

Template Tips for Non-station Staff Contributions Manager Reporting

When you're reporting on behalf of non-station staff, below are valid values for the fields.

Pension Fund	Enter one of the categories below using the exact text
1 211313111 4114	SAG
	• AFTRA
Agroomont	
Agreement	For SAG contracts, enter one of the categories below using the exact text:
	• Commercials
	Corporate/Educational
	• Interactive
	• Television
	Theatrical
	For AFTRA contracts, enter one of the categories below using the exact text:
	Audiobook
	• Commercials
	Corporate/Educational
	Interactive
	Network Code
	• Podcasts
	Radio Program
	Sound Recording
	Station Staff
	• Television
	TV & Radio Broadcasts
	•
Agreement subtype	Enter one of the categories below using the exact text:
	For Commercials agreements:
	• Audio
	• Television
	• Influencer
	Infomercial
	• Jingles
	Regional
	• Student
	• Station
	Phono Conversion
	For Network Code agreements:
	• Animation
	• Promo
	Network Code
	Phono Conversion

Agreement subtype	For Sound Recording agreements:							
(continued)	• Demo							
,	In-House Vocalist							
	Independent Artist							
	Music Video							
	Touring							
	Sound Recording							
	For Television agreements:							
	• Animation							
	• GR1							
	Public TV							
	Television							
	Phono Conversion							
	For Theatrical agreements:							
	• Dubbing							
	• Short							
	Student							
	Theatrical							
	For Corporate/Educational agreements:							
	Regional							
	Corporate/Educational							
	Phono Conversion							
	For Interactive agreements:							
	Interactive							
	Phono Conversion							
	There conversion							
	For Audiobook agreements:							
	Audiobook							
	For Podcast agreements:							
	• Podcasts							
	Fan Badia Busanan agusanagia							
	* Kadio Program							
	For TV & Radio Broadcasts agreements:							
	_							
Signatory ID								
- 0 1								
Signatory Name								
Production ID								
Signatory ID Signatory Name Production ID Length in minutes	For Radio Program agreements: Radio Program For TV & Radio Broadcasts agreements: TV & Radio Broadcasts The Plan Code or SAG-AFTRA ID for the company signed to the SAG-AFTRA agreement for the earnings and contributions being reported The signatory's official name registered with SAG-AFTRA. Enter the ID number for a project assigned by SAG-AFTRA. This field is optional. A project's total time in minutes.							

Mini Series	Enter Yes or No						
Made for Market	Enter one of the categories below using the exact text:						
	For Commercials earnings:						
	• Audio						
	• Television						
	Corporate/Educational						
	For Network Code earnings:						
	Basic Cable						
	Foreign TV						
	Home Video						
	Network						
	New Media						
	New Media - HBSVOD						
	Pay TV						
	• Promo						
	• Syndication						
	For Television earnings:						
	Basic Cable						
	Foreign TV						
	Home Video						
	Network						
	New Media						
	New Media - HBSVOD						
	Pay TV						
	For Radio Program earnings:						
	• Local						
	National Public Radio						
	Satellite Radio						
Reuse Market	Enter one of the categories below using the exact text:						
	Basic Cable						
	Foreign TV						
	Home Video						
	In-Flight						
	Network						
	New Media						
	Pay TV						
	Public TV						
	Supplemental Market Residual						
	• Syndication						
	• Theatrical						

Sideletter K (%)	For Television earnings only. If project is eligible for Sideletter K, values should be K . If not applicable, value should be No .							
Multiple service contract	For commercial earnings only. Enter Yes or No.							
Date fields	Format: MM/DD/YYYY							
Performer SSN	ormat: NNN-NN-NNN							
Performer first, middle	egal name, not stage name							
or last name								
Performer type	Enter one of the categories below using the exact text:							
	Principal							
*Station Staff should only	Background							
be used for Station Staff	Station Staff							
earnings Compensation	Enter one of the categories below using the exact text:							
type	Session							
, c, p c	Residual							
	Guarantee							
	Royalty							
	Payroll							
	*Guarantee should only be used for Commercials							
	*Royalty should only be used for Sound Recordings							
	*Payroll should only be used for Station Staff							
Dollar amounts	Do not include dollar sign or commas. Format: NNNN.NN							
Contribution rate %	Do not include percent symbol. Format: NN.NN							
Performer category	Enter one of the categories below using the exact text:							
	Choreographer							
	• Actor							
	Background							
	• Dancer							
	• Singer							
	Stunt Performer							
	Other							
On Camera	Enter Yes or No							

Contributions Manager Required and Optional Reporting Fields

Required fields are noted with R, optional fields are noted with O and fields left blank are not required.

	Theatrical	Television	Network Code	Commercials	Corporate/ Educational	Interactive	Radio Program	Sound Recording	Audio book	Podcasts	TV & Radio Broadcasts
Pension Fund	R	R	R	R	R	R	R	R	R	R	R
Agreement	R	R	R	R	R	R	R	R	R	R	R
Agreement											
Subtype	R	R	R	R	R	R	R	R	R	R	R
Signatory ID Signatory	R	R	R	R	R	R	R	R	R	R	R
Name	R	R	R	R	R	R	R	R	R	R	R
Project/Series Title	R	R	R	R	R	R	R	R	R	R	R
Production ID	0	0	О			0					
Episode		0	0								
Length in											
Minutes		0	0								
Mini Series Made for		0	0								
Made for Market		R	R	0			0				
Reuse Market	0	0	0								
Sideletter K											
(%)		0		_							
Ad Agency				0							
Sponsor				R							
Product				R							
Multiple Service											
Contract				R	0						
Cycle Begin Date				0							
Cycle End				U							
Date				0							
Principal Photography											
Start Date	R	R	R	R	R	R	R	R		R	R
Renegotiated Rate Date				0							
Payroll Period End Date	R	R	R	R	D	R	R	R	R	R	R
Performer	IV.	I.	I.	n.	R	n.	N.	n.	n.	n.	n.
SSN	R	R	R	R	R	R	R	R	R	R	R
Performer First Name	R	R	R	R	R	R	R	R	R	R	R
Performer											
Middle Name	0	0	0	0	0	0	0	0	0	0	0
Performer Last Name	R	R	R	R	R	R	R	R	R	R	R
Performer											
Type Compensatio	R	R	R	R	R	R	R	R	R	R	R
n 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

			Network		Corporate/		Radio	Sound	Audio		TV & Radio
	Theatrical	Television	Code	Commercials	Educational	Interactive	Program	Recording	book	Podcasts	Broadcasts
Contribution											
Amount	R	R	R	R	R	R	R	R	R	R	R
Performer											
Category	0	0	0	0	0	0	0	0	0	0	0
On Camera	0	0	0	0	0	0	0	0	0	0	0

 $\label{lem:lem:manager} \begin{tabular}{ll} Wiew the Contributions Manager Glossary of Terms: $$ $\underline{$http://www.sagaftraplans.org/employers/contributions-manager-glossary-terms}$$ $\underline{$http://www.sagaftraplans.org/employers/contributions-manager-glossary-terms-glossar$