



Ten Minute Tutorial

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INSTALLATION

Passwords to Run the Software

Password: "Showbiz" – The Showbiz password allows you to create and edit time cards.

Password: "Master" – Use the Master password for deleting time cards, changing passwords, etc.

Windows Installation

The installer program should automatically launch and guide you step by step through the installation. Should the installer program not launch, open the "My Computer" folder; then, right click the CD ROM and select open. Double click the Setup.exe file and follow the simple instructions to install your software.

Macintosh Installation

The window, "SB_Time.sit" should automatically open and display a folder called, "Showbiz Time Cards." Drag the folder to your hard drive to install it. Then, open the folder and double click the "Showbiz Time Cards.exe" file to launch the software.

Should the window "SB_Time.sit" not automatically open, open the CD ROM titled SB_Time and double click the "SB_Time.sit" file. This should display a folder called, "Showbiz Time Cards." Drag the folder to your hard drive to install it. Then, open the folder and double click the "Showbiz Time Cards.exe" file to launch the software.

Note: The Macintosh version is compressed in a .SIT format. To expand it, the free Stuffit Expander from <http://www.aladdinsys.com> is required.

THREE WAYS TO USE THE TIME CARD CALCULATOR

Attach the Showbiz Worksheet to the Original Time Card

Most clients enter the signed time card information into the program and print out the worksheets. The worksheets, showing all calculations and totals, are then attached to the actual signed time cards themselves and sent out for payroll processing.

NOTE: If you use Media Services (800333.7518) for your payroll service, you can e-mail your payroll for faster processing.

As A Calculator Only

Other clients use the calculator to generate all the work hours and pay totals; then, they hand write the totals onto the original time cards.

****Important: Under any scenario, a signed time card must be submitted before any check can be cut.**

EMPLOYEE INFO WINDOW

Employee Info Window

The first window you'll want to enter information in is the "Employee Info" window. You can create a new time card/record by clicking the "Records" menu at the top of the screen and selecting "New Record" or use the "New Card" button just above.

IMPORTANT -- Showbiz Time Cards is saving your work with every keystroke you make. You cannot "quit" to ignore changes.



Once the employee information is entered, you'll never have to enter it again -- future time cards can be pre-populated with all your employee information using one of two simple methods. To start a new time card and pre-populate all your employee information, go to *Creating New Time cards From Old Time Cards* below.

Entering Employee Info

Use the TAB key to move through each field -- hold the SHIFT key down and hit the TAB key to move backwards. Also, on each window, hitting the TAB key will highlight the most common fields in that window for data entry.

Pop Up Lists

NOTE: Some XP users will need to hold the "Ctrl" key down while hitting enter to add a line in the "Edit" pop up list dialog box.

Pop up lists save you from retyping redundant information like the week ending, project name, time card status, etc. To use them, highlight your selection with the arrow keys and hit enter -- you can also use your mouse. If the selection you want is not available you can do one of two things -- Double click in the field and type in whatever you want or select "edit" from the menu and add your new selection to the list. If you "edit" (change) the pop up list, please note that the 10-key "Enter" key closes the editing window, while the return or "Enter" key on the keyboard creates a new line for a pop up list item in the window. Note: There is a know bug where the cursor becomes invisible in the editing window.

Creating New Time cards From Old Time Cards (Two Options)

1. If you want to create a new identical time card with a blank week ending, use the "Duplicate Record" feature in the "Records" menu at the top of the screen.

One of the easiest ways to create a new time card with all the employee information on it is to find the time card you want and click on one of the "Dup. Info" or "Dup Dept." buttons in the menu bar. Once you have found the record you want to duplicate, click the "Dup. Info" button to create a new time card with all the employee information only or click the "Dup. Dept." button if you want to remove the employee specific information and keep of the department/job specific information on the time card.

2. (Recommended for advance users only) Another method to create a new time card and save from retyping employee information is to use the "Get" and "Save" buttons. Once you have all the information in the employee info window, type in link name, e.g., JParker, in the employee link field and hit "Save". This will place all their information in the Employee database. Now, you can pull the information out of the Employee database in a flash by typing in the Employee Link, "JParker", and hitting "Get".

