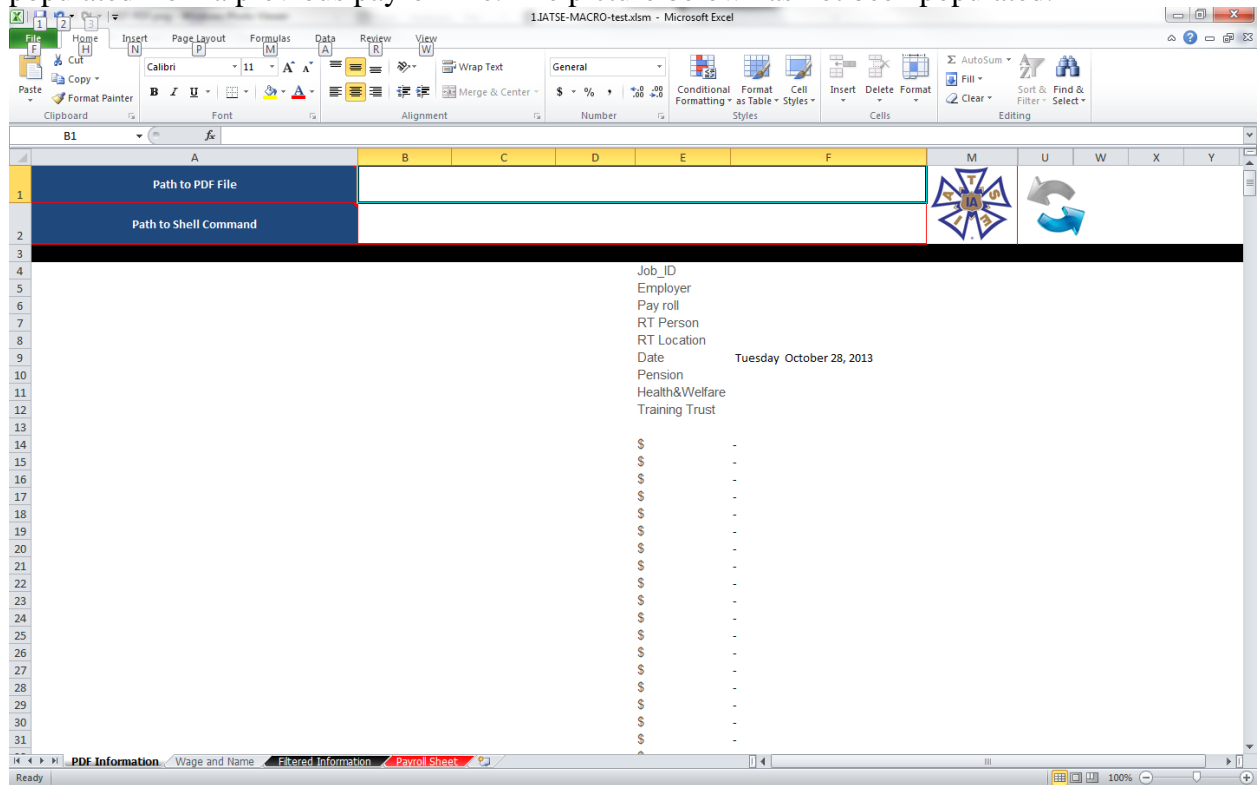


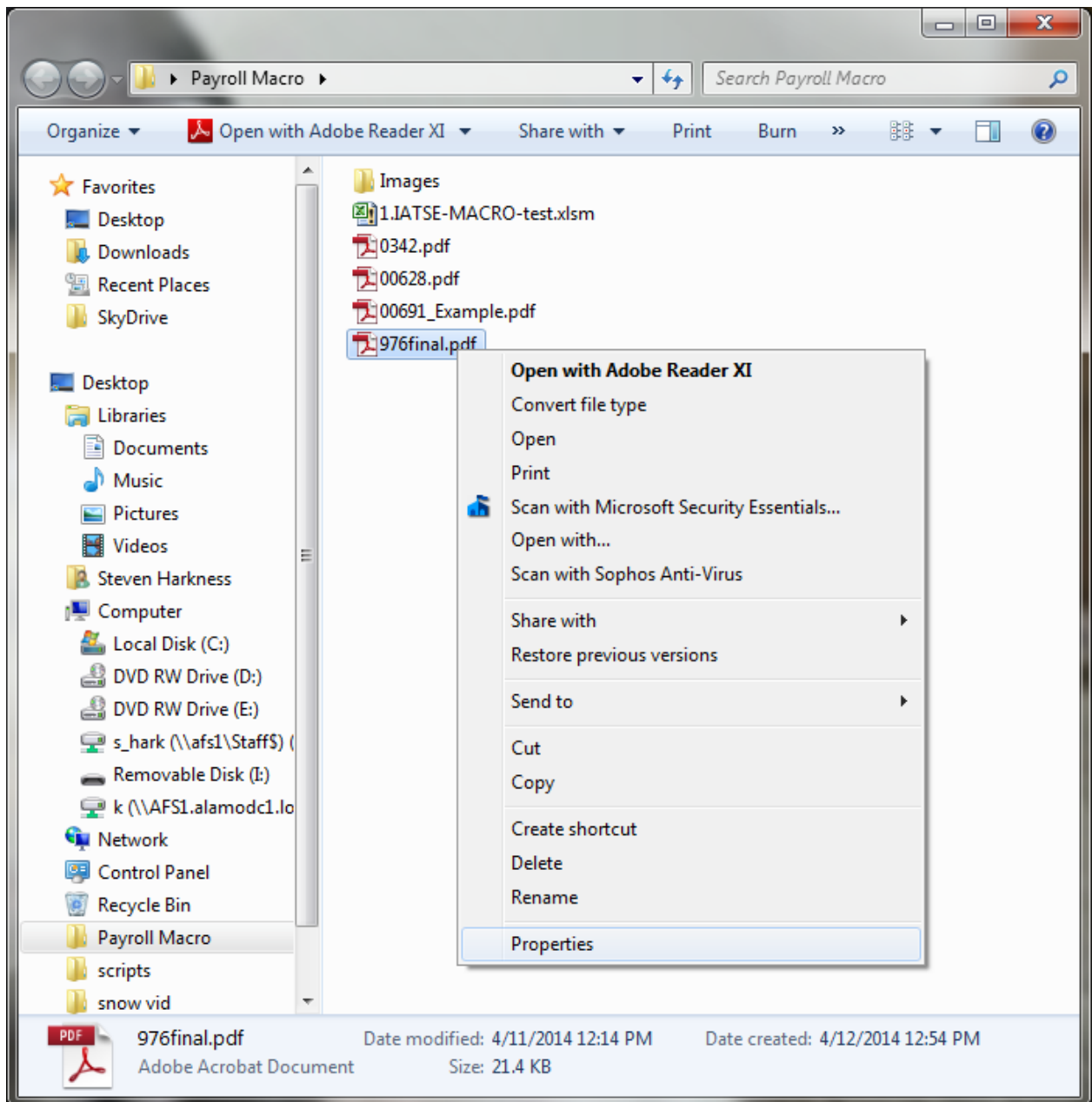
ITASE Payroll Instructions

When starting the ITASE Payroll application, you may see all blank fields or fields populated from a previous payroll file. The picture below has not been populated.

