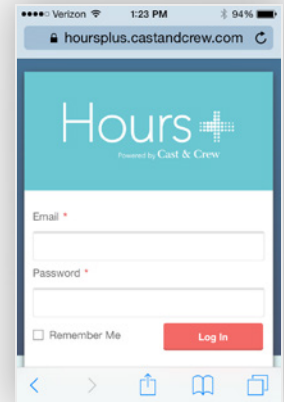


Employee Quick Start Guide

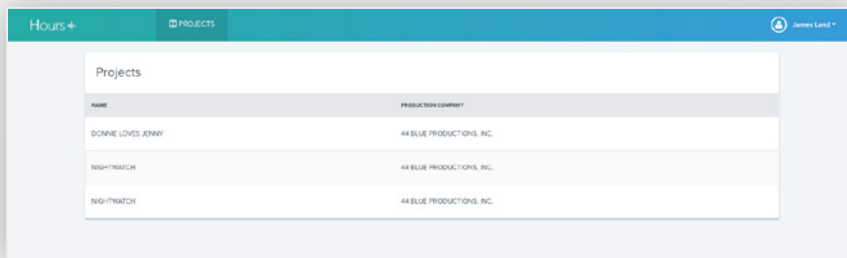
Hours+ is an online application that allows production crew members to enter/submit timecards electronically.

There are four types of roles: Employee, Department Head, HTG Approver and Final Approver. The **Employee** role can create and submit his or her own timecards. All other roles have employee privileges by default.

Your login credentials are active only after **receiving and accepting** the project invitation email from the system. Enter <https://hoursplus.castandcrew.com/> to reach the login page.

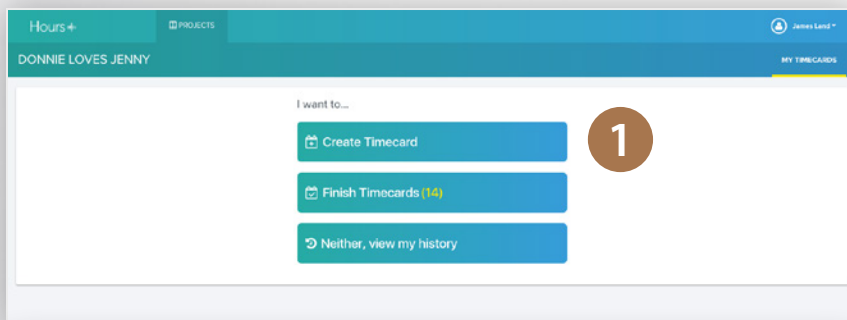


PROJECT(S) DASHBOARD

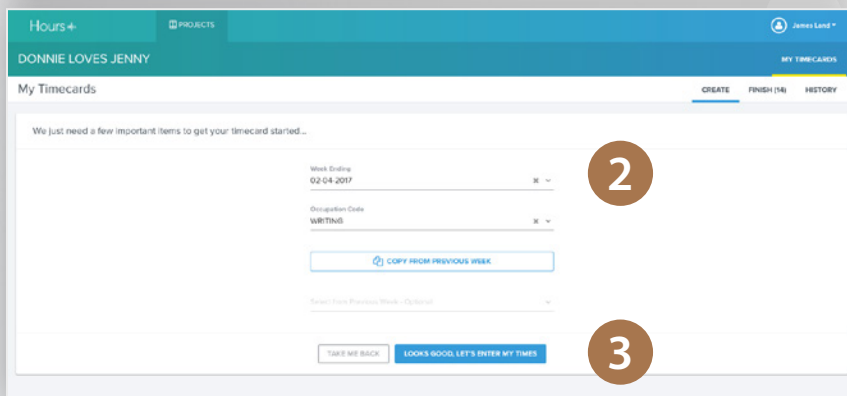


NAME	PRODUCTION COMPANY
DONNIE LOVES JENNY	44 BLUE PRODUCTIONS, INC.
NIGHTWATCH	44 BLUE PRODUCTIONS, INC.
NIGHTWATCH	44 BLUE PRODUCTIONS, INC.

