

Department Head Quick Start Guide

Hours+ is Cast & Crew's digital timecard workflow solution that captures time worked from crew members, automatically delivers calculated timecard information to supervisors and approvers, and digitally transmits it back to Cast & Crew for processing crew payroll.

There are four types of roles in Hours+:

- Employee
- **Department Head**
- Payroll Accountant
- Approver

Once logged in, you'll see the projects you have access to. You'll only see multiple projects if you are currently active in multiple projects.

Actions

The Department Head can view and manage a list of assigned crew members and approve crew member timecards. Once assigned to this role you can:

- Create and submit a personal timecard *if* your project allows for it
- Add account coding, episode information (if applicable)
- Approve or reject crew timecards
- Create and submit timecards to your department
- Enter daily in/out times for members of your department

Tabs

After signing in, you will see three additional tabs that are not available in the Employee role:

- **Daily Timesheets:** Page where you can filter crew members by department and input times on a daily basis
- **Crew Timecards:** Displays the status of crew timecards by week ending date. Allows you to create simpler group timecards quickly
- **Timecards:** Sort, filter, and search crew member timecards to take any additional actions.
- **Reviews:** Displays timecards for review and approval
- **Crew List:** Displays all of the individuals assigned to your department. Utilize this screen to see which crew members have accepted Hours+ invitations and what email was used.
- **Reports:** Export to Excel to find outstanding timecards, or audit times across lots of different timecards.

The key tabs to focus on are: Daily Timesheets, Crew Timecards, and Timecards, which we'll get into more detail, below.

Timecard Entry Best Practices

Time Entry for Employees

The most efficient way to create a timecard for multiple employees is by utilizing the Daily Timesheets Screen.

- [Click here](#) to view a step-by-step guide and watch a video on using the Daily Timesheets Screen.

Once their timecard is created, the employee(s) will need to sign off on it before the timecard can be submitted for approval.

Reviewing and Approving Crew Timecards

Reviewing, approving, and adding comments to timecards can be done on the Timecards screen. If you're working from the Daily Timesheets screen, click **List Timecards** to quickly be taken to the Timecards screen.

- To see the status of crew timecards at a glance, head to your Crew Timecards screen. This is mostly an information screen so you can see where timecards are at in the process.
- If you Reject a timecard, a reason must be provided in the rejection comments box before continuing.

Time Entry for Yourself

If you need to create and submit a timecard for yourself, you can do so in the My Timecards tab. [Click here](#) to learn how to enter times in your timecard.

- We also put together this handy [Day Types guide](#) to provide the most common day type selections.