

Template Tips for Non-station Staff Contributions Manager Reporting

When you're reporting on behalf of non-station staff, enter the data in the following format.

Field	Information to be entered in fields
Pension fund	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • SAG • AFTRA
Agreement	For SAG contracts, enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Armed Forces TV & Radio • Commercials • Corporate/Educational • Interactive • New Media • Television • Theatrical For AFTRA contracts, enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Television • Commercials • Station Staff • Radio Programs • Sound Recordings • Corporate/Educational • Interactive • New Media • Armed Forces TV & Radio • Sound Recordings Music Video • LA Lakers Agreement • Grand Ole Opry Agreement

	<ul style="list-style-type: none"> • Network Code • Television-Other
Signatory ID	The Plan code of the payor provided by the SAG-AFTRA Health Plan
Signatory name	The signatory's official name registered with SAG-AFTRA.
Production ID	Enter the production ID number assigned by SAG-AFTRA or internal production ID number. This field is optional.
Length in minutes	Do not include hours – total time in minutes.
Mini series?	Enter: Yes or No
Made for market	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Advertiser's Video-On-Demand • Basic Cable • CW • Fox • Home Video • Interactive Multimedia • Network Non-Primetime • Network Primetime • New Media • Pay TV • Promo • Public Broadcasting System • Subscriber-Video-On-Demand • Syndication • Video-On-Demand
Reuse market	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Home Video • None • Supplemental Market Residual
Sideletter K (%)	If not applicable, leave blank. If applicable, do not include percent symbol. Format: NN.NN
Multiple service contract?	Enter: Yes or No

Date fields	Format: MM/DD/YYYY
Performer SSN	Format: NNN-NN-NNN
Performer first, middle or last name	Legal name, not stage name
Performer type	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Principal • Background
Compensation type	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Session • Residuals
Dollar amounts	Do not include dollar sign or commas. Format: NNNN.NN
Performer type	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Background • Principal
Contribution rate %	Do not include percent symbol. Format: NN.NN
Performer category	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Choreographer • Actor • Background • Dancer • Singer • Stunt Performer • Other
On camera?	Enter: Yes or No

Performer First Name	R	R	R	R	R	R	R	R	R	R	R
Performer Middle Name	O	O	O	O	O	O	O	O	O	O	O
Performer Last Name	R	R	R	R	R	R	R	R	R	R	R
Performer Type	R	R	R	R	R	R	R	R	R	R	R
Compensation Type	R	R	R	R	R	R	R	R	R	R	R
Wages	R	R	R	R	R	R	R	R	R	R	R
Contribution Rate (%)	R	R	R	R	R	R	R	R	R	R	R
Contribution Amount	R	R	R	R	R	R	R	R	R	R	R
Performer Category	R	R	R	R	R	R	R	R	R	R	R
On Camera?	O	O	O	O	O	O	O	O	O	O	O

View the Contributions Manager Glossary of Terms: <http://www.sagafraplans.org/employers/contributions-manager/contributions-manager-glossary-terms>