

Creating an Offer

Quick Start Guide

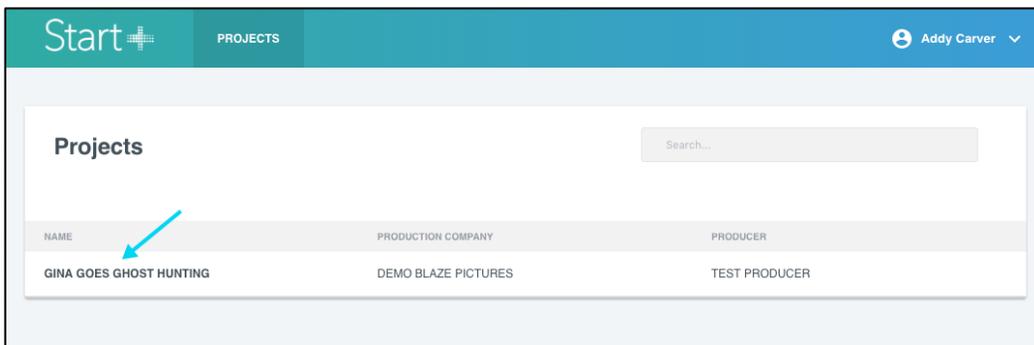
Creating an Offer Quick Start Guide

As a hiring manager, one of the principal responsibilities is to create offers for crew members. Great news, Start+ makes the process easy.

In this guide, we will cover...

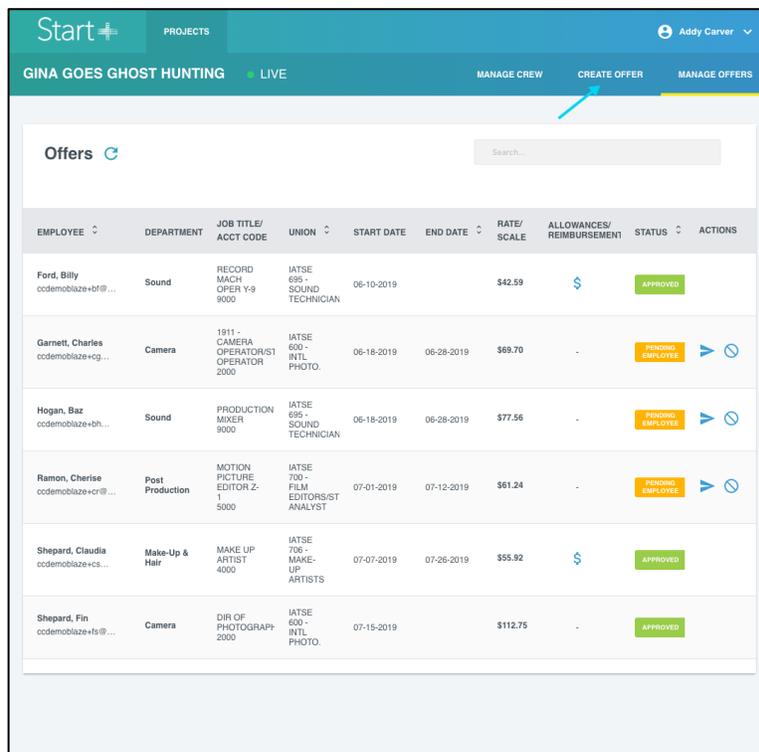
- Selecting a crew member
- Defining the terms of hire
- Adding an allowance
- Reviewing the documents collection

STEP 1. After logging into Start+, select your project.



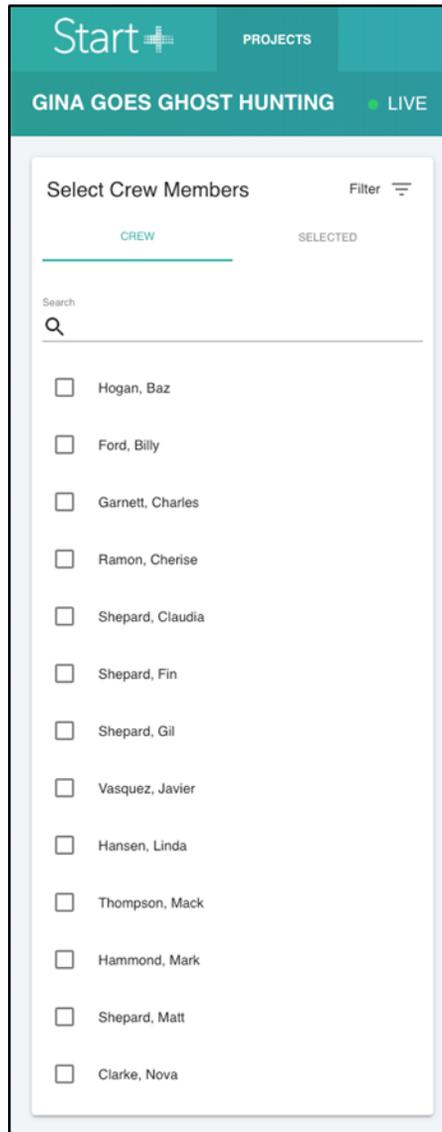
STEP 2. To begin the process, click **Create Offer**.

