

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	<p>Enter one of the categories below using the exact text</p> <ul style="list-style-type: none"> • SAG • AFTRA
Agreement	<p>For SAG contracts, enter one of the categories below using the exact text:</p> <ul style="list-style-type: none"> • Commercials • Corporate/Educational • Interactive • Television • Theatrical <p>For AFTRA contracts, enter one of the categories below using the exact text:</p> <ul style="list-style-type: none"> • Audiobook • Commercials • Corporate/Educational • Interactive • Network Code • Podcasts • Radio Program • Sound Recording • Station Staff • Television • TV & Radio Broadcasts •
Agreement subtype	<p>Enter one of the categories below using the exact text:</p> <p>For Commercials agreements:</p> <ul style="list-style-type: none"> • Audio • Television • Influencer • Infomercial • Jingles • Regional • Student • Station • Phono Conversion <p>For Network Code agreements:</p> <ul style="list-style-type: none"> • Animation • Promo • Network Code • Phono Conversion

<p>Agreement subtype (continued)</p>	<p>For Sound Recording agreements:</p> <ul style="list-style-type: none"> • Demo • In-House Vocalist • Independent Artist • Music Video • Touring • Sound Recording <p>For Television agreements:</p> <ul style="list-style-type: none"> • Animation • GR1 • Public TV • Television • Phono Conversion <p>For Theatrical agreements:</p> <ul style="list-style-type: none"> • Dubbing • Short • Student • Theatrical <p>For Corporate/Educational agreements:</p> <ul style="list-style-type: none"> • Regional • Corporate/Educational • Phono Conversion <p>For Interactive agreements:</p> <ul style="list-style-type: none"> • Interactive • Phono Conversion <p>For Audiobook agreements:</p> <ul style="list-style-type: none"> • Audiobook <p>For Podcast agreements:</p> <ul style="list-style-type: none"> • Podcasts <p>For Radio Program agreements:</p> <ul style="list-style-type: none"> • Radio Program <p>For TV & Radio Broadcasts agreements:</p> <ul style="list-style-type: none"> • TV & Radio Broadcasts
<p>Signatory ID</p>	<p>The Plan Code or SAG-AFTRA ID for the company signed to the SAG-AFTRA agreement for the earnings and contributions being reported</p>
<p>Signatory Name</p>	<p>The signatory's official name registered with SAG-AFTRA.</p>
<p>Production ID</p>	<p>Enter the ID number for a project assigned by SAG-AFTRA. This field is optional.</p>
<p>Length in minutes</p>	<p>A project's total time in minutes.</p>

Mini Series	Enter Yes or No
Made for Market	<p>Enter one of the categories below using the exact text:</p> <p>For Commercials earnings:</p> <ul style="list-style-type: none"> • Audio • Television • Corporate/Educational <p>For Network Code earnings:</p> <ul style="list-style-type: none"> • Basic Cable • Foreign TV • Home Video • Network • New Media • New Media - HBSVOD • Pay TV • Promo • Syndication <p>For Television earnings:</p> <ul style="list-style-type: none"> • Basic Cable • Foreign TV • Home Video • Network • New Media • New Media - HBSVOD • Pay TV <p>For Radio Program earnings:</p> <ul style="list-style-type: none"> • Local • National Public Radio • Satellite Radio
Reuse Market	<p>Enter one of the categories below using the exact text:</p> <ul style="list-style-type: none"> • 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	Format: NNN-NN-NNN
Performer first, middle or last name	Legal name, not stage name
Performer type <i>*Station Staff should only be used for Station Staff earnings</i>	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Principal • Background • Station Staff
Compensation type	Enter one of the categories below using the exact text: <ul style="list-style-type: none"> • Session • Residual • Guarantee • Royalty • Payroll <i>*Guarantee should only be used for Commercials</i> <i>*Royalty should only be used for Sound Recordings</i> <i>*Payroll should only be used for Station Staff</i>
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: <ul style="list-style-type: none"> • Choreographer • Actor • Background • Dancer • Singer • Stunt Performer • Other
On Camera	Enter Yes or No

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

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