

SmartStart Release Notes

Release date 7.20.2022

Welcome to the latest release for SmartStart*. Special thanks to all our valued EP clients for their feedback and suggestions.

What's New?

Click a link to learn more — get a quick summary and guided steps:

- 1. New Offer Redesign Add New Crew Member
- 2. Custom Allowances Carry Over to New SmartTime
- 3. Claiming Tax Exemption Update
- 4. Work State Location Added to Crew Start Packets
- 5. Work State Locations Added to Exports
- 6. Documents Access Update
- 7. Schedule Added to Crew Payroll Bible

*Release date and features are subject to change.

1. New Offer Redesign – Add New Crew Member

The New Offer (or Edit Offer) modal for the web browser and mobile experience of SmartStart is now redesigned with an easy-to-use wizard that steps you through creating an offer.

How It Works

For the web browser experience, the redesign includes:

- 1. The New Offer (or Edit Offer) modal is renamed the "Add New Crew Member" modal.
- 2. The Add New Crew Member modal is divided into numbered sections. The numbered sections act as a color-coded status bar, so you know what step you are on and what to complete. The status bar changes color to indicate missing info.
- 3. Better visibility for options is available from the Employment Status section.



Starts: Thursday, Jun 30 2022
Work Locations Job Classifications & GL Codes O Deal Points & Permissions
1
O Loss Out
Crew Member will be paid as a Corporation.

Figure 1a: Add New Crew Member, status bar, Employment Status

Offer Summ	nary: Porter			Starts:	Thursday, Jun 30 2022			
Art 2				IA 33 Stage Employees - Stage Employees				
	A Crew Member Info	\rightarrow	 Work Locations 	\geq	🥑 Job Classifications & GL Codes	\geq	Deal Points & Permissions	
Work Lo	cations						Request Additional Location	
20	O Distant Location O Stu	idio & Distant Lo	ocation				3	
-	O Distant Location O Stu	rdio & Distant Lo	ocation				a l	
Studio	8 8					÷	,	

Figure 1b: Status bar, missing info indicated

- 4. An offer summary displays to confirm which offer you're working on without navigating back. This summary updates as you fill in the offer.
- 5. Check icons in the status bar indicate which sections are complete.



Add New Crew Member	
Offer Summary: Bette Porter 4	Starts: Thursday, Jun 30 2022 IA 33 Stage Employees - Stage Employees
Crew Member Info Work Locations	Job Classifications & GL Codes 🔹 🕢 Deal Points & Permissions
Job Classification	Help with Rates/Unions
IA 33 Stage Employees - Stage Employees - Q0033 🔹	Head Electrician - 5400 🔹
title	Daily (01) -
11 34123 715	GL Validated
All rates and minimum call per CBA Hourty Rate: \$54.1234 C Add a guarantee	
DISCARD CHANGES SAVE	DRAFT PREVIOUS NEXT

Figure 1c: Offer summary, check icons

Most redesign features to the Add New Crew Member modal in the web browser experience carry over to the mobile experience. New, unique mobile features include:

1. Navigate by completing a section and clicking **Next** or jump to a section with the dropdown.

Add New Crew Memb	er ×	Add New Crew M	lember
Offer Summary: Start: 2022	: Thursday, Jun 30	Offer Summary:	Starts: Thursday, Jun 30 2022
1 Crew Member	into 💙	1 Crew h	lember info 🛛 👻
Packet Type Crew Member Informat	ion	Crew Member Info Work Locations Job Classifications Leal Points & Perr	& GL Codes
	il nome	First morne	Lattname
	•	Department	
Employment Status 🛛 🔞		Employment State	us O
O Variable		O Variable	
🔿 Loan Out		🔿 Loan Out	
Start Date		Start Date	
6 - 30 - 2022		6 - 30 - 20	22
A Start Date is either today or Auto-send on Start Date op available. End Dote		Start Date is either t Auto-send on Start I available. End Dote	oday or in the past. Date option will not be
DISCARD	SAVE DRAFT NEXT	DISCARD	SAVE DRAFT N

Figure 2a: Navigate with Next or dropdown



2. An Incomplete icon and message displays if you move on from an incomplete section. Get back to the section with missing info with the dropdown.

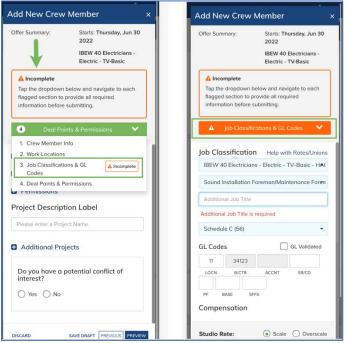


Figure 2b: Incomplete icon, navigate using the dropdown

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2. Custom Allowances Carry Over to New SmartTime

Custom allowances entered in SmartStart now carry over to New SmartTime for productions using both platforms. This closes a gap in the SmartStart to New SmartTime workflow.

Note: Studio-specific allowance availability may vary. Connect with your EP Account Management team for more info.

How It Works

New mapping was implemented for SmartStart configurations so custom allowances carry over to New SmartTime without extra work for Payroll Accountants.

