W wrapbook

**MKG
XR
PRODUCTIONS**

WRAPBOOK USER GUIDE

for Workers

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Joining a Project

First, the production company will send an email inviting you to join their project. This email will include your rate, position, start date, end date, project location, and worker classification (Employee, Loan-Out, or Contractor).

Click **Join Project**. Once you click *Join Project*, you will be asked to **Accept Invitation**.
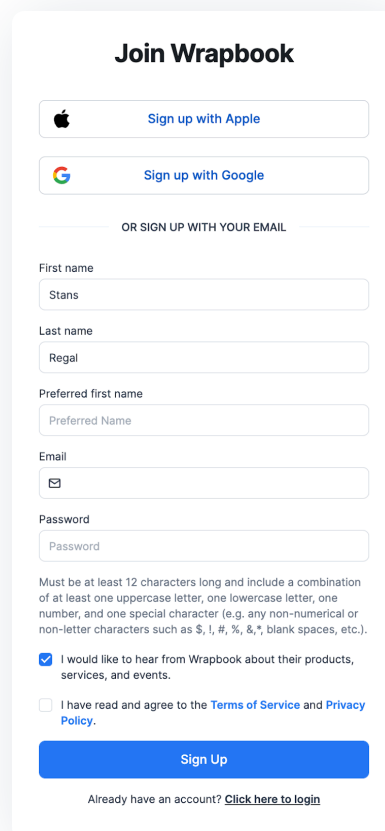
w wrapbook

Hi Stans,

Modern Studios added you to Subway Commercial on Wrapbook. They have included the following details for the position:

JOB NAME:
Subway Commercial
POSITION:
1st Camera Assistant
RATES:
$1,200/8-hour day

LOCATION:
, New York, NY 10038-4201
START DATE:
December 6, 2021
END DATE:
December 17, 2021
HIRED AS:
Employee

Please click the button below to join the

Join Project

Stans Regal,

Modern Studios has invited you to be a 1st Camera Assistant on **Subway Commercial**.

They are using Wrapbook to manage the project - including getting people like yourself paid, sharing documents and scheduling information.

The terms of the position are as follows:

Position:	1st Camera Assistant
Rate:	$1,200/8-hour day

Accept Invitation

Wrapbook Profile

Once you accept the invitation, you'll be guided through the process of setting up your Wrapbook profile. (Or, if you already have a Wrapbook profile, you can simply sign in.)

To create a profile, provide your legal first name, last name, email address and enter a password.

> NOTE: If you would like to enter a *preferred first name*, you can enter it here, too.

Complete all the fields, agree to the Terms of Service, and click **Sign Up**. An email will be sent to your inbox confirming your profile. Simply click **verify your account** to make your Wrapbook profile official!

Join Wrapbook

 Sign up with Apple

G Sign up with Google

OR SIGN UP WITH YOUR EMAIL

First name
Stans

Last name
Regal

Preferred first name
Preferred Name

Email

Password
Password

Must be at least 12 characters long and include a combination of at least one uppercase letter, one lowercase letter, one number, and one special character (e.g. any non-numerical or non-letter characters such as $, !, #, %, &,*, blank spaces, etc.).

☑ I would like to hear from Wrapbook about their products, services, and events.

☐ I have read and agree to the Terms of Service and Privacy Policy.

