

Non-Union Performer Timesheet

One timesheet must be submitted for each payee for non-union payroll period.

COMMERCIAL INFORMATION													
Advertiser				Ad Agency				Production Type (Choose One) TV Commercial Radio Commercial Digital Use Commercial Print Non-Broadcast Program (Industrial)					
Commercial ID(s)				Commercial Title(s)									
Producer Contact Name		Email			Phone								
Performer Name		Email			Phone								
Role Type (Choose One) On Camera Performer Stunt Performer Actor Extra Voice Over Dancer Model Other:													
TIMESHEET													
Performer is a: Non-Exempt Employee Exempt Employee Non-Exempt performers are entitled to overtime – MEAL, START AND STOP TIMES ARE REQUIRED. For Exempt performers, indicate days worked, including fittings, tests, travel, and rehearsal, and the total hours to be paid per day. If work times are not provided, XR will understand that Customer is designating the employee as exempt from overtime.													
WORK TYPES (FILL IN BELOW): S: Session ST: Standing By F: Fitting C: Covid Test T: Travel no work WF: Last day of work													
Location #1 Address (City, County, State, Zip) FILL IN NUMBER BELOW							Location #2 Address (City, County, State, Zip) FILL IN NUMBER BELOW						
Date	Work Type	Reporting Time	Meal 1 Start	Meal 1 End	Meal 2 Start	Meal 2 End	Dismissal Time	Location #	Required				
									Wages	Penalties	Other	Performer Initials	
									\$	\$	\$		
			NDB		NDB								
									\$	\$	\$		
			NDB		NDB								
									\$	\$	\$		
			NDB		NDB								
									\$	\$	\$		
			NDB		NDB								
									\$	\$	\$		
			NDB		NDB								
Reimbursements: <i>Receipts must be attached to avoid withholding.</i>							Comments						
Unless I indicate in Comments above, by signing here, I, the Performer, (1) am agreeing to accept an on-duty (non-deductible) meal, as necessary, and (2) that my employer or their agent may deduct any over-payments of compensation, if they occur, from my future payments. It is understood that I can withdraw either or both of these agreements at any time. Also, I am confirming that I received the rest breaks required by law, if any, or I have indicated otherwise in Comments.													
Performer Signature					Producer Signature					Date			
PAYROLL DOCUMENT CHECKLIST:									ALSO INCLUDE FOR CA PAYROLL:				
Timesheet		W-4 or W-9 if corporation		Signed I-9		Contract/Release		California DE4		Wage Theft Prevention Act Form			