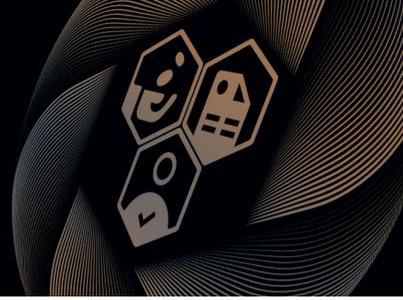


# Sargent-Disc Payroll



## About Us

At Sargent-Disc, a Cast & Crew company, we understand the production process. We understand the pressure on production accountants to deliver accurate results, on time, every time.

For more than three decades, Sargent-Disc has delivered a full range of integrated payroll, accounting and software services to productions and businesses working at the forefront of the global entertainment industry. We pride ourselves on being able to help our clients bring productions in on schedule and on budget. Whatever the size of your production or company, we make it our business to help yours.

## Our Culture

Sargent-Disc is committed to investing in and supporting the film and television community at home and abroad. We are a member of the Producers Alliance for Cinema and Television, a major patron of the Royal Television Society, a business partner of the Production Guild of Great Britain (PGGB), and work with them to inform and educate their members. Sargent-Disc is also a proud sponsor of two Production Management Diploma and two Production Accounting Diploma Scholarships at the National Film and Television School (NFTS). We sponsor and produce events to help the UK and international industries to build relationships at the Festival de Cannes and the Marché du Film. Sargent-Disc recognises the achievements of UK and international talent by supporting the annual Women in Film and TV Awards, the Broadcast Awards and the biennial PGGB Awards.

## Sustainability and Security

Sargent-Disc is committed to helping the production industry, with partner Bafta albert, to meet the UK's Paris Agreement commitments to carbon neutrality by 2050. Our approach involves replacing paper processes for the Production Office with low energy, paperless and mobile-friendly solutions from the Digital Production Office® suite of software - CrewStart™, Payroll, Payslip, Digital Purchase Order, Production Card and PSL+.

Sargent-Disc is an independently verified carbon neutral company and is ISO 27001 certified – the internationally recognised information security management standard.

SD/CPW/CS/PP/AE/PS/v1.0

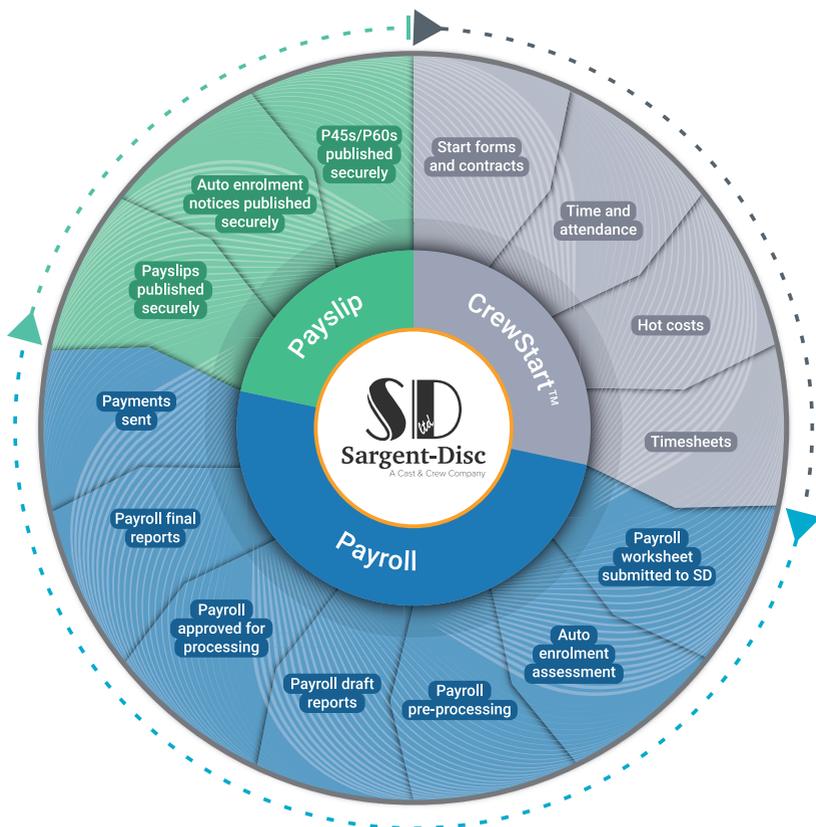
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**Sargent-Disc**  
A Cast & Crew Company

# Digital Payroll Workflow

Sargent-Disc's end-to-end digital payroll workflow is a comprehensive solution that covers every step of the payroll process. It enables safe, efficient and sustainable working practices for production accountants and payroll teams, wherever they're based in the post-covid workplace. Easy-to-use, the system can be tailored to meet the needs of different types and sizes of production.



Sargent-Disc's digital payroll workflow consists of three steps powered by CrewStart™, Payroll and Payslip, applications within the Digital Production Office® software suite.

SD-CPW CS PR AE PS v1.0

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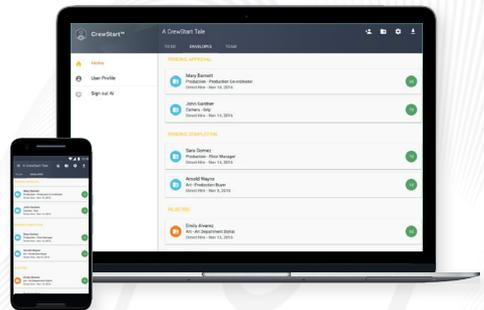
Processing new crew can be time consuming and often involves duplication of effort with the risk of mistakes in copying data. CrewStart™ offers digital onboarding, contracting, hot-costs and timesheets - leading to a stress-free experience for the production office, cast and crew.