Sign Up

Already have an account? **Click here to login**

Get Set Up

Complete the task list to get your tax and payment details set up. You'll only need to do this once: as you go from job to job, your Wrapbook profile stays with you, making onboarding faster for your next project.
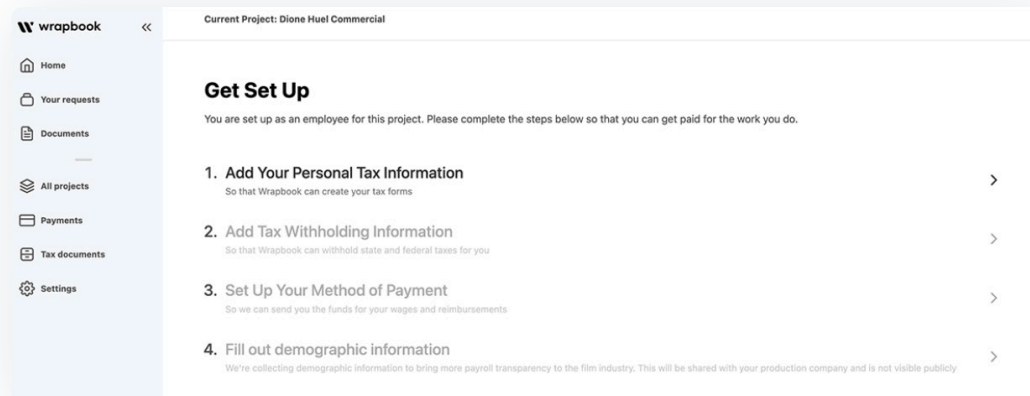
> NOTE: Depending on the type of project, project location, work location, worker classification, etc. you may be asked to complete additional forms.

Add Your Personal Tax Information

- **PERSONAL INFORMATION:** Enter your name, SSN, and DOB

  > NOTE: We collect and verify SSNs for all workers onboarded to Wrapbook. Even if you are classified as a loan-out, we still require an SSN for worker compensation and union reporting.

- **CONTACT INFORMATION:** Enter your email, phone, and address

- **EMERGENCY CONTACT INFORMATION (OPTIONAL):** Add your emergency contact information: emergency contact name, relationship, and emergency contact number

- **ELECTRONIC TAX FORM OPT IN:** Consent to receive W-2 and/or 1099 electronically or via paper copies.

Once completed, certify the information is correct and click **Save**.

Add Tax Withholding Information

> NOTE: You will be prompted to make the tax withholding elections required by the project's location and your residence address.

- **FEDERAL INCOME TAX:** Follow the W-4 instructions to ensure Wrapbook withholds the correct amount of federal income tax from your pay.

- **STATE INCOME TAX AND/OR CITY INCOME TAX:** Enter your state withholding information.

Click **Save** after completing each section.

Add Your Loan-Out Tax Information

If you're set up as a loan-out for this project, please enter the loan-out company's tax information.

- **COMPANY LEGAL NAME:** Enter the legal name of your company.

- **DOING BUSINESS AS (OPTIONAL):** Enter the business name or disregarded entity name, if different from legal company name.

- **EMPLOYER IDENTIFICATION NUMBER (EIN):** Enter the 9-digit employer identification number.

- **FEDERAL TAX CLASSIFICATION:** Select your federal tax classification from the drop-down. You will need to be classified as an S Corp, C Corp, limited liability company—C Corporation, or limited liability company—S corporation.

To upload your Articles of Incorporation or Certificate of Incorporation, click **Upload new file**. (These documents may be required by your production company.) This document will carry over to your future projects in Wrapbook.

Once completed, certify the information is correct and click **Save**.

Complete Your I-9

If your company has elected to collect I-9s on Wrapbook, please input information about your authorization to work in the United States. Your answers will be used to pre-populate your I-9 form.

> NOTE: If you are re-hired for another project in Wrapbook, your I-9 information will automatically populate.

- LEGAL STATUS: Select your legal status from the drop-down. This selection will determine the next set of fields you will need to complete.

- DOCUMENTATION: Select which documents you will use to verify the I-9. Wrapbook will automatically suggest appropriate documents based on your legal status, but you can also visit the USCIS guide for more information on which documents can be used for verification. Additional supplemental documents may also be required depending on the type of documentation chosen, i.e. a "List C" document selection will only appear if a "List B" document is chosen first.

Enter the **Document Issuing Authority**, **Document Number**, and **Document Expiration Date**. If the document does not expire, click the **Does Not Expire** checkbox.