IMPORTANT: Make sure to create a new time card first. Typing in a link name and clicking "Get" will overwrite all the employee information in the current window.

Determining Employee Overtime Pay Schedule

You must fill out the employee pay schedule in order for the program to calculate your hours-to-gross.

In a nutshell, by filling out this simple grid, you are creating a straight time, overtime, and gold time pay schedule. As with the employee info link, if you give it a name, e.g., teamsters, and "Save" it, you can use "Get" to retrieve/apply it to any other employee.

How the grid works:



Day	1x	1.5xG	1.5xP	2x	2.5x	3x	OT Schedule
1-5	8.0	4.0	2.0	10.0			
6th		12.0	2.0	10.0			
7th		12.0	2.0	10.0			

Days 1 to 5: By entering an “8” in the “1x” column, this tells the program to pay the first 8 hours for days 1 through 5 at straight time. Next, looking at the “4” in the 1.5xG field, the program will pay hours 9, 10, 11, & 12 at time and one half of your hourly rate. Finally, hours 13 & 14 will be paid at one and one half times the Premium Rate – with any additional hours being paid at two times the premium rate.

Day 6: By entering a “12” in the “1.5Gx” column, this tells the program to pay the first 12 hours for day 6 at one and one half times the hourly rate. Next, hours 13 & 14 will be paid at one and one half times the Premium Rate – with any additional hours being paid at two times the premium rate.

Day 7: By entering a “12” in the “1.5Gx” column, this tells the program to pay the first 12 hours for day 6 at one and one half times the hourly rate. Next, hours 13 & 14 will be paid at one and one half times the Premium Rate – with any additional hours being paid at two times the premium rate.

Bottom line: However you fill out the field, the program will break out the pay hours in that order starting from the left to the right.

WORKSHEET WINDOW

Worksheet Window

The majority of your time will be spent in the Worksheet window entering hours and editing the lines of pay detail generated by the MagicPay button in the PAY BREAKDOWN section.

Entering Work Hours

Use the Tab button and 10-Key keypad to quickly enter your hours. If you type in one day of work, you can click on day two, “2nd”, and it will copy down day one info into day two. Then click on day three, “3rd”, etc., etc. Also, if you click on the titles, e.g., "CALL", "LUNCH START", "LUNCH END", "DATE", etc., the data in the first day will copy automatically down through day 5. There is also a "Save" and "Get" button set here for saving and retrieving a specific set of work hours. NOTE: Due to the calculations based on the work hours, clicking the "Get" button for work hours could take a while.

MEAL PENALTIES: If there are meal penalties displayed, you can ignore them or enter the quantity and cost you want to recognize directly next to the meal penalty that is displayed.

Determining Employee Overtime Pay Schedule

You must fill out the employee pay schedule in order for the program to calculate your hours-to-gross.

In a nutshell, by filling out this simple grid, you are creating a straight time, overtime, and gold time pay schedule. As with the employee info link, if you give it a name, e.g., teamsters, and "Save" it, you can use "Get" to retrieve/apply it to any other employee.

For more information on how this grid works, please go back a page or two to the “Employee Info” window section:



Day	1x	1.5xG	1.5xP	2x	2.5x	3x	OT Schedule
1-5	8.0	4.0	2.0	10.0			
6th		12.0	2.0	10.0			
7th		12.0	2.0	10.0			

Guaranteed Hours Notification

If you enter a number in the “Guaranteed Hours” field, the software will notify you when the hours worked are less than the guarantee.

The MagicPay Button

IMPORTANT: The MagicPay button clears all lines of pay detail in the PAY BREAKDOWN section first, then it automatically creates new lines of pay detail based on the employee information.

Based on the employee information you entered, the MagicPay will create lines of pay detail in two different ways:

1. Flat Fee Pay
 2. Single Project Pay
1. Flat Fee Pay: If there is a number in the "Flat Fee" field, MagicPay will ignore the hours entered or multi-job details and paste line of pay based on the flat fee number in the "Flat Fee" field.
 2. Single Project Pay: If the "Flat Fee" field is empty, the MagicPay button will scan the employee info and create lines of pay detail based on one project/production.

