

The following steps will describe your workflow as a Hiring Manager on **SmartStart**. These instructions will walk you through adding a crew member, modifying a crew member's information, and checking the status of a crew member's start packet.

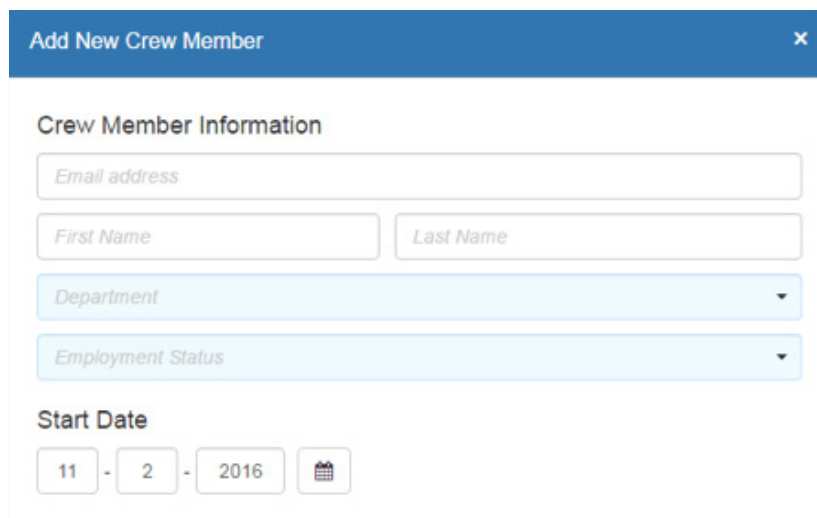
## Adding a Crew Member

As a Hiring Manager, your primary responsibility in **SmartStart** is adding crew members. To add a crew member:

1. Use an internet browser to navigate to: [smartstart.ep.com](http://smartstart.ep.com). The **SmartStart** page will appear. Click on the **+ New Offer** button.



2. The **Add New Crew Member** screen will appear.
3. Enter the crew member's **Email Address**, **First Name**, and **Last Name**. The email address is where the invitation email will be sent. Be sure you enter the correct email address, otherwise the crew member will not receive the Project invitation.

A screenshot of the "Add New Crew Member" form. The form has a blue header bar with the title "Add New Crew Member" and a close button (X). Below the header, the form is divided into sections. The first section is "Crew Member Information" and contains four input fields: "Email address", "First Name", "Last Name", and "Department". The "Department" field is a dropdown menu. Below these fields is another dropdown menu labeled "Employment Status". The second section is "Start Date" and contains three input fields for the day, month, and year, followed by a calendar icon. The day field contains "11", the month field contains "2", and the year field contains "2016".



4. Select the **Department** [accompanied by the Department GL] by using the available drop-down list.

Department

- Accounting - 203
- Art - 205
- Assistant Directors - 207
- Camera - 209
- Construction - 211
- Costumes - 213
- Craft Services - 215

5. Select the **Employment Status** by using the available drop-down list.

Employment Status

- Full-Time Employee**  
Employee works on average at least 30 hours/week or 130 hours/month.
- Part-Time Employee**  
Employee works on average less than 30 hours/week or less than 130 hours/month.
- Variable**  
Employee work hours that are sufficiently uncertain that the employer cannot reasonably determine full-time status at start date.
- Seasonal**  
Employee works a customary annual employment that is 6 months or less and generally

The **Start Date** defaults to the current date. If necessary, change this date by keying in the correct numbers, or use the **Calendar** icon.

Start Date

12 - 16 - 2016

Work Locations

☒ Studio ☐ Distant Location

Job Classification

Select a Union

Job Code

Additional Job Title (if any)

Calendar icon

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07



6. Select the **Union** by using the available drop-down list. If you do not see a necessary Union, contact your production office for **SmartStart** support.