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3. Claiming Tax Exemption Update

Any State or Federal W-4 Form that allows for claiming tax exemption now has a text field to type in "EXEMPT." The text field replaces an Exempt checkbox. The goal is to reduce instances where crew members might inadvertently claim tax exemption.

How It Works

Typing Exempt means a chance to avoid errors. Helper text then explains the terms of claiming tax exemption. Exemption status can also be viewed from the completed W-4.

ederal W-4 Information	See Instructio
Step 1: Enter Personal Information	
Marital Status	
Single or Married filing separately	
Married filing jointly (or Qualifying widow(er))	
	ng up a home for yourself and a
 Head of household (check only if you're unmarried and pay more than half the costs of keepi qualifying individual.) 	n 🥗 La ferrar de la sector de la Francisca de la sector de la sec
qualifying individual.)	
qualifying individual.)	
qualifying individual.) Complete Steps 2 through 4 ONLY if they apply to you.	
qualifying individual.) Complete Steps 2 through 4 ONLY if they apply to you. Exemption. You can claim exemption from withholding for 2022 if:	
qualifying individual.) Complete Steps 2 through 4 ONLY if they apply to you. Exemption. You can claim exemption from withholding for 2022 if: • For 2021, you had no federal income tax liability; and	EXEMPT

Figure 3: Type EXEMPT

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4. Work State Location Added to Crew Start Packets

The packets crew complete in SmartStart now display the Work State location for Studio and Distant locations in the Project Info section.

How It Works

Crew members have visibility to the state they're being hired in — which can impact This their contract, documentation, and rate.

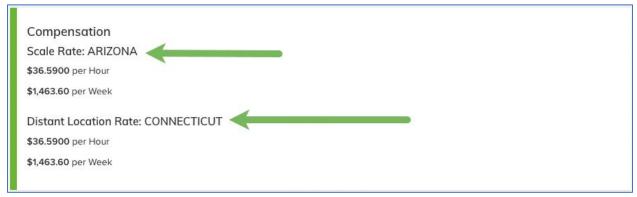


Figure 4: Work State location displayed

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5. Work State Location Added to Exports

Work State locations now appear on the export of any listing screen in SmartStart (like the All or Hired tabs), providing a more comprehensive report on crew information.

How It Works

To export from any listing screen in SmartStart to review crew information, including Work State locations:

- 1. Click Actions in the upper right.
- 2. Select Export from the menu.
- 3. Your report downloads as an editable Excel file.



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OFFERS REVISED VERIFY CSATF HIRED ALLA REPORTS	PERMISSIONS	
Statuses • Deals • Allowances/Rentals • Departments • Fla	g 🗸	CLEAR FILTERS ACTIONS - ONEW OFFER
Q Search Offers	Sort by: Date Added ~	Export Export for Bulk Crew Import
Content of the second s		Negotiated F Guarantee: Download Import Crew Template Import Crew from Template (.csv Only)
Actions 🗸 0 🗩 💋 🕃 🗊 🕅 🏵 🏵 😂 🧐		
Coco B Chanel Unit Production Manager-East - 2800 / Assistant Directors DGA - UPM-East - TV-1/2 Hr and 1 Hr Single Cam-SI-Assistant Director/UPM East - D Starts: Friday, Sep 17 2021	DES21	Scale Rate:\$1,471.00 /day
Actions 🔻 0 🗩 🦪 📄 🗭 🖶 🕅 😂 😂 🚭 🧐		▲ UPLOAD E-VERIFY DO

Figure 5a: Export

Note: Permissions control tab visibility in SmartStart. Your view may vary.

A	В	С	D	E	F	G	н	1	J	K		
First Name	Middle Nam	Last Name	Email Addres	Phone Num	b Department	Start Date	Job Title	Union	Rate Type	Rate	Studio Location	Distant Location
Jenna		Vee			Accounting	7/8/22	Chief Riggin	IA 728 Elect	r Scale Rate:	\$36.5900	ARIZONA	CONNECTICUT
Post		Loanout			I Property	6/22/22	Driver - Auto	BT 399 Driv	Scale Rate:	\$23.3400	CALIFORNIA - CITY OF LA SICK LEAVE, CALIFORNIA	ARIZONA/ALABAMA
Post		One			Property	6/22/22	Driver - Auto	IBT 399 Driv	Scale Rate:	\$23.3400	CALIFORNIA - CITY OF LA SICK LEAVE, CALIFORNIA	ARIZONA/ALABAMA
Post		One			I Property	6/8/22	Driver - Auto	BT 399 Driv	Scale Rate:	\$23.3400	CALIFORNIA - CITY OF LA SICK LEAVE, CALIFORNIA	ARIZONA/ALABAMA
Post		One			I Property	6/8/22	Driver - Auto	IBT 399 Driv	Scale Rate:	\$23.3400	CALIFORNIA - CITY OF LA SICK LEAVE, CALIFORNIA	ARIZONA/ALABAMA
Robert		Clark			Craft Service	5/23/22	Driver Gang	IBT 399 Driv	Scale Rate:	\$46.2200	ARIZONA	ARIZONA/AURORA, COLORADO/NEW YORK - NEW YORK, NEW YORK
Morgan		Stanley			Costumes	5/23/22	First Aid - 43	IA 476 Studi	Scale Rate:	\$34.7900	CITY OF LA SICK LEAVE, CALIFORNIA	LOUISIANA/ALABAMA/ARIZONA/CITY OF STA MONICA SICK LEAVE, CALIFORNIA
Symond		Parker			Costumes	5/20/22	Trainee 201-	DGA - Traine	e Scale Rate:	\$17.2550	ARIZONA	
Jenny		Parker			Electric	6/19/22	Driver - Auto	IBT 399 Driv	Scale Rate:	\$32.2300 /h	CITY OF LA SICK LEAVE, CALIFORNIA	
AppoloR		SS			Accounting	5/10/22	Co-Captain -	IBT 270 Driv	Scale Distar	n \$39.4800 /h	ur 🛛	ARIZONA
Sri		Kartik			Assistant Dir	5/20/22	Special Equi	IBT 270 Driv	Scale Rate:	\$37.9800 /h	NEW MEXICO	
Cory	w	March			Costumes	4/6/22	Driver Gang	IBT 399 Driv	Scale Rate:	\$46.2200	LOUISIANA	ALABAMA/LOUISIANA/ARIZONA
Corpempfou		Ss			Accounting	5/25/21	Prop Maker	IA 44 Proper	Scale Rate:	\$52.5600	CALIFORNIA - SAN FRANCISCO, CALIFORNIA	ARIZONA