Note: on the **Offers** page, you can see all the offers you've created.

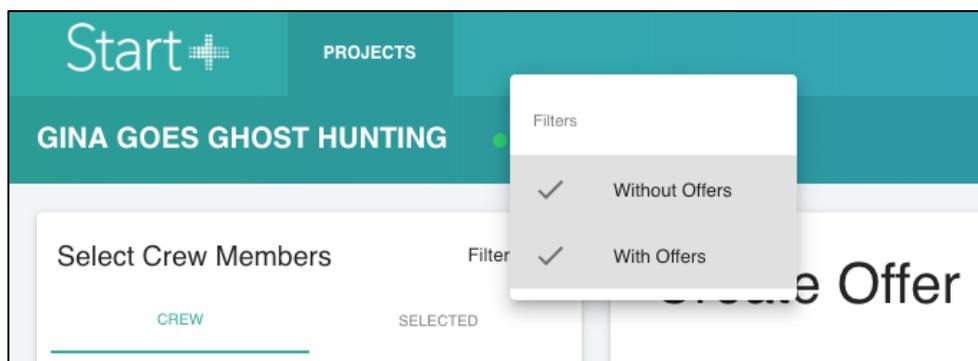


SELECTING A CREW MEMBER

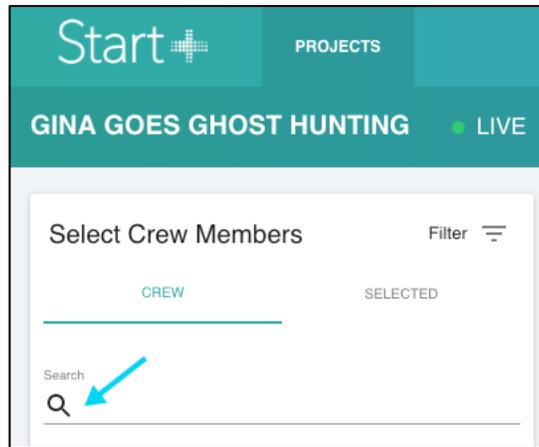
Notice the sidebar on the [Create Offer](#) page. Crew members are listed by most recently added. Start+ offers several ways to find a crew member. You can scroll the list.



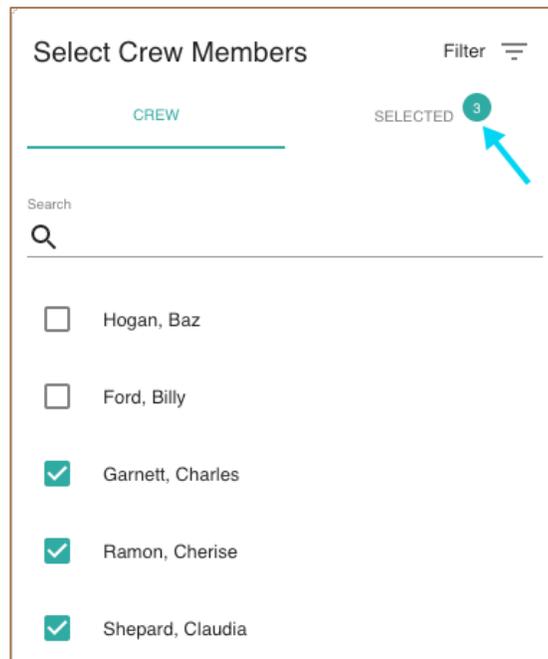
You can click the [Filters](#) icon to limit the display to crew members with offers or without offers.



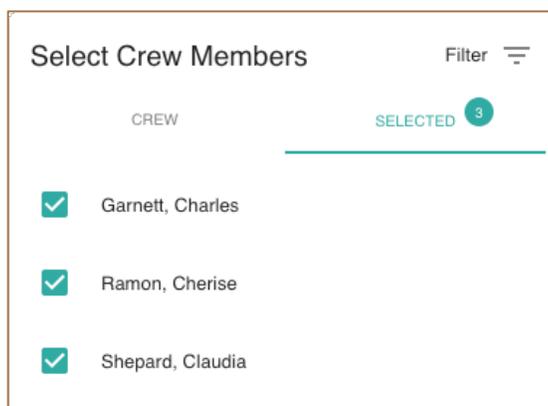
You can also search for a crew member.