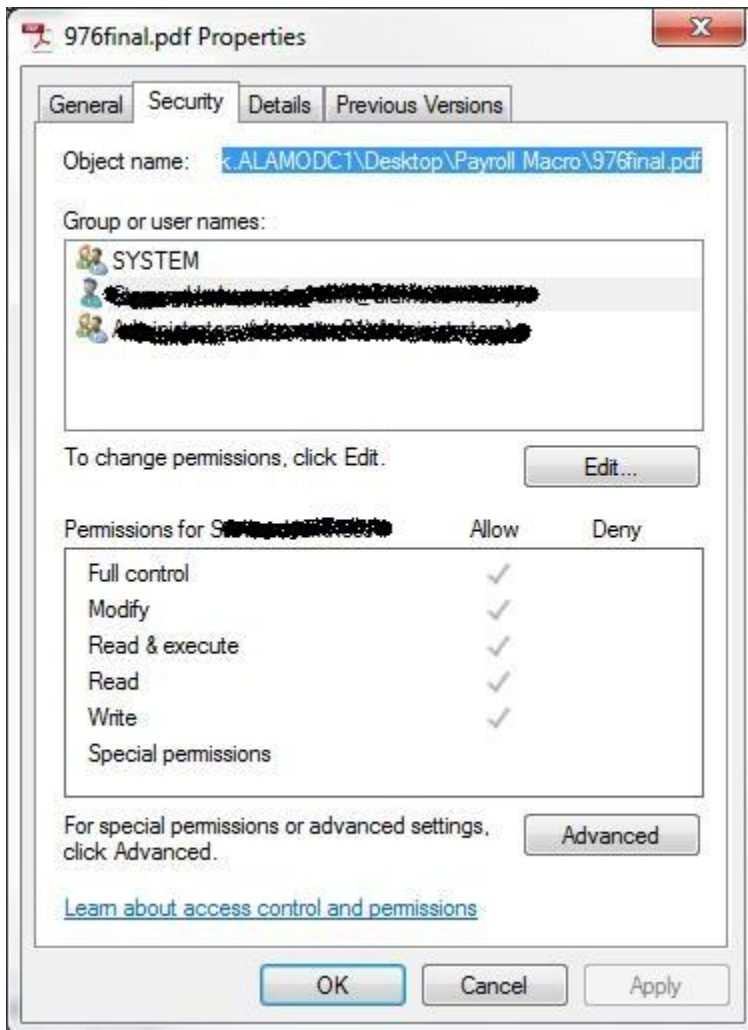


Next to the box next to the blue cell labeled “Path to PDF File” you will need to insert the path to the payroll file you are working on. If you know the path then simply type it in. If not, there is an easier way.

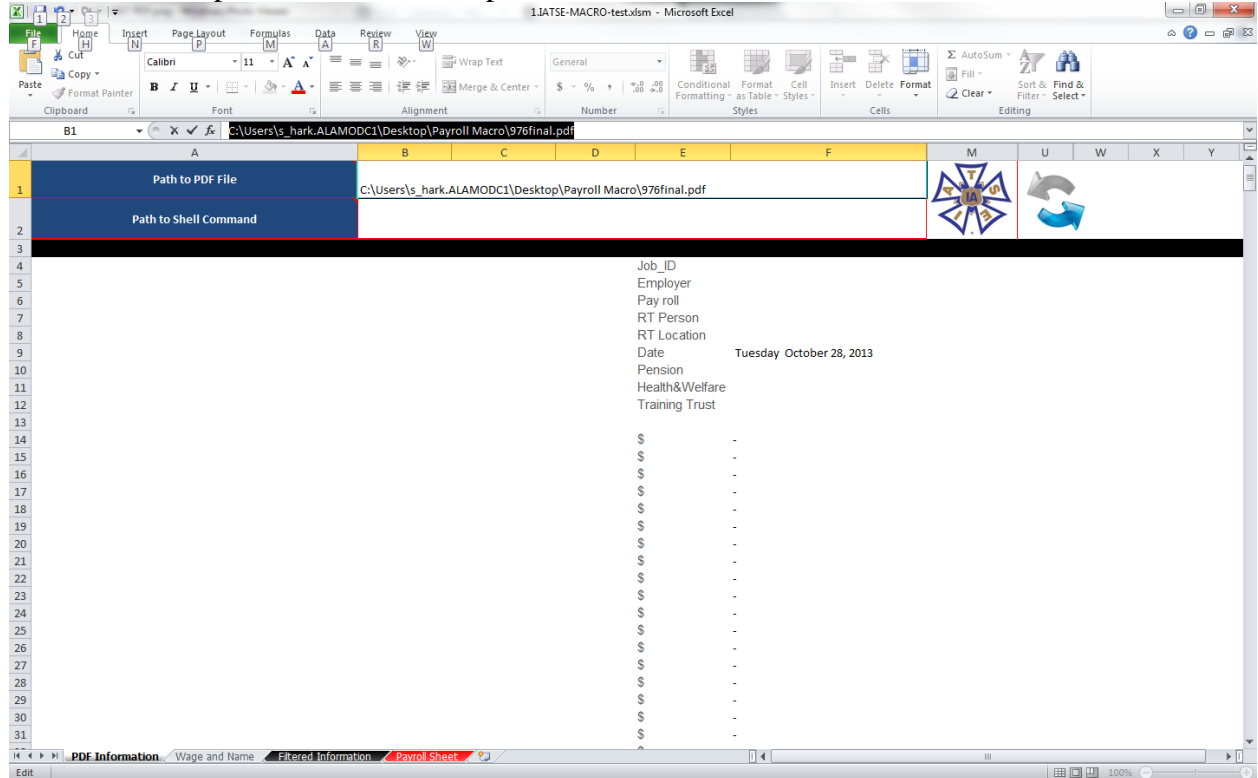
You must first locate your payroll PDF files. Once your files are located, you can simply right click the file you will be working with. This should create a menu of options. Select the properties option.