After You Pressed MagicPay

After MagicPay has created lines of pay detail for you, you can:

1. If everything is complete, you can go to the "Time Card" window and print out your time card worksheet.
2. Add, edit, or delete any line of pay detail (Such as Car allowances or Kit/Box rentals) – then go to the Time Card window and print your time card/worksheet.
3. Modify the information, e.g., hours worked, add holiday percentage, change pay schedule, add box rental, etc.; then hit the MagicPay again and go back to step 1.

TIME CARD WINDOW

Printing Your Time Cards

You must be in the Time Card window to print your time cards.

ALWAYS REMEMBER TO SELECT "CURRENT RECORD" OR "RECORDS BEING BROWSED"

TO PRINT (1) TIME CARD, find it and make sure you are in the time card window. Click the print button above; this will bring up the print dialog window. Make sure you have selected "CURRENT RECORD" from the pull down menu.

TO PRINT ALL YOUR TIME CARDS, find them and make sure you are in the time card window. Click the print button above; this will bring up the print dialog window. Make sure you have selected "RECORDS BEING BROWSED" from the pull down menu.



Backing Up Your Time Cards

Now is always a good time to back up your time cards. Click on the "Create Backup of all Time Cards" button to make an exact duplicate of all your time cards. Note: every time you click this button, you delete the old database of time cards and save the current database of time cards in its place.

Restoring Your Backup File / Deleting All Current Time Cards

Before you use the restore feature, we recommend you save your time card data by doing the following:

1. Click the "Find All" button from the top menu.
2. Under the File menu, select "Export".
3. Give your time cards a file name, e.g., Cards_10-21-04, and hit "Save".
4. Click on the "Move All" button and hit "Export".

You can restore your backup with one simple step from the Scripts menu at the top of this screen.

WARNING: This will delete all your current time cards and import the times that were saved that last time you clicked on "Create Backup of all Time Cards".

Simply select [Delete all time cards and restore last "Backup My Time Cards"] from the Scripts menu at the top of the screen.

Finding Time Cards For One Payroll

To find a set of time cards for a specific week ending, go to any report, e.g., Emp. List, Wkst. List, TC List, etc. and click the "Find" button in the top menu. Go to the week ending field and select the proper week ending. If you only want the completed time cards, click in the status field and select completed too. Then hit the enter key or the "Find" button that appears at the left hand side of the screen and you get a list of every "completed" time card for the specified week ending. Notice the rolodex in the upper left, it will tell you how many time cards it found out of the total time cards in your database.

REPORTS WINDOWS

Sorting Reports/Lists

Click on the title of any section to sort it by the respective title, e.g., status, name, account number, etc. Additionally, there are more common sorts under the "Scripts" menu.

Jumping To A Specific Time Card

Click on the very left hand side of the report you go to the respective time card.

What Does the "©" Represent?

The © signals to the user that the specific time card is completed and do not make edits unless necessary.

Note: There is no way to lock a completed time card from being edited.

Printing Reports

For all reports, ALWAYS REMEMBER TO SELECT "RECORDS BEING BROWSED" in the print dialog window.



E-MAILING PAYROLL

For Media Services Clients Only

E-mailing payroll is extremely simple. Follow these simple steps to enter a new era of payroll:

1. Find the time cards you want to e-mail (e.g. Find week ending "1/3/04")
2. Once you've found the time cards to e-mail/export, select "Export Time Cards" from the "Scripts" menu located at the top center of the screen.
3. Give the payroll file a name such as, payroll_1-3-04, and REMEMBER where you are saving the file. Then hit save.
4. Now, e-mail the file like any other attachment (Word docs, picts, spreadsheets, etc) you've sent to someone. Open a new e-mail, attach the payroll_1-3-04 file and hit send.

TECHNICAL SUPPORT

For Registered Users Only

In New York, call Steve Bizenov at (917) 305-8309

In Los Angeles call Otter Monahan Huntley at (310) 440 -9686