Figure 5b: Studio Location, Distant Location columns on an export

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6. Documents Access Update

Users with either Project Setup or Gatekeeper permissions can now review the Documents screen.

How It Works

Before, Documents was only available with both permissions applied. Now a broader set of team members on your production can access Documents — with everyone still having the appropriate access. New to Documents? To access:

1. Click your name in the upper right for a dropdown.



- 2. Select Documents.
- 3. The Documents screen opens. You can now review the available documents for your SmartStart project or download a list.

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OFFERS REVISED VERIFY CSATF HIRED ALL REPORTS PERMISSIONS Documents	
Title	View/Print
AB Individual Residency Declaration	
ACFC Deal Memo	
AMPTP Memo BC	
BC Extra Coverage Memo	
Box Rental	冯

Figure 6: Documents

Need access to Documents? Click the Help icon (upper right) and select **Who Can Manage Access?** for a list of who you can contact on your production for Gatekeeper or Project Setup permissions.

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7. Schedule Added to Crew Payroll Bible

Schedules now appear in a separate column in Crew Payroll Bible as part of job classification information, providing a more comprehensive report on crew information.

Note: Permissions control reports in SmartStart. You may not have access to the Crew Payroll Bible or other reports.

How It Works

To run the Crew Payroll Bible Report in SmartStart:

- 1. Go to the Reports tab.
- 2. Click Crew Payroll Bible.



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OF	FERS REVISED VERIFY CSATF HIR	ED ALL REPORTS ⁹ PERMISSIONS		
	Screen Credit	Conflict Of Interest	CSATF	Crew Demographics
	Click to download	Click to download	Click to download	Click to download
	Emergency Contact List	Crew List	Box Rental	Crew Payroll Bible
	Click to download	Click to download	Click to download	Click to download
	Job History	Export Users To Scenechronize		
	Click to download			

Figure 7: Reports, Crew Payroll Bible

3. The Crew Payroll Bible downloads as an editable Excel file, and now includes Schedules.

AutoSave 💽 🗄 ヴィ 🖓 マ	Crew Payroll Bible (31).xlsx 👻	, р s	earch	
File Home Insert Page Layout Formulas I	Data Review View Help FileBound	ACROBAT		
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A1 🔹 : 🔀 🗸 🏂 Crew Payroll Bible -	-			
R	S	т	U	V
1				
2				
3				
	Schedule		Guarantee	Distant Rate
5 07/18/2019	Hourly (01)	\$35.0 hourly		
	Daily (01)	\$48.47 hourly		
	Schedule C (56)	\$2569.92 weekly		
	Schedule C (49)		48.6 hours perWeek	
9 03/06/2018	Daily (01)	\$53.0 hourly		
	Schedule C (49)	· · · · · · · · · · · · · · · · · · ·	48.6 hours perWeek	
	DAILY-HOURLY (01)	\$48.0 hourly		
	Schedule A (01)	\$43.7800 hourly	5.0 hours days, 8.0 hours per	r
13 10/09/2018	Daily (01)	\$53.0 hourly		
14 01/30/2019	Hourly (02)	\$498.3 hourly		
15 05/09/2019	Schedule C (56)	\$2569.92 weekly		
16 10/26/2017	Salaried (58)	\$5000.0 weekly	12.0 hours perDay	
17 04/04/2019	Schedule C (49)	\$53.9100 hourly	48.6 hours perWeek	
Crew Payroll Bible +				: •

Figure 8: Schedule, Crew Payroll Bible



Need access to the Crew Payroll Bible? Click the Help icon (upper right) and select **Who Can Manage Access?** for a list of who you can contact on your production to update your report permissions.

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