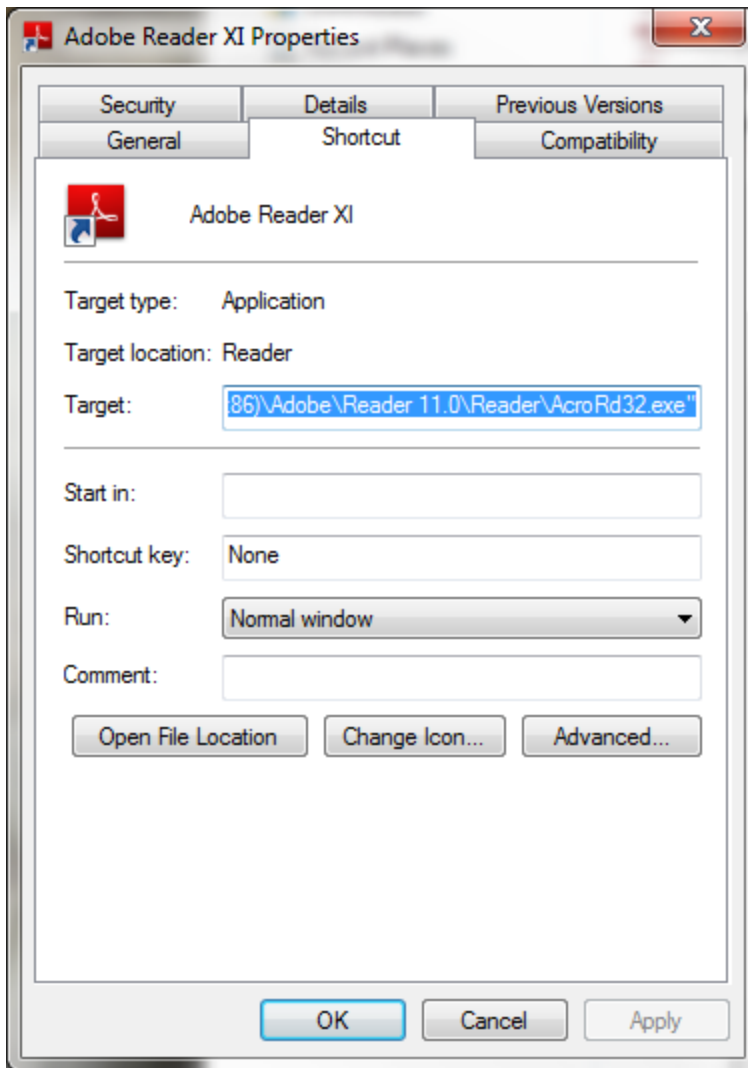
Within the properties dialog box, you should see a Security tab. If your files are on a flash drive, you may not have the security tab. In that case just copy from location in the General tab. However, you will need to add the file name manually.



