

Small Call Payroll with Alliance Invoice-3.3

The sample spreadsheet in this document has some color shading to make explanations easier. The spreadsheet you use will not have the color shading.

PAYROLL SHEET

Areas shaded in **yellow** are for the Business Agent setting up the Call.

Areas shaded in **magenta** contain formulas and are locked to prevent accidentally changing a formula resulting in a false calculation.

Areas shaded in **green** are for the Steward.

Notes for Stewards:

Enter the number of hours worked by each hand in the appropriate column for REGULAR, OVERTIME, DBL TIME, SHOW, and F-SPOT. Enter any Premiums as a dollar figure in the PREMIUM column.

IMPORTANT – Show hours and F-Spot hours **MUST** be entered as hours.

A normal show would be entered as 3.5 hours. For any show lasting longer than 3.5 hours, enter the actual number of hours the show lasts.

If a show is at Overtime or Double Time, the Show and F-Spot rates need to be adjusted in the Rates box in the top section. This sheet cannot handle a situation where some hands are at regular show rate and some at overtime show rate. Call Eric and we can figure out a one-time workaround.

For any Hand that is exempt from paying 5% dues, enter an X in the 'X' column under 5% DUES.

If Hands are replaced or added to the call, the Steward should enter the new Names, and their Rate, in the NAME and RATE columns of the Upper Section. Yes, this is in the **yellow** Business Agent section, but he didn't know about the addition or change when he filled the call, did he?

If a cell in the Hours columns turns **Red**, it indicates that there is no name in the NAME column and you are accidentally assigning hours to a person that doesn't exist.

If you have any questions or problems, call Eric Swanson.

IATSE Local 470 Small Show CALL / PAYROLL SHEET

Date _____ Event _____ Venue _____ Steward _____ Client _____ Job/Invoice # _____	CALL TIMES PRE _____ IN _____ IN2 _____ SHOW _____ OUT _____ OUT2 _____	RATES 1 Steward _____ 2 _____ 3 _____ 4 _____ 5 _____ Show ▶ SHOW _____ Rates ▶ F-SPOT _____ <small>Show rates are per Show (3.5hrs)</small>	PAYROLL Processing % _____ Benefits % _____ <hr/> PAYROLL FINAL Wages 0.00 Processing 0.00 Benefits 0.00 Total Due \$ -
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NAME		#	RATE	PRE	IN	SHOW	OUT	Call Totals	NAME	#	RATE	PRE	IN	SHOW	OUT
		1						PRE 0		11					
		2						IN 0		12					
		3						SHOW 0		13					
		4						OUT 0		14					
		5								15					
		6								16					
		7								17					
		8								18					
		9								19					
		10								20					

NAME	#	RATE	REGULAR Hours	OVERTIME Hours	DBL TIME Hours	SHOW Hours	F-SPOT Hours	PREMIUM \$Amount	WAGES	BENEFITS	X	5% DUES Amount	
	1								0.00				1
	2								0.00				2
	3								0.00				3
	4								0.00				4
	5								0.00				5
	6								0.00				6
	7								0.00				7
	8								0.00				8
	9								0.00				9
	10								0.00				10
	11								0.00				11
	12								0.00				12
	13								0.00				13
	14								0.00				14
	15								0.00				15
	16								0.00				16
	17								0.00				17
	18								0.00				18
	19								0.00				19
	20								0.00				20

Number of Hands	REGULAR Hours	OVERTIME Hours	DBL TIME Hours	SHOW Hours	F-SPOT Hours	PREMIUM \$Amount	WAGES	BENEFITS	X	5% DUES Amount
0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$ -	0.00	0	0.00

Sheet Design: Eric Swanson Rev. 3.1