You can send an offer to multiple crew members. Notice the count that appears.



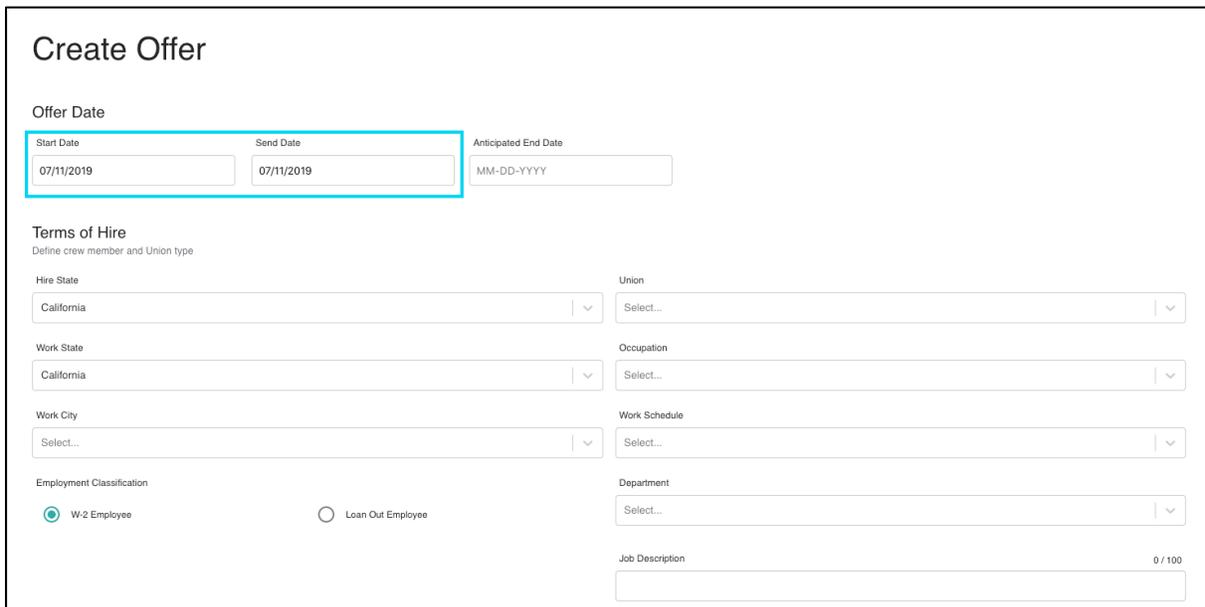
Clicking **Selected** displays only the names you checked. To see all crew members, simply click **Crew**.



DEFINING THE TERMS OF HIRE

What you see on the **Create Offer** page is dependent on your union contracts.

After selecting one or more employees, you must provide a **Start** and **Send Date**, both of which default to today. Ensure that you are selecting the correct **Start Date** since it affects which union contract Start+ uses. **Anticipated End Date** is optional.



