



Hours+: How to Generate a Hot Cost Report

The Hot Cost Report allows you to use actual timecard data to see your show's estimated spending, day by day.

You can use the Hot Cost Report to:

- Check actuals against budgeted pay hours and labor
- Factor in estimated fringes
- See meal penalties and turnaround penalties
- Use Excel to pivot by episode or department

Follow the steps below to run a Hot Cost Report:

1. Click the **Crew List** tab to input the hot cost estimates, including pay hours, meal penalties, and fringe estimates.

<input type="checkbox"/>	Name	Department	Occupation	Pay Hrs - Stu	Pay Hrs - Dis	MPV \$ - Stu	MPV \$ - Dis	Est. Fringe %	Start Date	Email Address
<input type="checkbox"/>	ADAMO-VILA, CHRIS	Accountants	+3004-ANIMAL WRANGLER	8	9	\$12.00	\$18.00	4%	2021-08-25	hoursplus.test+villachris@gmail
<input type="checkbox"/>	ALFONSO, JENNIFER		1302-ART DIRECTOR 2ND 6 MOS	8	9	\$12.00	\$18.00	6%	2019-06-01	pdhplustest+jennifer@gmail.co
<input type="checkbox"/>	BEN, BONJOURNO		21341D-ANIMATION DIRECTOR - J.	8	9	\$12.00	\$18.00	4%	2020-01-01	hoursplus.test+bonbon999@gn
<input type="checkbox"/>	CAHOON, NATALIA	Accountants	+50160-3D PRINTER LEAD	8	9	\$12.00	\$18.00	4%	2021-03-19	vvsnc+stgcahoon@gmail.com
<input type="checkbox"/>	CHINCARINI, JANIENE	Accountants	2351-BEADER	8	9	\$12.00	\$18.00	4%	2020-10-11	hoursplus.test+chinjan@gmail.
<input type="checkbox"/>	COMELY, VALEK		+50394-SENIOR ACCOUNTANT	8	9	\$12.00	\$18.00	4%	2020-01-01	hoursplus.test+comva@gmail.c
<input type="checkbox"/>	DANIKA, RENNY		21052-MODEL DESIGNER (SUPERV.	8	9	\$12.00	\$18.00	4%	2020-01-01	
<input type="checkbox"/>	DARREN, NALACO		+50511-OFFICE MANAGER	8	9	\$12.00	\$18.00	4%	2020-01-01	hoursplus.test+danal@gmail.cc
<input type="checkbox"/>	DUDNEY, AMY-LEIGH		5441-GANG BOSS	8	9	\$12.00	\$18.00	4%	2020-09-01	hoursplus.test+october3@gma

2. Click the **Daily Timesheets** tab to fill out times and other required fields to populate your timecards before running your report.
3. Once all required fields have been added, click the **Reports** tab.
4. Next to "Hot Cost Report," select a day.
5. Click **Run**.



Hours

Projects

Validation Pentest...

CAT MOUSE < 2022

Daily timesheetsCrew timecardsTimecardsBulk editReviewsInvoicesReportsCrew list

You are impersonating: PentesterPA, Validation

User Role: Payroll AccountantReturn to Admin

On DemandSchedule

REPORT NAME	DATE RANGE	ACTION
Hot Cost Report	Day 02/03/2022	Run
Spot Audit Report	Start End	Run
Open Batch Report		Run
Pending Timecards		Run

- An Excel file will be exported to your device, complete with formulas and conditional formatting to help you change the values that are important to you.

Note: MS Excel might warn you that it found a problem with some of the content in the file. You can proceed through this warning. The file is safe.

Note: Pre-existing timecards may need to be re-saved before they show up in the Hot Costs Report.