Once the data is entered, click **Submit**.

Review and Sign Your I-9

Review the information in your I-9. If you need to update information, click **Cancel** to return to **Get Set Up** and re-select **Complete Your I-9**.

If correct, **sign the I-9 by typing your name in the signature box** exactly as it appears below the box. Then click the **Sign I-9** button.

Upload Supporting Documents

If your company requires supporting documentation you will be prompted to upload a copy of each physical document. Please ensure the file format is .png or .jpg.

Click the **Choose a File** button, navigate to the correct file(s) on your computer using the pop-up file browser, and click **Upload**.

Once the upload is complete, click **Save**.
(If you were not required to upload supporting documentation, click **Done**.)

> **NOTE:** If you need to make any changes before clicking Save/Done, click Edit and Re-sign in the upper right hand corner of the page.
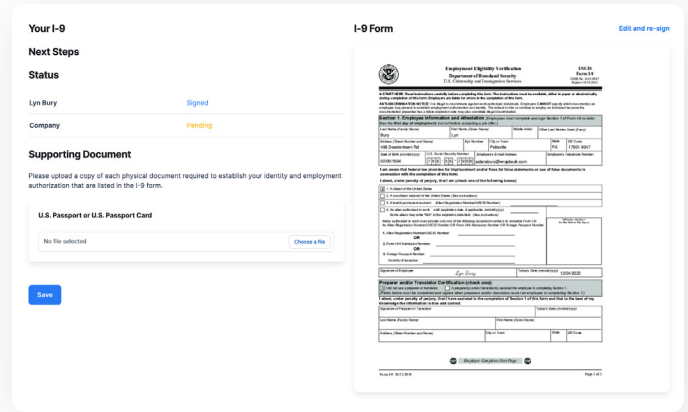
Set Up Your Primary Payment Method

Choose how you want to be paid, either via physical mailed check or direct deposit. You can link your bank account using Plaid, or add your account information manually.

We strongly recommend linking your bank account for direct deposit payments. Linking your bank account is easy, secure and gets you paid faster! You can generally expect to be paid within 2-4 business days via direct deposit and within 5-7 business days via check.

- **DIRECT DEPOSIT:** To link your bank account using Plaid, click **Link Bank Account** and follow the on-screen prompts.

- **ADD BANK ACCOUNT:** To manually add your bank account, click the **add bank account** link. This option will allow you to type in your checking or savings account routing and account number.

- **MAILED CHECK:** If you prefer to have a check mailed, click **Mailed Check** and enter your information.
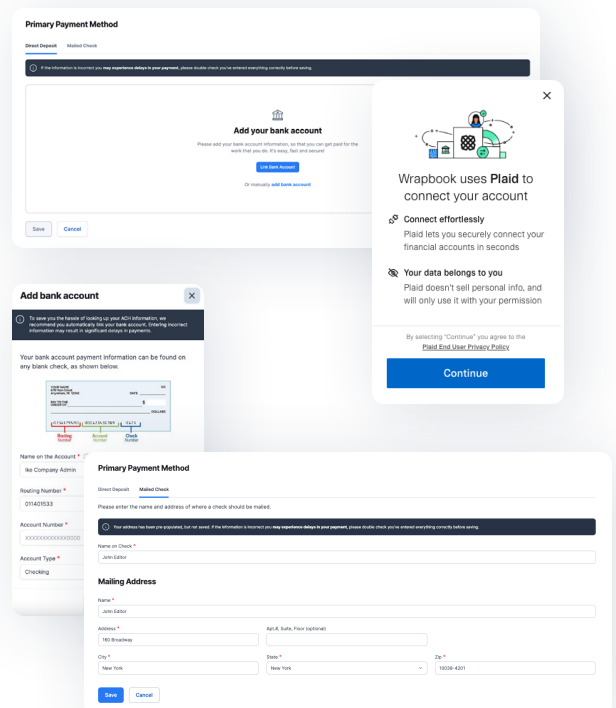
Fill Out Demographic Information

> NOTE: This form is optional. You can select "Prefer not to disclose."

