Card will then auto fill Meal In 1 to 14.5 (.5 hours from you meal out).

Preferences:

Time Card Breakdown Option

In some circumstances, paymasters want to do the full breakdown themselves. In the settings window, the Time Card Breakdown setting will disable full breakdowns on the pdf time card, and only enter your hours onto the time card. This generally replicates the amount

of information you would typically complete on your standard hand written time card, and removes most every reason ANY payroll accountant should not want to accept your pdf time card directly from "Crew Time Card".

MP on Time Card

Adds Meal Penalty Calculation to Time Card if Time Card Break Down is disabled.

This option has no effect if Time Card Break Down is enabled as MP are already added in this case.

Clock Time on Time Card

Allows you to view your time card in clock time vs decimal time.

i.e.: 10:30A vs 10.5, or 5:42P vs 17.7

Disable Week End Warning

Typically the app warns if you do not select a Saturday as your week

ending date, however this option turns that warning off.

Crew Time Card Detailed Notes

Time Input

Crew Time Card stores all dates in the tenths or quarter of an hour

format. This is Entertainment Industry Standard. When manually

entering dates, you must enter them in decimal time format ie:tenths

or quarters. Crew Time Card, will automatically round your time to

the proper tenths or quarters time. The rounding is always done to

the benefit of the crew member, which again is industry standard.

For Call and Meal Outs, the time is rounded down. For Wrap, the time

is rounded up.

Financial Accuracy

Crew Time Card is built on NSDecimalNumbers accurate to 38 digits.

Although some values are displayed rounded, Crew Time Card does not

internally round ANY values, except the final amount owed. While the

timecard shows figures rounded to 2 or 4 decimal places this is for

display only, and all internal figures are processed with 38 digit

accuracy until the final dollar amount owe is calculated.

At that

point it is rounded to the nearest penny.

Main Page Financial Totals

The financial totals on the Main Summary page do not include Kit or

Meal Penalties owed. These figures will be calculated and inserted

on your generated time card.

Input Correction

When Crew Time Card gets user input that is not formatted correctly,

it will make it's best guess to replace that figure with the correct

data. In the event that it cannot make an accurate guess, it will

reset that data input to a default or empty value.

Printable/Emailable PDF Time Cards

Crew Time Card will generate a fully broken down PDF time card with

OT calculation, meal penalties, box rentals, rerates, meal, misc,

and mileage expenses.

AirPrint

Crew Time Card support AirPrint, so you can print these Time Card Directly from the app.

Overtime Settings:

1.5x hrs after: You are paid 1.5x your base rate after working this number of hours, default is 8 hrs
2x hrs after: You are paid 2x your base rate after working this number of hours, default is 12, however 14 has also become a common setting.
3x hrs after: You are paid 3x your base rate after working this number of hours, default is 99 because this is mostly a thing of the past. 3x is also customizable for those cases where you get 2.5x or another rate.

Meal Penalty Settings:

Meal P1: Is the amount you are paid for the first meal penalty on a meal.
Meal P2: Is the amount you are paid for the second meal penalty on a meal.
Meal P3: Is the amount you are paid for the thirds meal penalty on a meal.

Typically are awarded a meal penalty for every fraction of 30 minutes your meal is delayed. The amount paid on those meal penalties gradually increases as the meal is delayed longer. Meal P1 being the first 30 minutes, Meal P2 being the 2nd 30 minutes, and Meal P3 being the 3rd and each consecutive 30 minutes. Thus a meal delayed 30 minutes would receive 1 meal penalty, and a meal delayed 90 minutes would receive 3 meal penalties. These 3 meal penalties increase in cost as laid out by Meal P1, Meal P2, and Meal P3.
On non union jobs, you are typically only awarded only 1 meal penalty no matter how long your meal is delayed. Typically that amount is 1hr of pay. In these cases you would modify Meal P1, set

it to manual, and then enter 1 into the meal penalty box.

Wrap Extension

Some contracts allow production to extend a wrap meal interval to 6.5 hours instead of six without incurring a penalty. If you are wrapped prior to being owed a second meal and that extra time is used only to wrap, then no meal penalty is owed. If this is the case with your production you should set the Wrap Extension, in Job Info, to 0.5, thus extending the meal period allowed by Crew Rime Card at wrap to 6.5. Currently the default for this setting is 0, which means it's disabled.

Feature Requests / Contact Information / Final Notes:

Program Errors

My goal is to make Crew Time Card rock solid, and error free. If the program EVER crashes, miscalculates figures, or displays an error message, please contact me with details at support@crevertimecard.com I respond to EVERY email. Please don't just post a useless anonymous bad review because the program doesn't have a feature you want, or something isn't working as expected. Ask for it in an email so I can respond to you directly and perhaps include it in a future update.

Feature Requests / Crew Time Card Feedback

I welcome all users to send feedback concerning additional features, user interface layouts, or any other ideas that you believe will make it a better program. Please send this feedback to

support@crewtimecard.com

Contact / About the Developer

Joe Kocsis is an IATSE Local 600 DIT, High Speed Phantom Tech and

Drone Pilot/Tech/Cam Op living/working in the Los Angeles area.

He may be contacted directly at joe@nooneuknow.com

See his other apps:

Department Time Card: The Department Version of Crew Time Card

iPhantom: Wireless camera control from Phantom Cameras