

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:

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*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.

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

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.

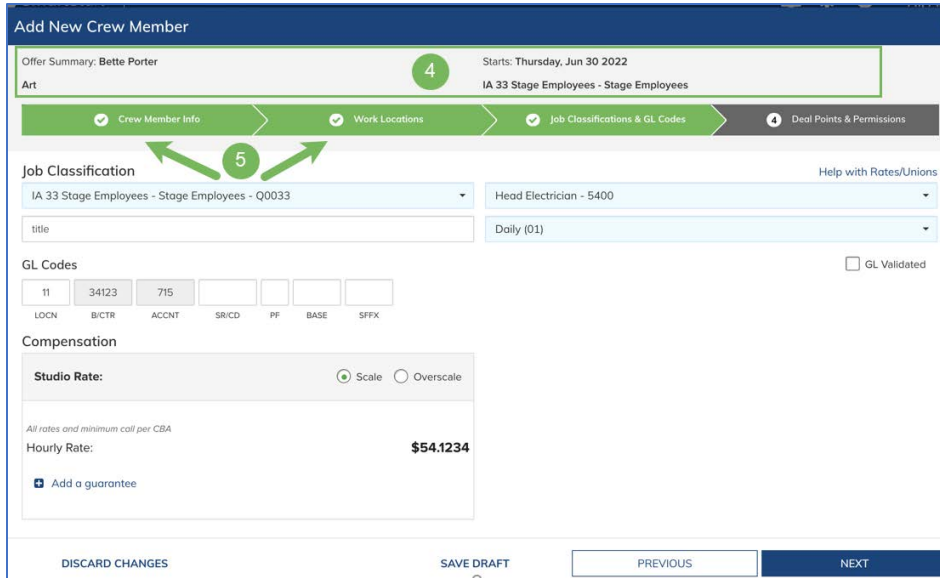


Figure 1c: Offer summary, check icons

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.

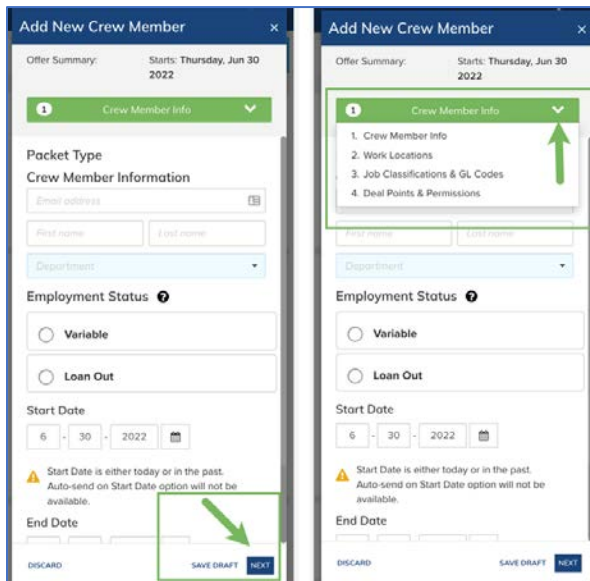


Figure 2a: Navigate with Next or dropdown

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.