Demographic Questionnaire

This form provides an opportunity for individuals to securely and anonymously contribute basic demographic information, with an overall goal of inclusiveness. Disclosure of this information will not affect the opportunity for employment, nor the terms and conditions of employment. This information may, in an aggregated, non-identified format, be included in reports to specific interested parties for individual jobs (e.g. Advertisers, Advertising agencies) and may be used in longer-term trending reports. We're committed to protecting and respecting your privacy, and all data gathered will be held in accordance with the **Wrapbook Privacy Policy**.

1. What is your gender?
- ● Prefer not to disclose
- ○ Male
- ○ Female
- ○ Non-binary

2. What is your race / ethnicity
- ● Prefer not to disclose
- ○ American Indigenous (Alaskan Native / Native American)
- ○ Asian (East Asian, South Asian, Southeast Asian)
- ○ Black / Of African Descent
- ○ Latinx / Hispanic
- ○ Middle Eastern / North African
- ○ Pacific Islander
- ○ White / Caucasian
- ○ Multi Race / Ethnicity
- ○ Self-describe

[Submit] [Cancel]

The Demographic Questionnaire provides an opportunity for individuals to securely and anonymously contribute basic demographic information as a means of supporting inclusivity.

Disclosure of this information will not affect the opportunity for employment, nor the terms and conditions of employment. This information may, in an aggregated, non-identified format, be included in reports to specific interested parties for individual jobs (e.g. Advertisers, Advertising agencies) and may be used in longer-term trending reports.

We're committed to protecting and respecting your privacy: all data gathered will be held in accordance with the Wrapbook Privacy Policy.

Submitting Timecards and Expenses & Reimbursements

Once onboarding is completed, you'll be able to receive payment through Wrapbook.

Click **All Projects** and select the correct project by clicking **View Project**.

Wrapbook provides two different kinds of payment requests: **Timecards** and **Expenses & Reimbursements**.

Time Entry

Select the week using the **Week** drop-down.

Click the **+ sign** next to the day you wish to edit.

Enter your start and end times along with any meal times for the work day. If your meal period occurred before the start time or after the end time, please leave the meal times blank.

If there are:

- **MULTIPLE RATES:** Select the Rate drop-down menu to select the correct rate for the day.

- **MULTIPLE LOCATIONS:** Select the location associated with each timecard entry.

Certify that the information is true to the best of your knowledge and click **Save and Review**.

Review the information to make sure everything looks correct. When ready, click **Submit** for approval and processing to the production company.

If you need to edit, click **Edit**. To delete and re-enter, click **Delete**.

NOTE: Edits can only be made when the timecard is in Submitted Status.

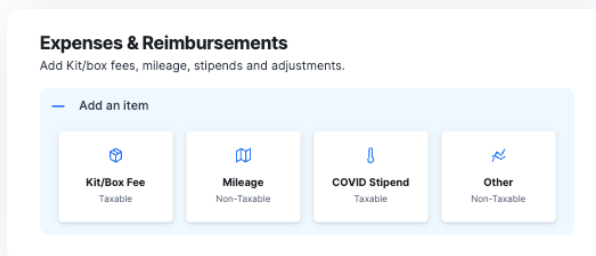Once the production company approves, you will no longer be able to edit.

Please contact your production company directly for any changes to your timecard.

Expenses & Reimbursements

On the same page as your timecard entry, scroll down. Click **+ Add an item** and select the type of item you need to submit.

> NOTE: If you work on a project with multiple locations, be sure to select the location associated with your entry.

Expenses & Reimbursements
Add Kit/box fees, mileage, stipends and adjustments.