With CrewStart™, the production office can customise envelopes to send to new crew, enabling them to gather the information required more easily. Secure electronic signatures eliminate the need for physical circulation of documents, saving time and paper.

Once forms have been returned to the office, tailored approval chains guarantee that new information is seen and approved by the relevant department heads, managers, accountants and producers.

## Benefits

- Reduce administration
- Secure and auditable data archive
- Accuracy ensured
- GDPR auditable reports
- Digital signatures
- Document certification
- Pact/Bectu compatible timesheets
- Daily Hot Costing
- Real-time Hours to Gross



1. Start forms and contracts
2. Time and attendance
3. Hot costs
4. Timesheet

**Contact us for a demo or training session.**

Contact us:

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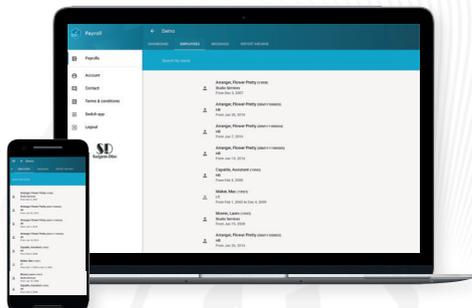
# Payroll & Residuals

Sargent-Disc's experienced team combine a detailed understanding of the entertainment industry and the production process, with in-depth knowledge of payroll legislation and compliance.

By using our award-winning Payroll and Residuals service, you can be sure that all of your contractual obligations will be met, helping you maintain and protect those valuable talent relationships. We will manage all Real Time Information (RTI) reporting to HMRC as well as the payment of tax, National Insurance and Guild Benefits. Our Payroll service is integrated with Auto-Enrolment so we can also manage pension requirements and contributions on your behalf.

## Award Winning Payroll

- CrewStart™ included as standard with Payroll
- HMRC compliance to secure qualifying spend for the UK Tax Credit
- Integrated payroll, residual and royalty payment service
- Multi Currency: £ € \$
- Secure online reports & payslips 24/7 via SD the Payroll app
- Weekly, Monthly and Four Weekly processing



1. Payroll worksheet submitted to SD
2. Auto enrolment assessment
3. Payroll pre-processing
4. Payroll draft reports
5. Payroll approved for processing
6. Payroll final reports
7. Payments sent

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# Auto Enrolment

The government's Workplace Pensions Reforms encourage millions of people to save for their retirement. Auto Enrolment can be daunting, especially for the entertainment workforce, where one-third of those in television and nearly half of those in film production work on Schedule D freelance contracts, sometimes employed through third-party agencies and often on short term and periodic contracts.

Sargent-Disc's integrated and modular Auto Enrolment service combines the Auto Enrolment pension process with our tried and tested Payroll service. It offers your company or production a complete solution that addresses the complex needs of the film, television and media industries across a wide range of roles, contracts and direct or third-party payments.

## Benefits

- Complete pension scheme set up
- Complete declaration of compliance
- Statutory communications sent to employees via Payroll application
- Assess workers to calculate pension contributions
- Choose and apply postponement rules
- Integrated payroll and Auto Enrolment admin for weekly, periodic and monthly payments
- Modular system interfaced with multiple pension providers
- Access to payroll, pension and pay scale reports via Payroll application



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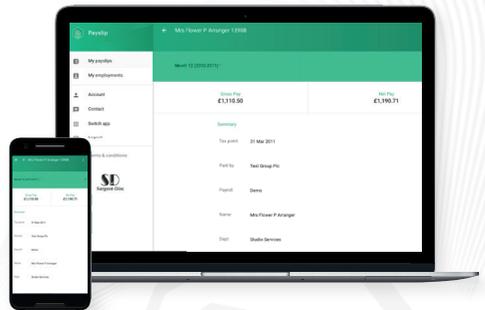
# Payslip

With a single log-in, our native Payslip application enables employees, freelancers and agents to access their payslips online and view full payment histories, anytime, anywhere.

Payslips, Auto Enrolment and other notices are securely published, with notifications sent to users inviting them to view new records by logging in. Users can access an up-to-date, full archive of payslips and notices wherever they are working in the world. Convenient, fast and secure, using the Payslip application means you can avoid sending confidential information via email or post, whilst lowering the carbon footprint of your production by reducing paper usage.

## Benefits

- Secure online reports & payslips accessible 24/7
- Check payslips & payments remotely with ease
- Multi-currency: £ € \$
- P45s & P60s
- Pension Auto Enrolment notices
- Mobile friendly



1. Payslips published securely
2. Auto enrolment notices published securely
3. P45s/P60s published securely

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# Other Products and Services

Founded in 1986, Sargent-Disc is committed to service excellence, providing a full range of payroll, residual, accounting and software services tailored to the needs of your production. Other services include:



## PSL+

Part of the Cast & Crew integrated platform of cloud-based products, PSL+ is the ideal solution for your project's production accounting needs.



## Digital Purchase Order

Our award-winning, cloud-based procurement system puts you firmly in control of simple and efficient expenses approval so you can be sure you are authorising all costs before any payments are made.



## Production Accounting

Whether you are in development, production or post, Sargent-Disc delivers a wealth of budgeting and production accounting experience you can rely on.



## Production Services

Get your production up and running in a matter of days with a Sargent-Disc Production Service Agreement. Our team will manage all payments during and after production whilst also providing a fully integrated accounting and payroll service.



## Training

Our bespoke, scheduled training courses will walk you through how to use our software applications, - including CrewStart™ and Digital Purchase Order.



## Production Card

Available in Sterling, Euros and US Dollars, Production Card is a secure alternative to handling large amounts of cash on production, making payments safer and easier.



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