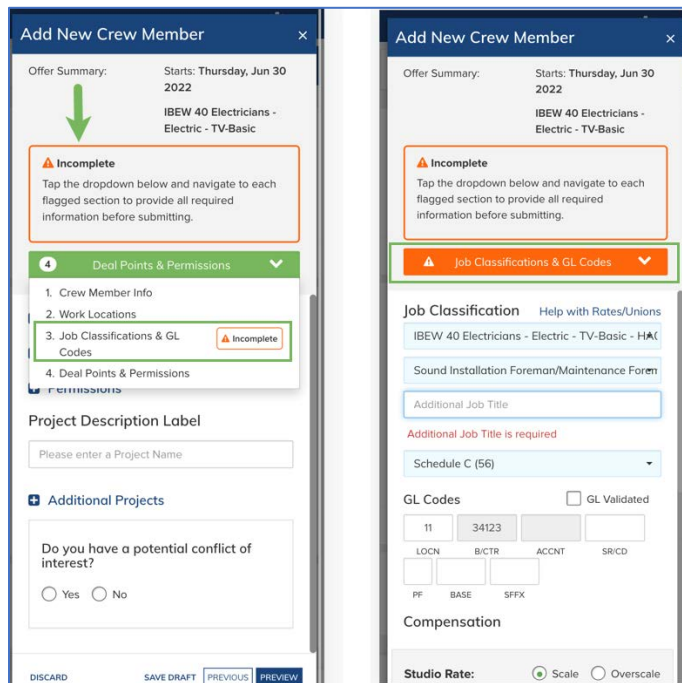


Figure 2b: Incomplete icon, navigate using the dropdown

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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.

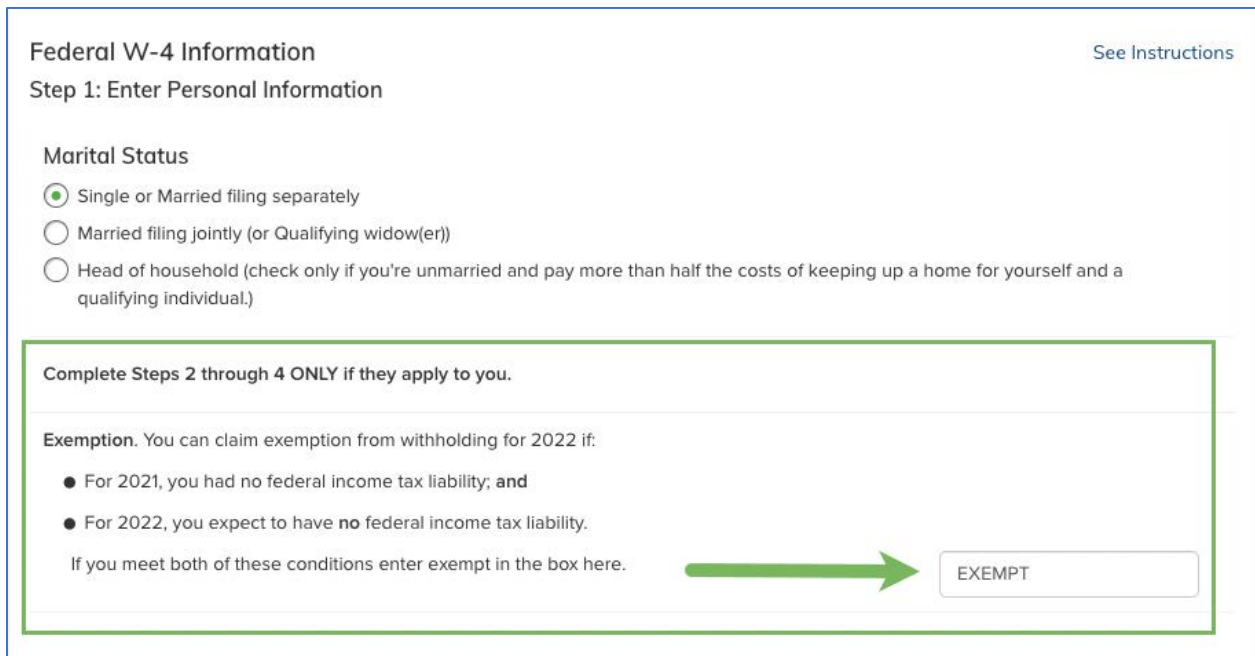
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3. Claiming Tax Exemption Update

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.