— Add an item

| Kit/Box Fee | Mileage | COVID Stipend | Other |
| Taxable | Non-Taxable | Taxable | Non-Taxable |

KIT/BOX FEE (TAXABLE)

A kit/box fee is a payment for the approved and authorized use of a worker's "kit," which may include reusable equipment, and may include expendables (e.g. tape, sash, gels, etc.)

1. Select **Kit/Box Fee**.

2. Select the **date of the expense** and the **amount**.

3. **List** the kit items.

   > NOTE: The IRS requires an itemized inventory list. Wrapbook includes an inventory text box section to record this information. If you have a form of documentation (digital or physical), you may upload the form in the additional attachments section. If you don't have documentation or prefer using the text box, enter your itemized list in the provided inventory area.

4. **Attach** a receipt.

5. Click **Submit**.

Add Kit / Box Fees

A kit/box fee is a payment for the approved and authorized use of a worker's "kit," which may include reusable equipment, and may include expendables (e.g. tape, sash, gels, etc.).

Date of Expense *   2022-10-03
Amount *   0.00

List Kit Items
i.e.: Canon EOS C300 Mark II - $500.00

Attachments
Attach a file   Select a file

Total Amount
$ 0.00   Save as draft   Submit

MILEAGE (NON-TAXABLE)

A mileage expense is payment for the miles driven in a worker's personal vehicle for production needs.

1. Select **Mileage**.

2. Select the **date of expense**.

3. Enter the **number of miles**. Wrapbook will automatically calculate the total reimbursement amount using the IRS mileage rate for the current tax year. To learn more about how the mileage rate is determined, visit IRS.gov.

Add Mileage

Mileage reimbursement is **NOT taxable**.

A Mileage expense is payment for the miles driven in a worker's personal vehicle for production needs.

Work Location *
123 Melrose St, Brooklyn, NY, 11206-7841

Date of expense *
2023-01-03

Number of miles *
Standard mileage rate
0.655

Total amount
0.00

Mileage log
Attach a file   Select a file

Total Amount
$ 0.00   Save as draft   Submit

4. Attach a **mileage log**.

> NOTE: The IRS requires a record of odometer readings. This log can be a digital document or spreadsheet, but documentation can be as simple as a written record on notebook paper. Documentation must include the odometer reading at the start of the trip, during each time you stop, and then the reading at the end of your trip. Mileage claims must match the numbers provided on your odometer log.

5. Click **Submit**.

COVID STIPEND (TAXABLE)

A COVID Stipend is to pay for COVID-related activities (e.g. taking a test or getting vaccinated).

1. Select **COVID Stipend**.

2. Select the **date of the expense**.

3. Enter the **Amount** and any additional **notes** about this expense.

4. Click **Submit**.

OTHER EXPENSES (NON-TAXABLE PAYMENTS)

1. Click **Other** to add any other expenses.

2. Select the **date of the expense**.

3. Enter the **amount** of the expense.

4. Enter any additional **notes** about the expense.

5. Attach a **receipt**.

> NOTE: If you have multiple expenses, you may bundle them in a single expense request, but you will need to include a single doc or .pdf with all your receipts.

6. Click **Submit**.

Add COVID Stipend ✕

A COVID Stipend is pay for time spent to take a COVID 19 test or get vaccinated.

Date of Expense * 📅 2022-10-03 ✕   Amount * $ 0.00

Note

Add a note that may answer any questions an admin may have regarding this expense request...