Job Classification

Select a Union

- DGA - TRAINEE
- DGA - UPM & AD'S WEST COAST
- DGA - UPM WEST COAST
- 44 - PROPERTY
- 80 - GRIP
- 600 - CAMERA
- 695 - SOUND
- 700 - STEERING

7. Select the **Job Code** by using the available drop-down list.

706 - HAIR & MAKE UP

Job Code

- MAKE-UP DEPARTMENT HEAD - 5700
- ASST MAKE-UP DEPT HEAD - 5702
- MAKE-UP FOREMAN - 5711
- MAKE-UP TECH - 5713
- MAKE-UP ARTIST - 5721
- MAKE-UP ARTIST TRAINEE - 5722
- HAIR STYLIST DEPARTMENT HEAD - 5741
- HAIR STYLIST DEPT HEAD - 5742

If the crew member is used to a specific job title not found in the **Select Job** drop-down, select the closet match and then type their job title into the **Additional Job Title** field

Additional Job Title (if any)

8. Select the **Schedule** by using the available drop-down list.

Schedule Code

- DAILY (01)  
1.5x after 8
- WEEKLY (44)  
1.5x after 9.3 daily
- WEEKLY (49)  
1.5x after 48.6



9. If you know the GL Code, enter it in the space provided, if GL Code defaults were established at the start of the show. If you do not know the GL Code, leave these fields blank. The department GL will fill in based on the department selection. This image is a mock GL string – it will look different for each studio.

GL Codes

13	341234	467						
LO	GLPROD	MAJ	SB	S/D	IN	F	F1	F2

10. Once the Union, Job, and Schedule have been established, the **Compensation** section will be displayed. For Union crew members, the rate would be pre-populated. For Non-Union crew members, you will be prompted to enter a rate. You can also use this screen to designate a non-scale rate and add a guarantee.

Compensation ★

Studio Rate: ☒ Scale ☐ Non-Scale

*All rates and minimum call per CBA*

Hourly scale rate: **\$50.12**

[+ Add a guarantee](#)

11. If crew members need to be paid Box Rental, Per Diem, Living Allowance, or Cell Allowance, click on the + next to **Allowances and Rentals**.

[+ Allowances and Rentals](#)

All of these items can be entered after the corresponding checkboxes are selected.

Allowances And Rentals

☐ Computer Rental

☐ Box Rental

☐ Car Allowance

☒ Cell Phone Allowance

Cell Plan C

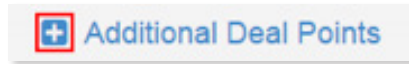
\$25 per weekly

[+ Additional Deal Points](#)

[+ Permissions](#)

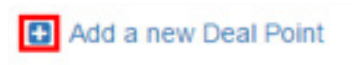


12. For Additional Deal Points like Production Fees, 6th day, Golden Hours, etc., click the + next to **Additional Deal Points**.



Additional Deal Points may be keyed in using the space provided. You are able to add as many Additional Deal Points as required.

Additional Deal Points can be added by clicking the + next to **Add a new deal point**.



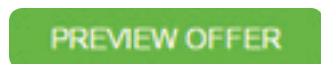
13. If the crew member can hire other crew members or verify I-9 forms, click on the + next to **Permissions**.



If the crew member can **hire crew members** or **verify I-9 forms**, check the applicable box.



14. Once you have entered in all the required and necessary information, click on the **Preview Offer** button.





The **Employment Offer Summary** will be displayed.

Employment Offer Summary - Robert Smith

**DIRECTOR OF PHOTOGRAPHY**

On behalf of **Big Pictures Studio** it is our pleasure to offer you the position of **DIRECTOR OF PHOTOGRAPHY** on the production of **Summer Blockbuster**.

Your starting date will be **Wednesday, March 23, 2016**

The employment details below are what will appear on your deal memo. If any information is missing or incorrect, please contact **Matt Hoffman** before beginning your start packet.

Should you accept the job offer, beginning on your hire date you will be eligible to receive the following compensation:

- Union: **CAMERA**
- Job: **1901 - DIRECTOR OF PHOTOGRAPHY**
- Rate: **\$50.12 per hour**

**Additional Deal Points include:**

- Per Diem

**BACK** **ADD** **ADD & SEND OFFER**

15. If everything looks OK, you can add the crew member and send the offer by clicking the **Add & Send Offer** button, or you can just add the crew member and send the offer later by clicking the **Add** button.