The screenshot shows the 'Federal W-4 Information' form, specifically 'Step 1: Enter Personal Information'. It includes a 'Marital Status' section with three radio button options: 'Single or Married filing separately' (selected), 'Married filing jointly (or Qualifying widow(er))', and 'Head of household (check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)'. Below this is a green-bordered box containing the 'Exemption' section. The text reads: 'Complete Steps 2 through 4 ONLY if they apply to you.' followed by 'Exemption. You can claim exemption from withholding for 2022 if:'. Two bullet points follow: '● For 2021, you had no federal income tax liability; and' and '● For 2022, you expect to have no federal income tax liability.' Below the bullets is the instruction 'If you meet both of these conditions enter exempt in the box here.' A green arrow points from this text to a text input field containing the word 'EXEMPT'.

Figure 3: Type EXEMPT

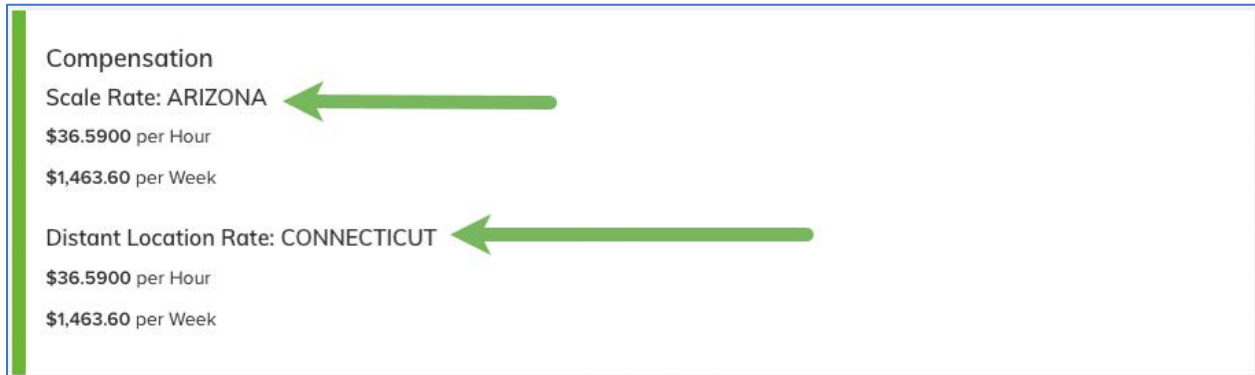
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4. Work State Location Added to Crew Start Packets

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.



Compensation	
Scale Rate: ARIZONA	←
\$36.5900 per Hour	
\$1,463.60 per Week	
Distant Location Rate: CONNECTICUT	←
\$36.5900 per Hour	
\$1,463.60 per Week	

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.

