



CENTRAL CASTING SMARTVOUCHER

On this project you will be using Central Casting's SmartVoucher, in place of paper vouchers. This paperless process is easy and only requires a few quick steps from you.

HOW TO ACCESS YOUR SMARTVOUCHER

Access your online profile by visiting centralcasting.com and clicking **log in**. If you have not yet accessed your online profile, select **Create new login**.



AT CHECK-IN

Prior to call time, you don't need to do anything.

At your call time, you will receive 3 forms to complete.

You can access these forms by logging in to your profile or by clicking the link in the email sent to you.

A production member will check you in and input your information, like meal periods and wrap times, throughout the workday.

WRAP

Once you've wrapped for the day and a production representative has checked you out, you will receive an email with a link to your SmartVoucher for approval.

It's extremely important to review and approve your SmartVoucher while on set, so you can resolve any queries in person.

If you don't receive the email, you can simply log in to your **Central Casting profile** once you have been wrapped.



HOW TO APPROVE YOUR SMARTVOUCHER:

- 1 Click the **link** in your email from Central Casting **or** log in to your online profile at centralcasting.com and select the **"Job Review"** option.
- 2 Carefully review the information on your voucher to ensure it is correct. If something is missing or incorrect, bring it to the attention of the production representative. If you have left the set, you can utilize the query box on the review page.
- 3 Once you've reviewed and ensured your voucher is correct, tap or click the **"I approve"** checkbox. You have **24 hours** to approve your digital voucher. If you do not sign off within 24 hours, it is deemed approved.



Once you **approve** your SmartVoucher, you **cannot un-approve**. If you notice an error, you can still bring it up with a production member before you leave. Once a check has been processed, you will need to call the payroll department at **800.562.2718** to resolve any errors.

That's it!

You can review your past digital vouchers on the **"Job Review"** page of your online profile and your pay stubs by logging in to **my.EP.com**.

By clicking the Export button on any work date's SmartVoucher, you can create a PDF to download and print for your records.

You can opt out of using SmartVoucher by requesting a paper voucher before dismissal from set.