Double click in the box to the right of the blue box labeled “Path to PDF File” then right click and select paste or CTRL+V to paste.



The next step is very similar to the previous one. You will need to add the path to Adobe Reader. The most simple way is to click on your start menu and right click the Adobe Reader icon then select Properties from the pop up menu. From the Shortcut tab highlight the path next to Target. Right click and copy or CTRL+C



Double click in the box to the right of the blue box labeled "Path to Shell Command" then right click and select paste or CTRL+V to paste. Be sure to remove any quotation marks in the path. Then click the IATSE icon to the right of the paths you just entered.

You may see red cells that have CHECK printed. If this is the case then the PDF file has the individual's name on two lines rather than one. You can easily look at the PDF file and simply type the names in the correct cells.

	A	B	C	D	E	F
1	Number of slots required	14	Date value	10/28/2013	ADJUST ROWS	
2	#	Wage	First Name	Last Name	Position	
3	1	\$44.09	NOVICKY	DYLAN S.	T ELEC HEAD	
4	2	\$44.09	KNOWLES	ROBERT	A1 AUDIO HEAD	
5	3	\$44.09	MC CRAW	JOSEPH D	V ENGINEER 8:0	
6	4	\$44.09	BURNS	DEAN S.	P HEAD PROJ	
7	5	\$39.50	SAN MIGUEL	DARIO	V UTIL/CAM-OP	
8	6	\$39.50	GIANFERMO	STEVEN A	V UTIL/CAM-OP	
9	7	\$44.09	BJORK	DANIEL DAVID	T CARP HEAD	
10	8	\$39.50	SHERWOOD	GOVINDA EMAT	T CARP X	
11	9	\$39.50	RAMMER	STEVEN	T ELEC X	
12	10	\$39.50	WHITE	MARCEL M	A2 AUDIO ASSIST	
13	11	\$39.50	FELT	WILLIAM K.	P MULTI-SOURCE	
14	12	\$44.09	GILBERT	MATTHEW C.	A1 AUDIO HEAD	
15	13	\$44.09	SANTOS	NELSON	C GRAPHICS HEAD	
16	14	\$39.50	WEISS	JON D.	A2 AUDIO ASSIST	
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						

Once the information is correct under the Filtered Information tab then you are ready to select the payroll sheet. Once there you can fill in each individual's daily hours to calculate the totals.

1:1ATSE-MACRO-test.xlsx - Microsoft Excel															
THEATRICAL STAGE EMPLOYEES LOCAL #16 I.A.T.S.E. PAYROLL SHEET															
415/441-6400															
240 SECOND ST. JOB: 2014-0976															
SAN FRANCISCO, CA 94105 LOCATION: SALON 9															
COMPANY: BLACKPOINT PRODUCTIONS REPORT TO: TOM HAZLETT															
PAYROLL COMPANY: BLACKPOINT PRODUCTIONS START DATE: 10/28/2013															
END DATE:															
NAME	DATE	Mon	Tue	Wed	Thu	Fri	Sat	Sun	NO.	RATE	EXTENSION	TOTAL \$			
11	REG.									\$44.09			SUBTOTAL:		
12	NOVICKY												VACATION 8%:		
13	DYLAN S.												TOTAL WAGE:		
14	T ELEC HEAD														
15	LAST 4 SS#												UNION 3.5%:		
16	2	REG.								\$44.09			SUBTOTAL:		
17	KNOWLES												VACATION 8%:		
18	MICHAEL ROBERT												TOTAL WAGE:		
19	A1 AUDIO HEAD														
20	M.P.												UNION 3.5%:		
21	3	REG.								\$44.09			SUBTOTAL:		
22	MC CRAW												VACATION 8%:		
23	JOSEPH D												TOTAL WAGE:		
24	V ENGINEER 8.0														
25	M.P.												UNION 3.5%:		
26	4	REG.								\$44.09			SUBTOTAL:		
27	BURNS												VACATION 8%:		
28	DEAN S.												TOTAL WAGE:		
29	P HEAD PROJ														
30	M.P.												UNION 3.5%:		
31	5	REG.								\$39.50			SUBTOTAL:		
32	SAN MIGUEL												VACATION 8%:		
33	DARIO												TOTAL WAGE:		
34	V UTIL/CAM-OP														
35	M.P.												UNION 3.5%:		
36	6	REG.								\$39.50			SUBTOTAL:		
37	GIANFERMO												VACATION 8%:		
38	STEVEN A												TOTAL WAGE:		
39	V UTIL/CAM-OP														
40	M.P.												UNION 3.5%:		

