Event Job Time Sheet for Iconic Employees & Contractors (How to complete the Online Event Job Sheet)

UPDATED FAQ POLICY 28 June 2019 09:29am

1. The Event Job Time Sheet will no longer also be the form to use for quantity.Â The Event Job Time Sheet will now be its own form and a new form will be used for confirming quantity attendance at all Iconic events.Â Refer to the FAQ Policy "" for the link to the form for confirmation of quantity attendance.
2. Updated instructions of how to fill out the Event Job Time Sheet.
3. Updated link for Event Job Time Sheet is https://form.jotform.co/iconic_productions/event-job-sheet

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We remind you of the following items to be aware of:

1. All Event Job Sheets from today 20/Jun/2018 will now be submitted direct to the Accounts Department.Â
2. If fields are not entered correctly it will now result in aÂ **DELAY**Â in processing your timesheet and your timesheet may be missed in the next paycycle.
3. All Staff and Contractors are now required to ensure thatÂ **you complete your Event Time Sheet accurately**.Â
4. Notifications may be issued to you if non-compliant, however this will delay your timesheet being processed.Â
5. **No longer will Event Supervisors be required to manually enter the Event Job Sheets or approve them**.Â
6. If you make an error then it will be your responsibility to reissue the Event Job TimeSheet.Â Duplicate entries will be made void and no reminder will be sent to you.
7. We Remind you, your Event Job Sheet is aÂ **One TIME-SHEET**Â per event/show/production needs to be completed by all EMPLOYEES, CAST/CREW STAFF and/or contractor.Â
8. Event Job Sheets must be completed and submitted within 5 minutes of your work/shift/job being completed.Â
9. A new event management job sheet is to be completed for each new date; new account reference; a newÂ company/organisation.

Simply complete the fields to ensure that you have adequately entered your Work Hours.

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IMPORTANT NOTICE: This is a legal document and should be completed by each individual cast/crew member. Â DO NOT ASK or DO NOT complete this document for another person.

Until the Iconic Productions Roster system is ready all Event Job Sheets, will be completed and submitted using the temporary online Event Job Sheet.

The online Event Job Time Sheet is accessible on all devices, including smart phones with an internet connection.

- The term OPERATOR herein means and refers to the Owner of the Event, Managing Agent, Iconic Productions and/or it associates.
- The term WORKER herein means and refers to an employee and/or an Independent Contractor of the OPERATOR.

The event job sheet, must be completed accurately and each field must be filled in. Failure to do so, may result in delays in payroll.Â It is important to acknowledge all time are to be written in Military (24 Hour Time), unless where it requests an a.m. or p.m time.Â The Payroll and Invoicing system is a very complicated system that is coded to sync and match with Call Sheets, Rosters and Event Times and if times are not complete and accurate the system halts the process and delays will occur.Â If an event time sheet is not accurately completed and the process followed, delays will occur and Iconic's Account Staff and the company is not liable for delays due to errors made by not following the procedures.

We No longer will be accepting or using a paper version of the Event Job Sheet.

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When the Form Loads you will be required to complete all the details as required.Â There is enough information on each field to help you understand what to enter and what to do.Â However if you have any questions, the Event Management Staff and Team Supervisors have been trained to assist you.

1. Read the legal disclaimer and make sure you understand in full.
2. Press **NEXT**

To assist you with understand how to complete your Event Job Time Sheet, it is important you read the following information. Â Alternatively check your FAQ on the company server. Â Not completing the details as required will unfortunately delay your payroll.

1. **Date of Event / Production / Job (This is the date of the actual event. Not your work date** is the actual date of the event/production/job task as per the Rostered all Sheet.Â A date that does not match the rostered work will not be accepted.

2. **Does this Event Job Time Sheet refer to event booking / product number / activity number?**
    1. If the event has an Event or Order NUmber you will need to press YES and enter the number as per your call sheet.Â It

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needs to be the exact number as per the event of the work being done.
2. If the event has NO number, press NO and continue.

3. **Location of Suburb:** refers to the suburb you are at or working at.

4. **State of Event/ Production / Job** refers to the State of the Country you are working at.

5. **Name of Company / Organisation the work is being done at** refers to the name of the venue or place you are doing the work at.

6. **Name of Show / Event / Production / Work Task or Activity** refers to the actual Name of the Event or Production.Â Example, ANZAC Show, or Laser Lights or if working in relation to a Work Task or Activity enter Office, or Wardrobing, or Audio.

7. **Start and Finish Time of the event (as displayed on the Rostered Call Sheet** refers to the actual start and finish time of the event you are working on. This will only be required if you have an event or order number.

8. Press **NEXT.**

The Next Part is to complete your work hours.Â This is different to the Event Details from before.