**ADD** **ADD & SEND OFFER**

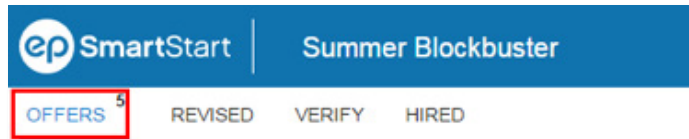
Once the crew member is added, they will appear in the **Offers** tab. To the right of the crew member's name, you will be able to see how long ago the offer was sent. If the offer was not sent, a **Send** button will be present.



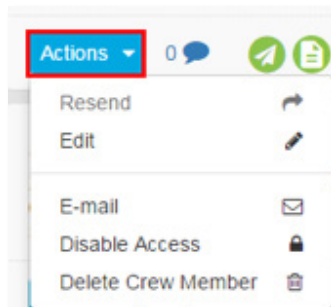
## Modifying a Crew Member's Information

**SmartStart** will allow you to edit the information for a previously added crew member if additional details have been provided or changes need to be made, as long as the offer is still pending. To modify a crew member's information:

1. Click on the **Offers** tab.



2. Next to a crew member's name, click the **Actions** button.



3. Click **Edit**.



The **Edit Crew Member** window will be displayed.

4. Once you have made any necessary additions or changes, click the **Preview Update** button.



The **Employment Offer Summary** will be displayed.

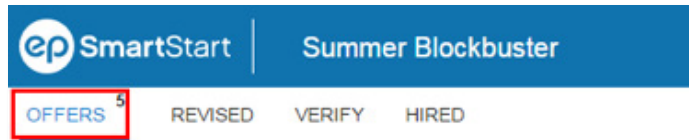
5. If everything looks OK, you can either save the updated crew member information and send the new offer by clicking the **Save & Send Update** button, or you can just save the update and send the new offer later by clicking the **Save** button.



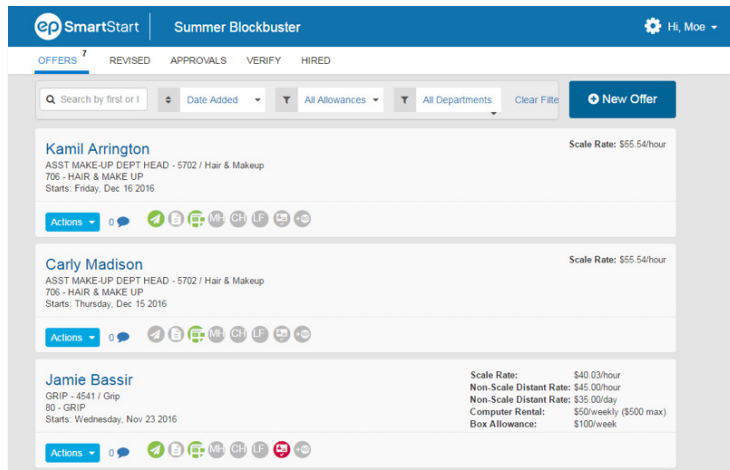
## Checking the Status of an Crew Member's Start Packet

Once an offer has been sent to a crew member, their offer will appear in the **Offers** tab. You can check the status of a crew member's Start Packet by periodically viewing this tab. To check the status of a crew member's Start Packet:

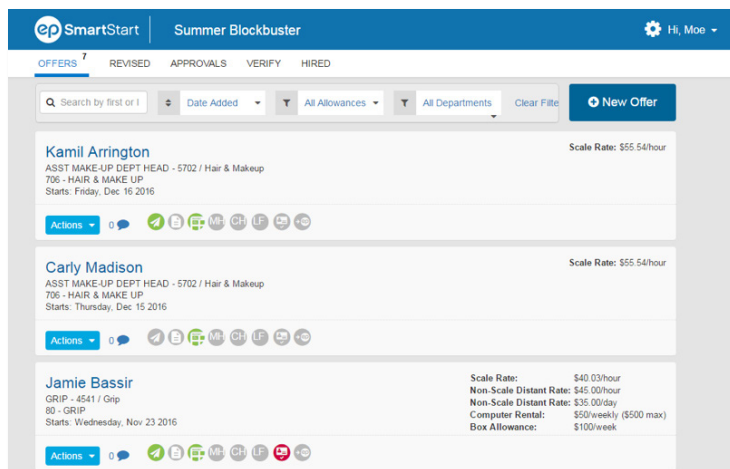
1. Click on the **Offers** tab.