Total Amount
$ 0.00   Save as draft   Submit

Add Expense ✕

Date of Expense * 📅 2022-08-15 ✕   Amount * $ 0.00

Note

Add a note that may answer any questions an admin may have regarding this expense request...
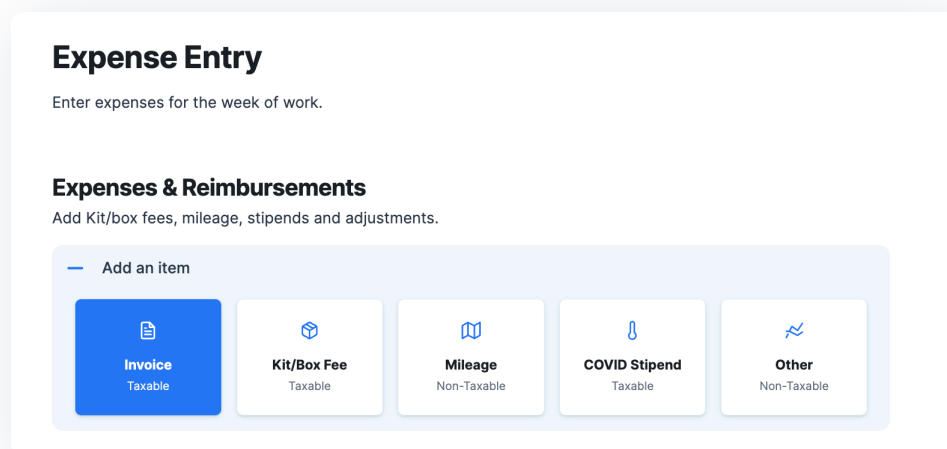
Receipts *

Attach a file   Select a file

Total Amount
$ 0.00   Save as draft   Submit

MKGXR Covid-19 Policy expires on 04/25/2023

For the most up to date information on MKGXR Policies visit:

https://www.mkgxr.com/policy-documents

https://www.mkgxr.com/policy-documents

INVOICE

If the production company requests invoice-based payment (as opposed to time-based payment), the option to add an invoice will be available under *Expenses & Reimbursements*.

Expense Entry

Enter expenses for the week of work.

Expenses & Reimbursements

Add Kit/box fees, mileage, stipends and adjustments.

— Add an item

Invoice	Kit/Box Fee	Mileage	COVID Stipend	Other
Taxable	Taxable	Non-Taxable	Taxable	Non-Taxable

1. Select **Invoice**.

2. Check or uncheck the box indicating if the invoice is for time worked. If it is, enter the number of hours you worked. If it is not, you may skip this step.

3. Select the **date of work performed**. If the work was performed over multiple days, select the date of the last day.

4. Enter the number of **hours worked**.

5. Enter the **Invoice Amount**.

6. If you have a pre-written invoice, you may attach it under **attachments**.

7. Click **Submit**.

Add Invoice ✕

☑ This invoice is for time worked

Date of work performed *

📅 2022-11-23 ✕

Hours Worked * ⓘ   Invoice Amount *

0.0   0.00

Note

I.e. COVID testing

Attachments

Attach a file   Select a file

Total Amount   Save as draft   Submit
$ 0.00

Viewing Time & Expense Entries

View the status of your payment requests.

Click **View Requests** and navigate to **Submissions**. Filter by status and type of entry. To view details of a submission, click **View**.

> NOTE: If you have questions about your timecard or need to make edits after the timecard has been submitted, please contact your production company.

Submissions

Date ↓	Description	Amount	Status	Payment	
Sep 07, 2022	Kit Rental	$600.00	Approved	Not Processed	View
Sep 07, 2022	Invoice	$2,000.00	Approved	Not Processed	View
Sep 07, 2022	Mileage	$62.50	Approved	Not Processed	View
Sep 4 - 10, 2022	Timecard Sep 4 - 10, 2022	$5,999.00	Approved	Not Processed	View

Viewing Your Pay Stubs

You can log in and view any pay stub and its status—directly on Wrapbook.

To view your payment requests, navigate to **Payments**. Use the filters to filter by company, project, and timeframe.

Payments

STATUS	COMPANY	PROJECT	ITEMS	ISSUED AT ▼	NET PAY
Processing	MLP Productions	NY, MA, GA Commercial	1		$1,044.57
Processing	MLP Productions	NY, MA, GA Commercial	1		$1,507.98

Tax Documents

To view and edit tax withholding documents, click **Tax Documents** in the left navigation panel.

