Punchclock and Production Event Job Time Sheet

How does the electronic and digital version of the Event Job Sheet work?

The Electronic and Digital version of the Event Management Job sheet will continue to you the same format of the old paper version and will be recorded as a hardcopy on the Roster System for easy viewing that will reduce the amount of paper being used and will be more user friendly and easy to see/read.

The Event Job Sheet will look and feel like the Revised Event Management Job Sheet of 2016 as screen view point with many added differences.

1. The title will remain the same with â€œ**Daily Show / Event / Production Job Sheet**â€
2. It will no longer display the company phone numbers or email address.
3. It will continue to **only allow One** TIME-SHEET per event/show/production that will need to be completed by each employee or contractor.
4. A new event management job sheet is to be completed for each new date; new account reference; a new company/organisation; when all three shows details are completed; or if space runs out with the number of Team Details.
5. It will not display field of Account Details.Â
6. Date of event will be a calendar pop up.Â It will not automatically show date based on Event Date when Staff Member selects the Event as this will be operated and controlled by the Punch Clock Server.
7. It will still display and required the **Customer Details**.Â Under Customer Details it will still require confirmation of the following:
    1. **Name of Company / Organisation performing at**: this will automatically populate from when Staff Member selects the Event Punchclock Functionality.Â But if incorrect, will allow staff member to enter own text.
    2. **Suburb:** this will automatically populate from when Staff Member selects the Event Punchclock Functionality.Â But if incorrect, will allow staff member to enter own text.
    3. **State:** this automatically populate from when Staff Member selects the Event in Punchclock.Â But if incorrect, will allow staff member to enter own text.
8. It will still display and required the **Show / Event / Production Details:**Â Under this heading it will still require confirmation of the following:
    1. **Name of Show/Event:** this will automatically populate from when Staff Member selects the Event Punchclock Functionality.Â But if incorrect, will allow staff member to enter own text.
    2. **Time Start:** Will allow the staff member to enter the time of the scheduled work.

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3. **Time Finish:** To allow the staff member to enter the time of the scheduled work finish.

4. **Total Tickets Booked / Purchased as shown on Event Roster:**Â this will automatically populate from when Staff Member selects the Event Punchclock FunctionalityÂ and show the number from qty.Â This number displayed cannot be changed or edited. Next to this a button labelled â€œEXACT QTY ATTENDEDâ€ will display.Â When staff member clicks on it, a Modal Window will open up and display
    1. â€œHave you done a head count and checked it twice with other performers and then the customer?â€Â YES | NO | NOT REQUIRED TO DO HEAD COUNT
        1. IF THE STAFF MEMBER SAYS â€œYESâ€, then it will log date and time for you.

        2. You will be asked to enter the Total Qty Counted and it will allow maximum 5 digits with no decimals.Â If the number is less than the Qty of the Event a display warning notice will show â€œThe number you have entered is less than the number booked/purchased.Â You will be required to correct the problem.
        3. You will be asked to enter the **Full Name of Customer confirming Total:**

9. It will still display and required the **Team Details** section.Â Under this header it will still require confirmation of the following:
    1. **Name of Team Member / Contractor / Employee:** this will automatically populate from when Staff Member selects the Event Punchclock Functionality.Â It will then display your Name, to identify who is currently logged into the â€œEvent Staff Management Systemâ€.Â

    2. It will also display the names of all other employees or contractors who are rostered on the event as well.

    3. **Position / Character/ Job Title:**Â will be separated in 3 columns with the headings
        1. Position which would be your work role (eg: Actor / Stage Hand / Graphic Designer / Chauffeur)
        2. Character Name (if applicable) which would be the name of the person you are performing as (mostly for actors/performers)
        3. Work Description which is the job you are doing (eg: Driving Syd to Bris / Performing / designing music / set design on props)

           Most of the above 3 points will be automatically displayed by the Roster Server, however you will be required to write in the Work Description on your own.

        4. It will display the details next to the names of all the other employees and contractors who are rostered on the event as well and will be not editable.

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5. **IMPORTANT** â€¦ While all staff rostered on an event will be able to see/view the Event Job Sheet Log as per the function of the Event Job Log only the staff member who is the selected on the Roster System can change and edit their own fields. All other staff, can only view the details.

6. **IMPORTANT** â€¦ Only 1 job sheet per show / event / production per staff member can be completed.Â If another staff member tries to or a staff member tries to complete it, you will receive notification that it has already been completed.

10. **TIME ARRIVED:** Is automatically populated from the time the staff member logs in.Â The time shown here cannot be editable and is only for display purposes.

11. **TIME STARTED WORKING:** is automatically populated from the time the staff member logs in by selecting the correct option in the â€œEvent Staff Management Main Menu System.â€Â The time show here cannot be editable is only for display purposes.

12. **BREAK 1 FROM/TO:** is recorded based on the Staff Members log in and out of Main Menu Item 4 and 5.

13. **BREAK 2 FROM/TO:** works the same as BREAK 1 and if multiple breaks are selected by Staff member, then each one is recorded.

14. **TIME FINISHED WORK:** Is automatically populated from the time the staff member logs in by selecting the correct option 6 of the â€œEvent Staff Management Systemâ€. The time shown is not editable and is only for display purposes.

15. **TIME DEPARTED:** will be editable and will allow the user to enter the time they departed work.

16. **Signature of Employee / Contractor:** will not be required, as employees and contractors will be required to log in electronically creating an IP stamp and GEO Location and will be used as verification and confirmation as your signature records electronic signature.Â You will be required to enter your password and specific pin for security reasons.

When the event job sheetÂ is submitted, all records, times, logs will be recorded for that event, with all employee and/or contractor details logged for that specific user.

The Event Job sheet will be viewable on the Roster System for all employees and contractors that were rostered on the system and the Accounts Payable Staff and the Event Management Team.

No one is allowed to edit a completed Event Job Sheet.Â This is to ensure 100% security and accuracy.Â All issues and discrepancies will be recorded and noted as additional notes to a completed Event Job Sheet.

An Event Job Sheet cannot and will be recorded or submitted until all fields are completed and that

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where multiple staff members were rostered on for that event, that all staff members have a Time Departed and Time Started time in their related section.

Attached files:

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