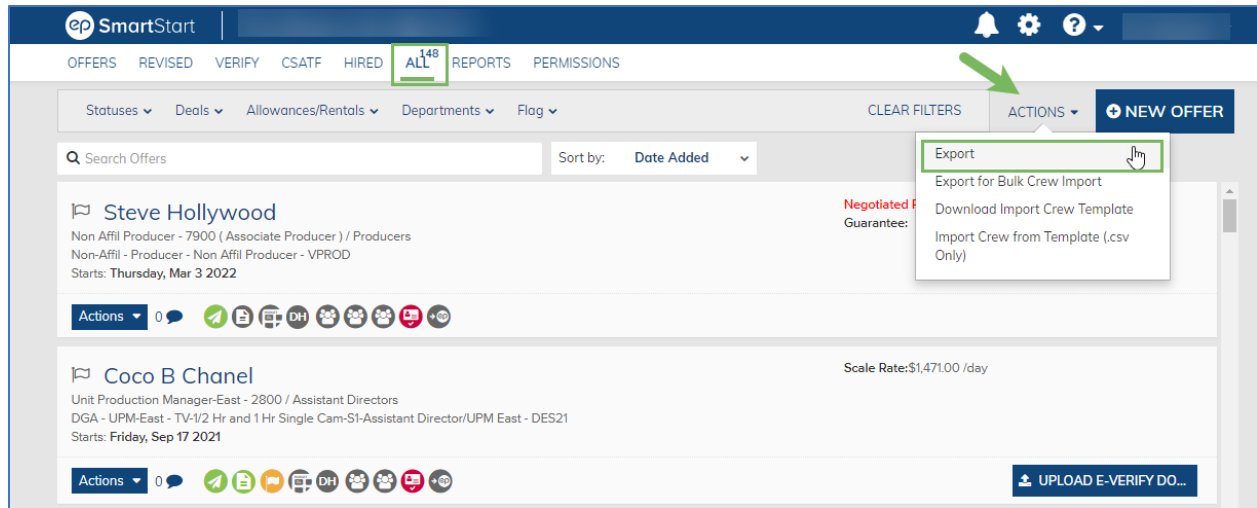


Figure 5a: Export

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

A	B	C	D	E	F	G	H	I	J	K	L	M
First Name	Middle Name	Last Name	Email Address	Phone Number	Department	Start Date	Job Title	Union	Rate Type	Rate	Studio Location	Distant Location
Jenna	Wen				Accounting	7/8/22	Chief Rigging IA 728 Electr		Scale Rate:	\$36,5900	ARIZONA	CONNECTICUT
Post		Loanout			Property	6/22/22	Driver - Auto IBT 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			Property	6/8/22	Driver - Auto IBT 399 Driv		Scale Rate:	\$23,3400	CALIFORNIA - CITY OF LA SICK LEAVE, CALIFORNIA	ARIZONA/ALABAMA
Post		One			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 - Trainee		Scale Rate:	\$17,2550	ARIZONA	ARIZONA
Jenny		Parker			Electric	6/19/22	Driver - Auto IBT 399 Driv		Scale Rate:	\$32,2300 /hr	CITY OF LA SICK LEAVE, CALIFORNIA	ARIZONA
AppoloR		SS			Accounting	5/10/22	Co-Captain - IBT 270 Driv		Scale Distant	\$39,4800 /hr	ARIZONA	ARIZONA
Sn		Kartik			Assistant Dir	5/20/22	Special Equi: IBT 270 Driv		Scale Rate:	\$37,9800 /hr	NEW MEXICO	ALABAMA/LOUISIANA/ARIZONA
Cory	W	March			Costumes	4/6/22	Driver Gang: IBT 399 Driv		Scale Rate:	\$46,2200	LOUISIANA	ALABAMA/LOUISIANA/ARIZONA
Cor Kempfour		SS			Accounting	5/25/21	Prop Maker f IA 44 Propert		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.

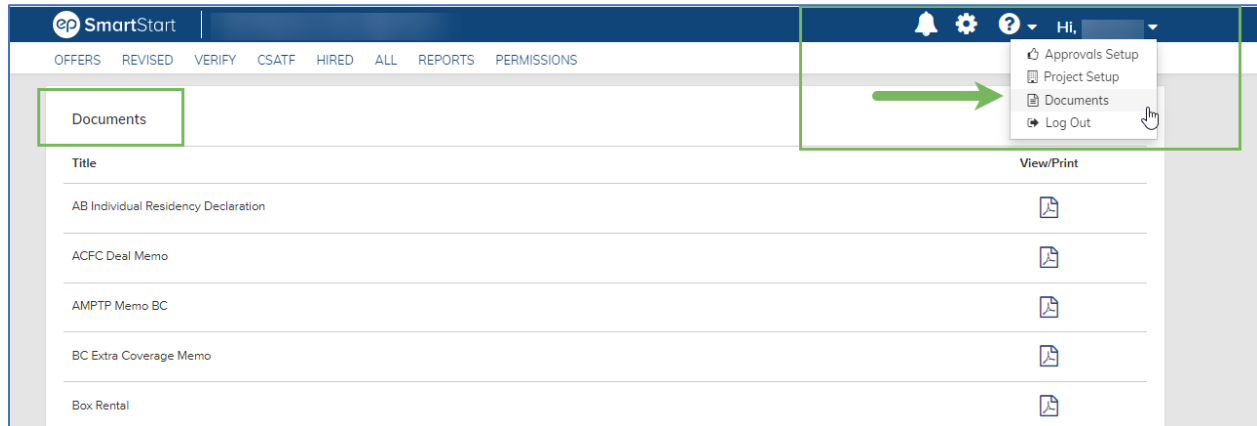


Figure 6: Documents

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.