On the left at the bottom you have an itemized list of other fees to be paid. Just to the right is a list of calculations based on your percentage criteria.

1:1ATSE-MACRO-test.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

General Wrap Text Merge & Center

Conditional Formatting Styles Cell Styles Insert Delete Format

AutoSum Fill Sort & Filter Find & Select

Clear Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Q	AL	AM	AN	AO	AP	AQ	AR
61	11	REG.									\$39.50		SUBTOTAL:									
62	FELT	O.T.											VACATION 8%:									
63	WILLIAM K.	D.T.											TOTAL WAGE:									
64	P MULTI-SOURCE	SHOW																				
65		M.P.											UNION 3.5%:									
66	12	REG.									\$44.09		SUBTOTAL:									
67	GILBERT	O.T.											VACATION 8%:									
68	MATTHEW C.	D.T.											TOTAL WAGE:									
69	A1 AUDIO HEAD	SHOW																				
70		M.P.											UNION 3.5%:									
71	13	REG.									\$44.09		SUBTOTAL:									
72	SANTOS	O.T.											VACATION 8%:									
73	NELSON	D.T.											TOTAL WAGE:									
74	C GRAPHICS HEAD	SHOW																				
75		M.P.											UNION 3.5%:									
76	14	REG.	8	8	8	8	8			40	\$39.50	1580.00	SUBTOTAL:	1,580.00								
77	WEISS	O.T.											VACATION 8%:	126.40								
78	JON D.	D.T.											TOTAL WAGE:	1,706.40								
79	A2 AUDIO ASSIST	SHOW																				
80		M.P.											UNION 3.5%:	59.72								

331 IN ADDITION TO THE ABOVE WAGES, PAY THE FOLLOWING BY SEPARATE CHECKS:

332	Local #16 I.A.T.S.E. Health & Welfare Fund 14% of gross wages.....	\$1,706.40	=	\$238.90
333	Local #16 I.A.T.S.E. Pension Fund 7.7% surcharge of gross wages.....	\$1,706.40	=	\$131.39
334	Local #16 I.A.T.S.E. Work Fee 3.5% of gross wages.....	\$1,706.40	=	\$59.72
335	Local #16 I.A.T.S.E. Training Fee 0.5% of gross wages.....	\$1,706.40	=	\$8.53

336 MAIL ALL CHECKS TO ABOVE ADDRESS CARE OF STEVE LUTGE, Secretary

Select Report	#	H&W	Pension	Work Fee	Training
A	A	14.0%	7.7%	3.5%	0.5%
	B	14.0%	9.5%	3.5%	0.5%
	C	14.0%	9.5%	3.5%	0.5%
	D	14.0%	10.5%	3.5%	0.5%
	E	15.0%	14.0%	3.5%	2.0%

PDF Information Filtered Information Payroll Sheet

100%

When you select the box below “Special Report” you will see a menu of the calculations to choose from for the line items to the left.

[illegible]

Although it may seem like a lot, once you have done it you will see that it is a great time saver.