Click **End-of-year tax forms** to view 1099s and W-2's. End-of-year tax forms will be available by the third week of January.

Tax documents

Tax withholdings   End-of-year tax forms

Federal Tax Withholdings   View   Edit

California Withholdings   Edit

Georgia Withholdings   Edit

To opt in to electronic delivery of year-end tax forms, click **Settings** from the left-hand navigation panel. Click **Edit** to update your selection.

Electronic Tax Form Opt-in

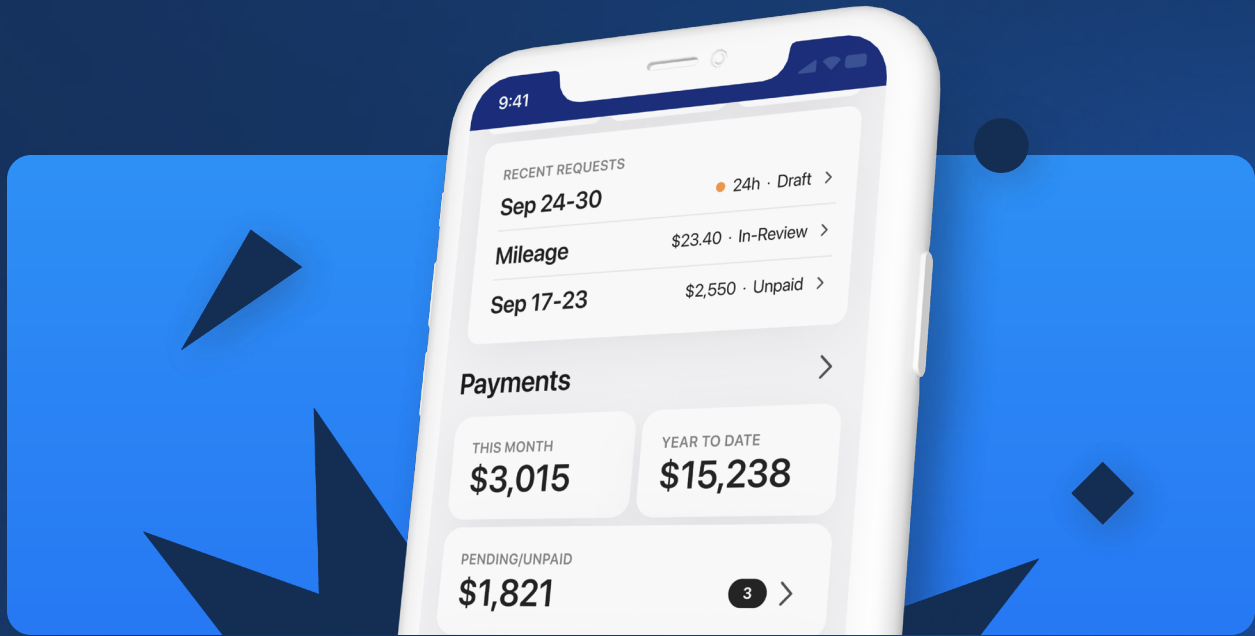Would you like to receive your Form W-2 and 1099 electronically?

● Yes, I consent to receive my Form W-2 and/or 1099 electronically each year in Wrapbook. I understand I will not receive a paper copy.

○ No, I want to receive paper copies of my Form W-2 and 1099.

Terms & Conditions +

Contact Support

For any additional questions, reach out to our Support Team at support@wrapbook.com.

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Wrapbook is an intuitive payroll and insurance solution for the entertainment industry. Built for producers, cast, and crew, Wrapbook provides digital profiles that facilitate onboarding, paying, and insuring workforces compliantly.

Unlike traditional payroll, Wrapbook is easy to use, fast to wrap, and costs less.

Learn more at wrapbook.com