Create Offer

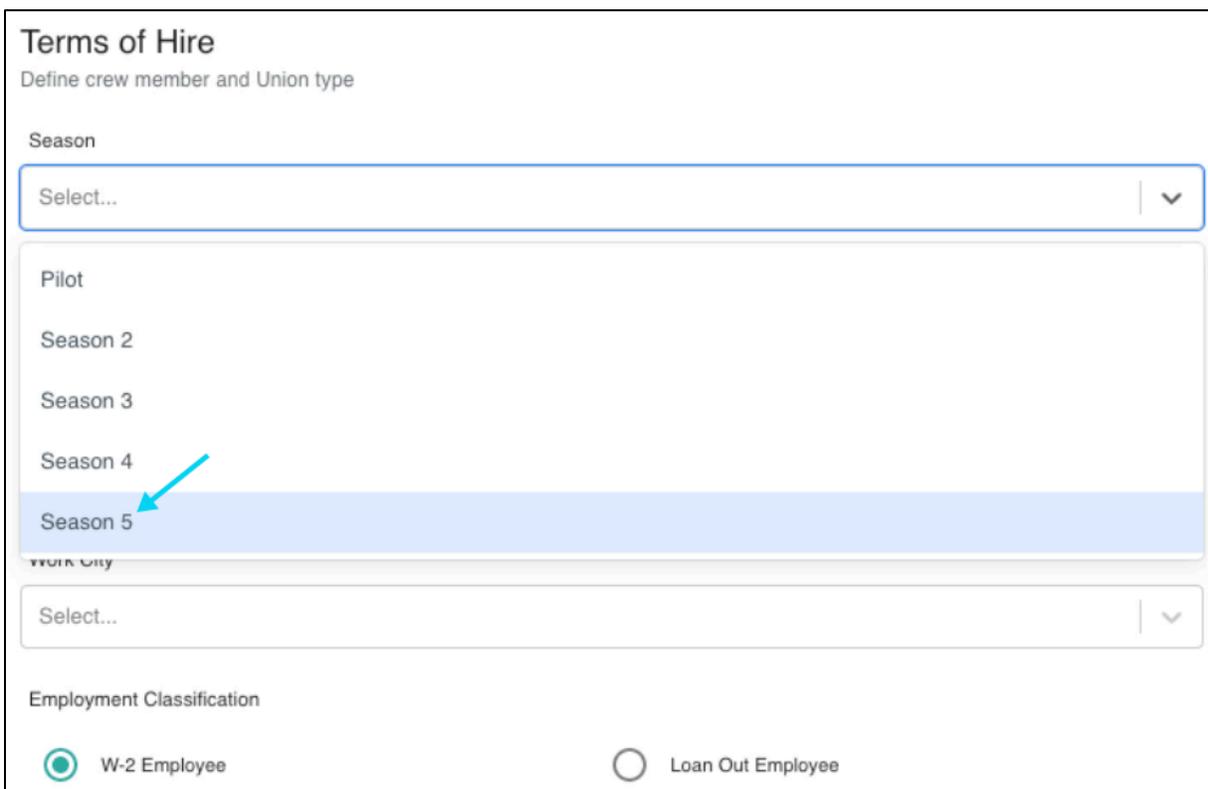
Offer Date

Start Date: 07/11/2019 | Send Date: 07/11/2019 | Anticipated End Date: MM-DD-YYYY

Terms of Hire
Define crew member and Union type

Hire State: California | Union: Select... | Work State: California | Occupation: Select... | Work City: Select... | Work Schedule: Select... | Employment Classification: W-2 Employee Loan Out Employee | Department: Select... | Job Description: 0 / 100

If you are creating an offer for a television project, you must also select the **Season**. Click the dropdown to view the available seasons.



Terms of Hire
Define crew member and Union type

Season

Select... | v

Pilot

Season 2

Season 3

Season 4

Season 5

Work City: Select... | v

Employment Classification

W-2 Employee Loan Out Employee

Complete the **Terms of Hire**. Updating a selection could affect other fields. For example, changing the union requires you to choose a new occupation, work schedule, and department.

Create Offer

Offer Date

Start Date: 07/11/2019 End Date: 07/11/2019 Anticipated End Date: MM-DD-YYYY

Terms of Hire
Define crew member and Union type

Hire State: California Union: Select...

Work State: California Occupation: Select...

Work City: Select... Work Schedule: Select...

Employment Classification: W-2 Employee Loan Out Employee

Department: Select... Job Description: 0 / 100

Notice that the **Terms of Employment** section does not display any rates yet. You must complete all **Terms of Hire** fields, including **Work Schedule**.

Terms of Employment

Set the rates for your crew members



Note that this table populates after you complete the Terms of Hire

Start+ accesses the scale rates based on your union contract if they are available. **Note:** you can still edit the fields.

Terms of Employment

Set the rates for your crew members

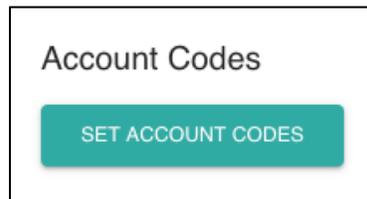
	Studio	Distant
Rate Per Hour	\$ 69.7	\$ 69.7
Rate Per Week	\$	\$
Guaranteed Hours		
Idle  Pay	Pay 6th day at	\$
	Pay 7th day at	\$
Overtime Rate	\$ 104.55000000	

ADDING AN ALLOWANCE

When creating an offer, you can include an allowance such as per diem or box rental. In this example, we've added a box rental at \$100 per week. **Note:** you can also add a cap and a duration. The **Duration** field is numeric and can represent days or weeks, depending on what you select for the allowance.

Allowances				
Reimbursable expenses allowed over and beyond a crew member's daily rate				
	Amount	Per	Cap	Duration
Per Diem	\$	Select...	\$	
Box Rental	\$ 100.00	Week	\$	
Computer Rental	\$	Select...	\$	
Car Allowance	\$	Select...	\$	
Mobile Phone Allowance	\$	Select...	\$	
Housing Allowance	\$	Select...	\$	

If you have permission to add account codes, you can do so by clicking [Set Account Codes](#).



