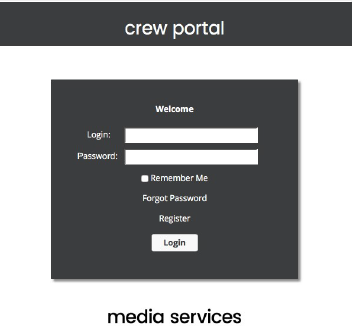
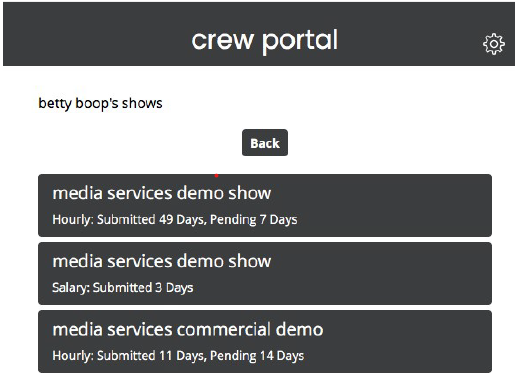
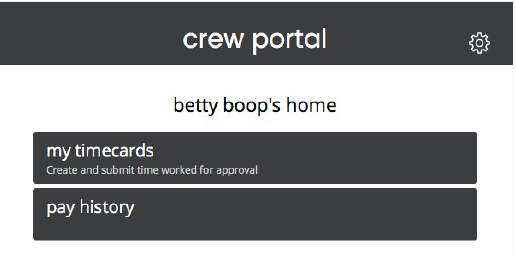
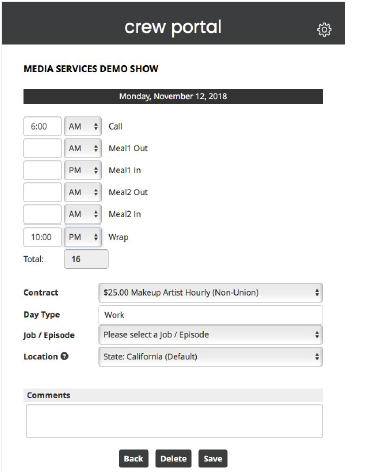
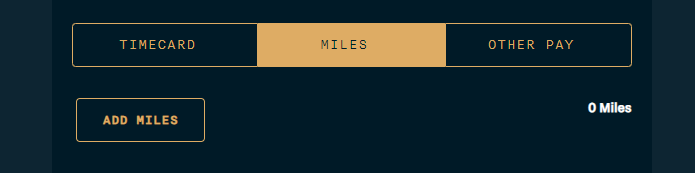
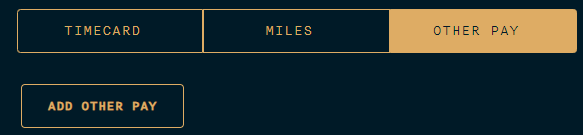
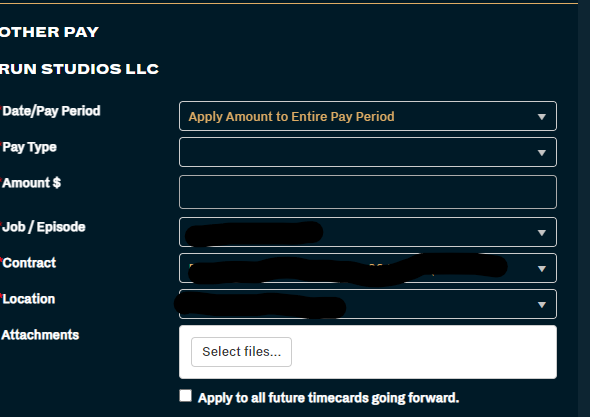
Submitting a Timecard in Media Services

1. Go to <https://crewportal.mediaservices.com>
2. The following Log-In screen will appear. You will be able to log in using your email address and password which was emailed to you in your introduction email. 

(If you forget your password, enter your email address into the Log In field and click the Forgot Password button. Your password will be reset, and an email will be sent to you with instructions on how to log in with it.)

1. To submit a timecard, you will first need to go to **My Timecards** from the home screen. (Note: if you have not entered any hours yet, your **My Timecards** tab will show 0 Timecards Pending Submission. Tap there anyway.) From there, a list of your shows and positions will appear. Tap on the Show/Positions that you wish to submit time for.



1. Once you tap on the show, you will arrive at the Weekly screen. The Weekly screen will display the current week by default. Use the arrows on the sides of the screen to navigate to different weeks. You have access to go as far back as the week that your contract started. Click on any day to enter your hours for that day. You will either arrive to a Day screen that provides information related to a Salary or Hourly Employee, depending on the position.
   1. If you are an **Hourly** employee, you will enter in your times for Call, Wrap, Meal 1 Out, Meal 1 In, etc., and select AM or PM for each. 
   2. Click to “Select a Day Type.” A Day Type is required to save any day; if you select Worked, you are required to enter in hours.
   3. Please make sure the Location field reflects the location (State or Locality) you’re working in, if the correct location isn’t an option, please e-mail [payroll@runstudios.com](mailto:payroll@runstudios.com) so that we can add the correct location
   4. If you have multiple projects you’re working on in a given day, please note that in the Comments field at the bottom of the screen
   5. After you are finishing editing your day, tap the Save icon to save your hours for the day.
2. If you have any Mileage to report, Click the Miles tab and then the Add Miles button
   1. Select the relevant date, enter in your starting and ending location and the miles. A map can be attached for backup.
3. If you have Expenses or Kit Fees to add click on the Other Pay tab and then the Add Other Pay button
   1. The Following screen will appear:
   2. If the correct Pay type isn’t an option, please select Miscellaneous
   3. You will need to attach backup/receipts for this to not be taxed.
4. Once you have entered and saved times for all the days you need to account for and any Mileage or Other Pay for the week, tap Submit on the Weekly screen. You will be asked to enter your PIN; this is your electronic signature to confirm the days and times you worked. You will enter your PIN and Submit. Your timecard will then go to your supervisor for approval.