A list of all your pending offers will be displayed.



2. Once you revisit this tab, if a particular crew member accepts an offer and submits their Start Packet, their name will no longer appear on the list.







## Frequently Asked Questions

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**Q: How can I review offers sent for a specific department?**

**A:** On the **Offers** tab, click the **Show** button to filter the offers displayed by a specific department or condition. Hiring Managers can only see people who they have hired.

**Q: I sent an offer in error, what do I do?**

**A:** In the **Offers** tab, next to the crew member name, click the down arrow button. Then click **Delete Offer**. This action will send an email to the crew retracting the deal and will not allow this recipient to access to the system.

**Q: The wrong email address was entered for a crew member – how do I fix it?**

**A:** Since a crew member's **SmartStart** account is tied to their email address, the **Offer** with the incorrect email address must be removed, and the **Adding a Crew Member** workflow must be repeated. To remove an offer, in the **Offers** tab, click the down arrow next to a crew member's name and select the option to **Delete**. Repeat the steps to add the crew member.

**Q: How do I quickly see the offers pending the longest?**

**A:** In the **Offers** tab, click the **Sort by** button and select **Date Added**. The oldest offer will appear at the top of the list.

**Q: How do I review a crew member's start date, work status, and other information from the Offer?**

**A:** Clicking on a crew member's name in the **Offers** tab will reveal a summary of their offer with all significant information.

**Q: When will a crew member appear on the Hired tab?**

**A:** Once a crew member's start packet, I-9, and supporting documents have been reviewed and approved by the designated Approvers, they will appear on the **Hired** tab.

**Q: A crew member is reporting they did not receive the offer email – what do I do?**

**A:** First, ask the crew member to check their junk folder. If you are sure you entered a crew member's email address correctly, you can use the **Resend Offer** function. While in the **Offer** tab, click the down arrow button next to a crew member's name. Then click **Resend Offer**.

**Q: Why can I not see the Union or Job title of the person I am trying to hire?**

**A:** **SmartStart** integrates with the industry leading EP Paymaster to make sure we are pulling the most updated scale rate for that job title. If a job title is missing, that means that the production is not signatory with the Union yet. Please contact EP **SmartStart Support** to check on this status and make sure we can add the desired union/job.

**Q: Why do I not see Above-the-Line Unions?**

**A:** **SmartStart** is currently only to be used with below-the-line crew members.

## Frequently Asked Questions [cont.]

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**Q: For Allowances and Rentals, why am I only seeing certain options?**

**A:** The Studio selects the production rules; therefore, you may see caps built in or certain allowances and rentals that do not match the screenshot in this guide

**Q: What is Employment Status?**

**A:** Employment Status designates that crew as either a loan-out or a crew member. If a crew member, you are required to pick how they will be chosen for ACA. This is typically mandated by the Studio.

**Q: If a crew member already has a *Scenechronize* account, are they able to use the same username and password for *SmartStart*?**

**A:** Yes, as long as the email address from the *Scenechronize* account is the same one used to hire them in *SmartStart*, the username and password will be the same.

**Q: Is there a way to know whether or not an offer has been received?**

**A:** EP Service and Support will be notified if a bounced email is received into the system, and will email the hiring manager to let them know if an email has bounced.

**Q: How can I tell if I have given a crew member the permission to hire other crew members?**

**A:** The individual on your production with Editor Permissions can add this permission if necessary, or, if the crew member is still listed on the **Offers** tab, anyone who can see the crew member can make the update.

**Q: When updating the GL codes on a deal, does the deal then get resent to the hired crew?**

**A:** No. Editing the GL code will not trigger an additional email since this information does not require their review

**Q: Can we add additional documents to the list of PDFs contained in the crew member's Start Packet?**

**A:** Yes. If you determine that additional documents are needed in the **Start Packet**, contact EP Service and Support to have them placed into the system.

**Q: When deleting an offer sent to a crew member, is a cancellation email sent to the crew member?**

**A:** If a deal has already been sent to the crew member, they will receive a delete offer email. If you have not sent the crew member an initial offer, the delete offer email will not be sent.

**Q: Can I see a list of offers sent by other individuals on my production?**

**A:** Currently, the **Offers** tab only shows you the offers you have sent, unless you are an Approver or have full crew permissions.