1. **Time Arrived**Â field is not the time you started working, but the time you arrived at the venue location.

2. **Enter the Position / Time Started work and Time Finished Work**Â is where you enter the Position / Character / Job Title of what work you are doing, not your title of work. Examples are listed below (but these are only examples and do not list all the possibilities you could write):
    1. If you are a **stage hand** you would write things like ...
        - Setting up Street Parage Show
        - Packin up Equipment for Event
        - Rigging
        - Assisting with Carpenters

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- Driving to Venue (state venue name)
- Driving cast to Airport.

2. If you are an **ACTOR/Artist** you would write things like ...
   - Performing
   - Acting
   - Rehearsing
   - Table Read Rehearsla
   - Production Meeting
   - Event debrief

3. If you are a **SALES/EVENT staff** you would write things like ...
   - Start Shift in Sales
   - Sales Meeting
   - Event Meeting
   - Event Roster Work
   - Event Reviewing roster

4. If you are a **CHAUFFEUR** you would write things like ...
   - Driving Roster
   - Chauffeur Planning
   - Chauffeur Training

5. If you are a **SET DESIGNER / PROPS MASTER / SEAMSTRESS** you would write things like ...
   - Activity # (write the number and copy name of work from ProjeQtor).
   - Planning Meeting
   - Call Sheet Event (write the date of the call sheet and brief description of the call sheet roster)

6. If you are working or doing an **ACTIVITY from PROJEQTOR (Project Management)** you are required to write the activity number of the activity from ProjeQtor and the name of the description.Â Examples are
   - Activity #29 - Does not provide Date periods for Activities, Opportunities
   - Activity #556 - Morriset A3 Poster melted with Wax
   - Activity #1461 - Veronica Briggs requested Email Call Back from Feedback CS#1710201152

7. If you are working or doing work as a **PRODUCTION RUNNER** you would write things like ...
   - Production Run NSW
   - Production Run VIC

8. If you are working or doing work from a **ROSTERED CALL SHEET EVENT** you would write things like ...
   You need to write the date of the call sheet and a brief description (copy and paste it from your Call Sheet)
   - 4/6/2015 Planned meeting with Actors Captain on Staging
   - 10/11/2015 Setup Props for Training

9. Then the date and enter the time you started the shift of work for this and the time

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you finished.
Please note, if you are doing multiple jobs at a venue, eg: Stage Hand & Stage Driving or Acting and Actors Captain or Event Manage and Travel on Tour or Sound Operator and Staging, you need to click on the button "***+ Add additional position and work hours***" and fill in the time you worked for each specific position of work.

3. **Enter all Break time you took ...**Â field is where you enter all your break times you took on this work day. Â If you did not have any breaks, enter 0 in both fields.
    - Please note if you had multiple break times, press "***+ Add Additional break times***" button to add your addtional break times. Â The times displayed are to be in military time.

4. **Time Departed**Â field is not the time you finished work, but the time you departed from the Venue.

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Complete the details as required, then sign, date and enter your **SLACK** password for authentication.

Finally click on the submit button to have the Event Job Time Sheet sent to the correct accounts department staff.

If you have any question about your Submitted Event Event Job Sheets you can forward your concern byâ€¦

1. First speak with your department supervisor.
2. Then speak with Accounts or by Direct Message to the Accounts Staff.
3. You can also try to speak to the event managers on through SLACK COMMUNICATIONS on the **#event_management** channel; or
4. Send a fax to **02 8221-9625;** or
5. Post your concern to the appropriate Office in the USA, UK or London
6. Call us on the numbers listed https://www.iconicperformances.com.au/contact.php or as show here in Main telephone numbers, contact details of Iconic Productions World Wide

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IMPORTANT THINGS TO BE AWARE OF for the Submission of EVENT MANAGEMENT JOB/TIME SHEETS.

1. Event Job Sheets are to be uploaded now at the end of your shift.Â We will no longer accept or receive event sheets that are late or submitted 10 minutes after your shift ends based on the call sheet roster.
2. Where the Event Job Sheet is not received at the end of your shift, it will not be processed or paid and delays of it will occur due to the huge time and cost in having to correct it.
3. All staff/contractors are responsible to ensure that it is provided at the end of their shift.Â Not the next day.
4. Event Job Sheets that have not been correctly completed or submitted at the end of the shift and are rejected due to errors will require the worker to complete a Late/Error Submission Form.Â The worker receiving the rejected submission must request from their department supervisor the link to complete the Late/Error Submission.Â Late/Error submissions must be completed within 48 hours of receiving the error.Â Failure to submit an approved Late/Error Submission within the 48 hour timelimit may be seen as a fraudulent claim for hours worked

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and disciplinary action will be taken.

Attached files:

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