Start+ allows you to add deal notes, which can be viewed by everyone, including the Cast & Crew payroll coordinator. After entering your note, click [Save Deal Note](#).

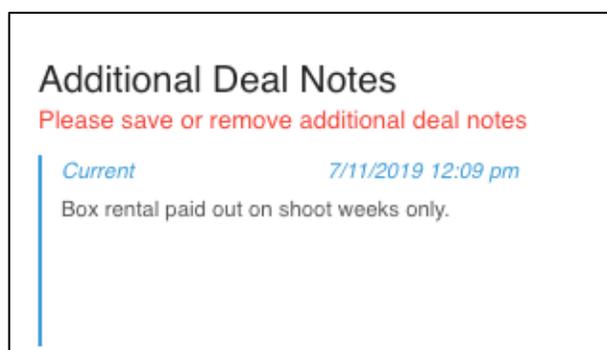
Additional Deal Notes

40 / 1000

Box rental paid out on shoot weeks only

[SAVE DEAL NOTE](#)

Your note appears here. If you need to update it, you can do so by clicking [Edit Deal Note](#).



REVIEWING THE DOCUMENTS COLLECTION

Next, you must review the documents currently included in the offer to ensure that nothing is missing and to answer any questions related to a specific form. Documents are divided into two columns: **Recommended** and **Available**. To see all documents in a column, you can scroll.

Documents

A collection of documents tied to your project

Recommended Documents	Available Documents
<input checked="" type="checkbox"/> I9 Form 	<input type="checkbox"/> Federal W9 revised 2018 - Loan Out 
<input checked="" type="checkbox"/> Federal W9 revised 2018 - Individual 	<input type="checkbox"/> C&C Start Form - Individual - Non Union Payroll (2) 
<input checked="" type="checkbox"/> C&C Start Form - Individual - Union Payroll (2) 	<input type="checkbox"/> C&C Start Form - Loan Out - Non Union Payroll (2) 
<input checked="" type="checkbox"/> Deal Memo - Employee - CCTS 	<input type="checkbox"/> C&C Start Form - Loan Out - Union Payroll (2) 
<input checked="" type="checkbox"/> Policies and Procedures - CCTS 	<input type="checkbox"/> CA WTP - CCTS 

Because we've added an allowance for a box rental, we must include the form in the offer packet. We do this by scrolling down in Available Documents and checking **Box Rental**.

Available Documents

<input type="checkbox"/> C&C Start Form - Loan Out - Union Payroll (2) 
<input type="checkbox"/> CA WTP - CCTS 
<input type="checkbox"/> Deal Memo - Loan Out - CCTS 
<input checked="" type="checkbox"/> Box Rental - CCTS 
<input type="checkbox"/> Car Allowance - CCTS 

The **Offer Document Field Inputs** section displays any additional questions relating to a particular document that must be answered. Click the Down arrow on the right to view.

Offer Document Field Inputs

Questions relating to the selected documents

C&C Start Form - Individual - Union Payroll (2) 1 - Required Fields / 0 - Optional Fields 

In this example, the Cast & Crew Start Form requires you to specify the [Hire Type](#).

Offer Document Field Inputs

Questions relating to the selected documents

C&C Start Form - Individual - Union Payroll (2) 1 - Required Fields / 0 - Optional Fields

Hire Type Required

Hire Type

Local Hire

Nearby Hire

Distant Hire

Production City

Once you have provided all required information, you can click [Verify](#) to continue.



WRAP-UP

Confirm the offer terms and click [Yes, Create Offer](#).

Confirm Offer

Offer Terms

Are you sure you want to create this offer?

Start Date	July 11, 2019
Union	IATSE 600 - INTL PHOTO.
Occupation	1911 - CAMERA OPERATOR/STEADICAM OPERATOR
Work Schedule	Schedule A
Employment Classification	W2
Deal Notes	Box rental paid out on shoot weeks only.
Studio - Rate Per Hour	\$69.7
Overtime Rate Per Hour	\$104.55000000000001
Distant - Rate Per Hour	\$69.7
Box Rental Allowance	\$100.00 / week
Crew Members	Charles Garnett

[NO, TAKE ME BACK](#) [YES, CREATE OFFER](#)

Have a question?
Contact support
today.



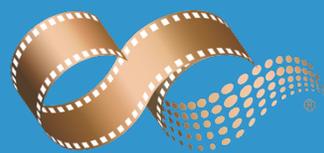
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