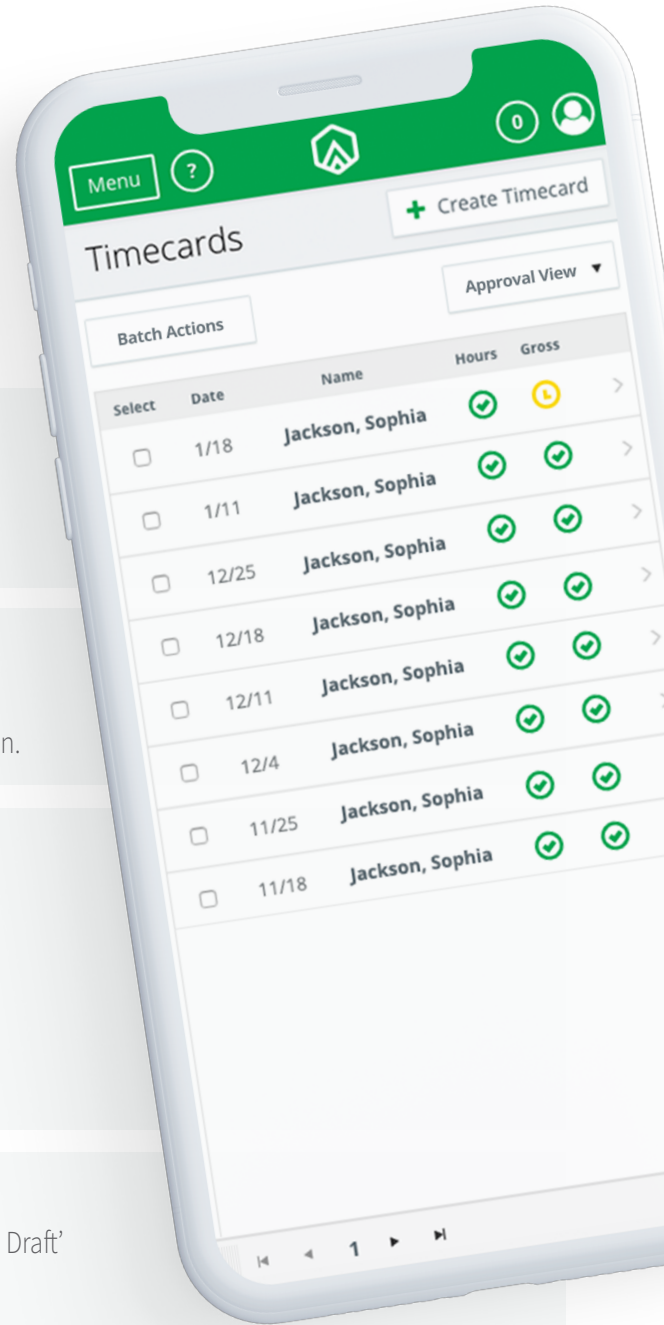


Getting Started with Digital Timecards

Go to app.gslate.com on your computer or mobile device and sign in. If you don't have a login, contact your production to get set up.



1

Create your timecard.

Press 'Create Timecard' on the dashboard page or press the + icon next to 'Timecards' in the left navigation.

2

Choose the week ending date and select your job title.

Select your job title from the 'Primary Position' menu and press the 'Create' button in the lower right corner of your screen.

3

Enter the information for each section:

- Location
- In & wrap times
- Meal times or meal penalties
- Additions (box rental, mileage, per diem)
- Notes for your employer

4

Submit your timecard.

You're all set. Not ready to submit? You can always press 'Save Draft' to save your timecard and complete this later.

Questions? Contact your production for more information about GreenSlate digital timecards or contact GreenSlate's dedicated support team from within the app for any further questions.

