

Need a check reissued?

Crew members can easily submit a Paycheck Reissue Request for Cast & Crew and CAPS paychecks directly from the MyCast&Crew portal.

n Dashboard	Profile	Files	Pay Stubs Tax Doo	cuments Loan-out	W-4s Support	0	MyCast&Crew
			learn more at Production not have been processed		tion for details.		
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Pay stubs Ga	rnishments	Settings	5		Reissue	×	
					AIRSHIP		▼ 🗄 Select dates
1		:	٥		Issued: Check No. 06/26/24 3400629116		:
AIRSHIP Issued: 06/26/24 Work Location: NY, US			AIR Preview Issu Download Wer		Your check was sent to the following address. Is this correct?	31, tio	/23 n: CA, US
			2 2 2 Reissue		2300 W EMPIRE AVE STE 460, , CA 91504		
Check No. 3400629116	Pay Period 06/02/24- 06/08/24		Check No. 3400629117	Pay Period 06/09/24-06/15/24	No, it's not right Yes, it's correct	7	Pay Period 7 05/19/24-05/25/24
		50)	Net Pay (USD)	Gross Pay (USD)		sD	Gross Pay (USD)

Instructions

- 1) Crew members log in to their MyCast&Crew portal and navigate to their Pay Stubs.
- 2) Locate the pay stub they'd like reissued and open the more options menu by clicking the 3 vertical dots located on the right corner of the paycheck square.
- 3) If the paycheck is eligible, they can select "Reissue."
- 4) They'll follow the prompts on the screen to confirm whether the check was mailed to the correct address.
- 5) They'll select their preferred delivery method: mailed check or direct deposit.
- 6) After confirming their details, the request will be submitted for processing.

For assistance, contact the Employee Help Desk:

- Phone: 888.570.4650 (in the U.S.)
- Phone: 818.659.6455 (outside the U.S.)
- Email: employeehelpdesk@castandcrew.com
- Business hours: Monday Friday / 7:00 a.m. 7:00 p.m. PT
- Weekend hours: 7:00 a.m. 4:00 p.m. PT



Scan the QR code for step-by-step instructions.