SMG SIGN IN REQUIREMENTS AND POLICIES YOUR ARE RESPONSIBLE FOR THE FOLLOWING:

SIGN IN AND OUT - You are responsible to sign yourself in and out.

MEAL BREAKS/ RIGGING TIMES /KEY RATES - It is your responsibility to account for any key rate hours (i.e. rigging, flyman, spotlight) and any meal breaks.

RECORD ACTUAL TIMES WORKED Sign in/out at actual times worked to the appropriate ½ hour (Truck Times excluded)

Contract #

12345

WRITE CLEARLY - Make sure to print clear and legible.

FILL IN MISSING INFORMATION - If your ID number is missing please fill it in, If you are new and / or not yet enrolled in the ADP system please sign in an open space.

BLUE OR BLACK PEN ONLY - Always use **blue** or **black** pen to sign in your time.

DO NOT SCRATCH OUT INFORMATION -Use white out to make any changes.

Take the time to ensure all of these needs are met;
It is for the accuracy of your paycheck.

Venue: Event Name Here Date: Wednesday, November 29, 2017

Frivate Management for Public Facilities

MB = Meal Break & P = Performance. Key Positions (K = Key, if not covered by the following list) includes: HR = House Replacement; F = Flyman; ↑ = Up Rigging; ↓ = Down Rigging; W = Welder; SP = Spot Op; A2 = Asst Audio; AP = Asst Props; PY = Lic Pyro Tech; D = Driver; ER = Emergency Loader. *BO = Board Op (Electric, Sound, or Video); *CO = Camera Op; *FG = Figaro.

(*) Only applicable when requested by Client not under Union Jurisdiction.

<u>Key Positions Performance = KP+P ex. SPP (SP = Spot Op Performace)</u>

Employee Name	Employee Number	Initials		Meal Break			Time			Ti	Time		Time			Time			Time		
		In	Out		Out	In	Edit	In	Out	Edit	: In	Out	Edit	In	Out	Edit	In	Out	Edit	In	Out
Smith, Bob	12345	BS	BS	МВ	12:00 AM	1:00 AN	HR	8:00 (AM) 4:00	M M	AM PM	AM PM		AN PN	AM PN		AM PM	AM PN	1	AM PM	AM PM
							^ -			^			^			^			<u> </u>		
			Enter the appropriate job into the "EDIT" column for each applicable position as follows: MB = Meal Break, P = Performance, Key Positions Performance = KP+P ex. SPP (SP = Spot Op Performace) Key Positions (KP) includes: HR = House Replacement; F = Flyman; ↑ = Up Rigging; ↓ = Down Rigging; W = Welder; SP = Spot Op; A2 = Asst Audio; AP = Asst Props; PY = Lic Pyro Tech; D = Driver; ER = Emergency Loader. *BO = Board Op (Electric, Sound, or Video); *C = Camera Op; *FG = Figaro. (*) Only applicable when requested by Client not under Union Jurisdiction.Be sure to list all applicable hours in the appropriate column.													; D =					
				*	* Only	Key F	lou	rs, N	leal bre	aks	, and P	erforr	<u>nar</u>	ices a	re to b	e re	corde	d on t	his s	heet*	*