- Hours+ operates best in **Chrome** or **Safari**
- Only projects registered using the **same email** account will be available after login
- Rejected timecards will appear with a red warning flag
- You can add the Hours+ icon to your mobile device

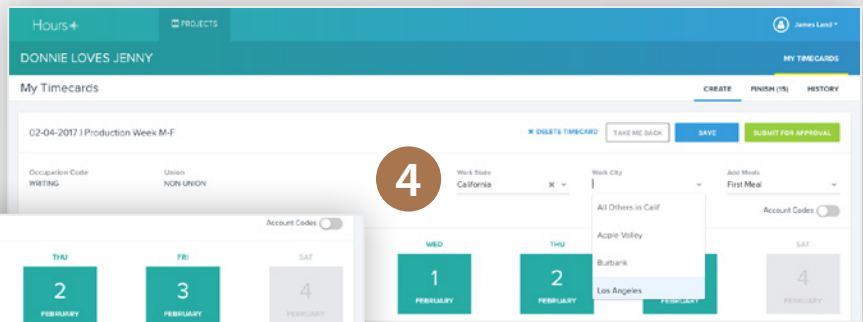


STEP 1. Select **CREATE TIMECARD** to begin new timecard



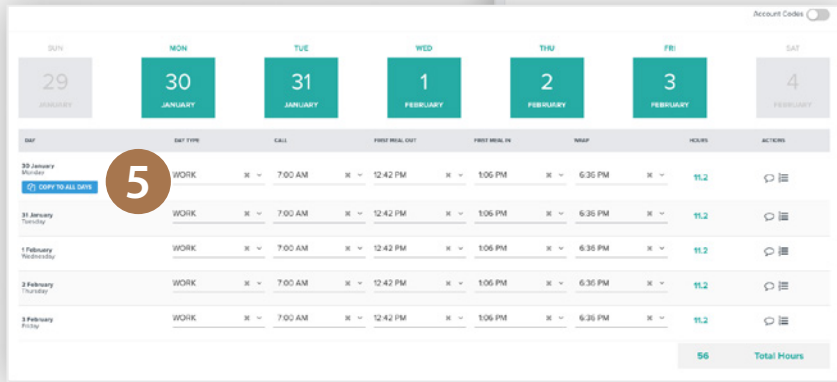
STEP 2. Select a new or previous week ending date

STEP 3. Select **ENTER MY TIMES**



4

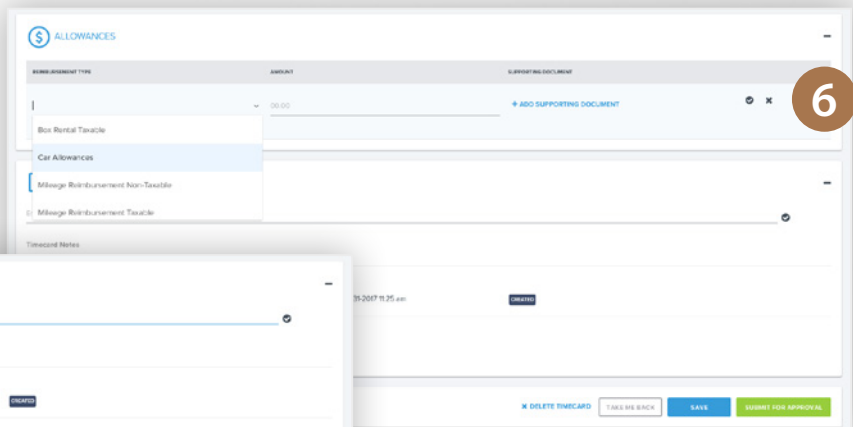
STEP 4. Enter work location information



5

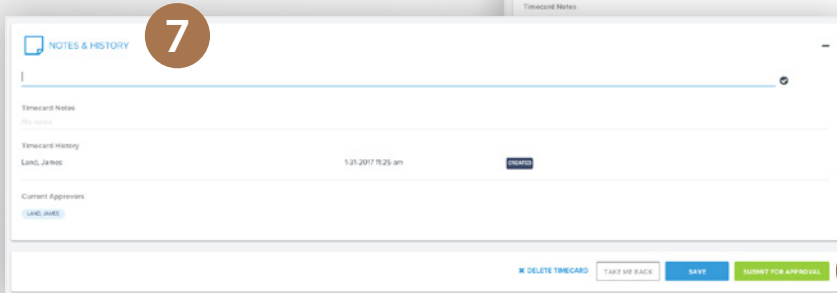
STEP 5. Use **COPY TO ALL DAYS** button to populate all days or enter your time day by day

STEP 6. Enter your allowances/expenses and attach documentation



6

STEP 7. Enter any comments in **NOTES & HISTORY** section



7

8

STEP 8. Select **SAVE** to complete later or **SUBMIT FOR APPROVAL** to sign



9

10

STEP 9. Type your name to sign your timecard

STEP 10. Select **APPROVE** to submit for review and approval

TECHNICAL SUPPORT

818.860.7770
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