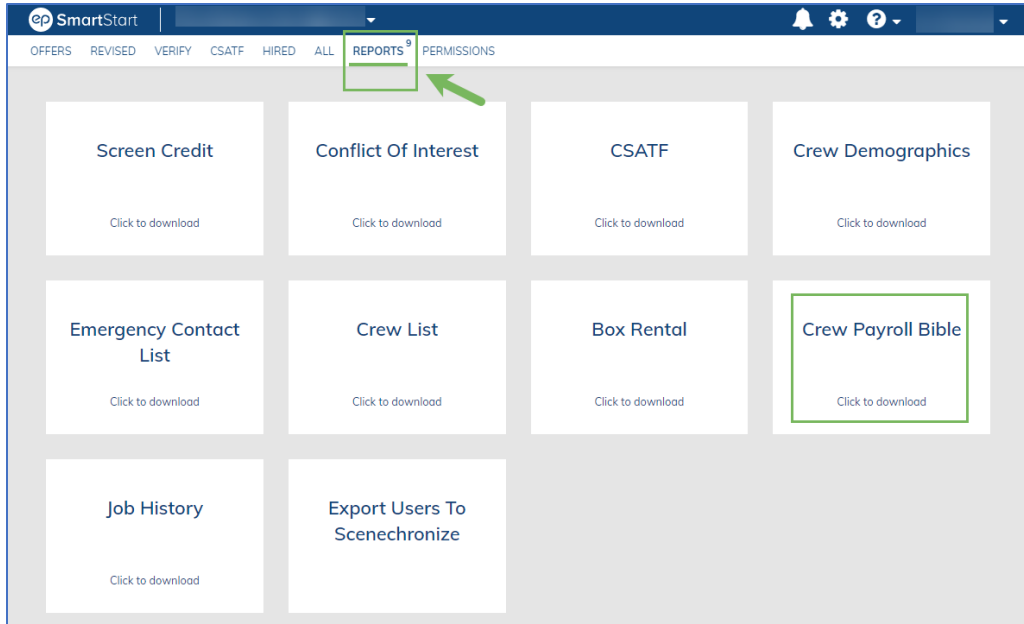


Figure 7: Reports, Crew Payroll Bible

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

Start Date	Schedule	Rate	Guarantee	Distant Rate
07/18/2019	Hourly (01)	\$35.0 hourly		
03/27/2018	Daily (01)	\$48.47 hourly		
03/19/2019	Schedule C (56)	\$2569.92 weekly		
09/26/2019	Schedule C (49)	\$53.9100 hourly	48.6 hours perWeek	
03/06/2018	Daily (01)	\$53.0 hourly		
01/16/2019	Schedule C (49)	\$53.9100 hourly	48.6 hours perWeek	
01/23/2017	DAILY-HOURLY (01)	\$48.0 hourly		
07/10/2019	Schedule A (01)	\$43.7800 hourly	5.0 hours days, 8.0 hours per	
10/09/2018	Daily (01)	\$53.0 hourly		
01/30/2019	Hourly (02)	\$498.3 hourly		
05/09/2019	Schedule C (56)	\$2569.92 weekly		
10/26/2017	Salaried (58)	\$5000.0 weekly	12.0 hours perDay	
04/04/2019	Schedule C (49)	\$53.9100 hourly	48.6 hours perWeek	

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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