

Every ACTRA member is encouraged to get into the groove of viewing your work history on a monthly or quarterly basis. Here's a step by step...

ACTRA System - Work History - Search - Windows Internet Explorer

http://stagehand/Members/MemberWorkHistory.aspx

ACTRA MEMBER INDUSTRY ATTORNEY

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- YOUR SUMMARY INFORMATION
- UPDATE YOUR PERSONAL INFO.
- VIEW YOUR WORK HISTORY**
- DUES ASSESSMENT

SUSAN T SMITH'S WORK HISTORY

YOUR ID INFORMATION

Performer Type: Full Member Performer Status: Active
 Stage Name: SUSAN T SMITH Legal Name: SUSAN SMITH
 Canadian Resident: Yes SIN/SSN:
 Initiation Date: 4-OCT-1998 Branch: Manitoba

YOUR HISTORICAL WORK HISTORY INFORMATION

ENTER DATE RANGE FILTER: FROM 01 jan 2003 - To 31 dec 2008

OR ASSESSMENT YEAR: [Print Work History](#)

46 Records found.

Production Title / Sponsor	PRS	Gross Earnings	RRSP Engager	Insurance
FLASHPOINT		6,867.38	480.72	
THE BRIDGE		462.85	32.40	
TOTAL RECALL 2070	Y	493.88	29.63	
MOLSON CANADIAN (EXPECTED, UNEXPECTED)		2,321.31	162.49	
THE TROJAN HORSE	Y	612.75	42.89	
TERRY	Y	1827.00	127.89	

GROSS EARNINGS	RRSP CONTRIBUTION	INSURANCE CONTRIBUTION
\$12,585.17	\$876.02	\$619.39
RRSP DEDUCTION	WORKING DUES DEDUCTION	
\$376.90	\$270.05	

ACTRA

Online work histories – the ball is in your court

by Ferne Downey, ACTRA Treasurer

Did you know that you can view your work history in your ACTRA Membership System Profile?

Effective this year, AFBS will no longer be responsible for work histories – ACTRA is. The ball is now in ACTRA's court. We will be mindful of the careful transition necessary to consider moving from snail mail to online review of work histories on ACTRA Membership System (AMS). But you're in charge. No matter where you are working, no matter how far home – AMS is available to you.

To access the glorious ACTRA Membership System (AMS), you will need a password – if you're a Face To Face Online user, you already have one. If you need a password, it's easy as pie to get – email: f2f@actra.ca (the password is yours until you choose to change it – the old restriction about changing it annually is gone, gone, gone).

Here's how to access your work history:

- go to www.actra.ca
- choose a role – double click on Member (top centre of home page)
- enter your user name and password; then click on log in
- select ACTRA Membership System – from menu at top left of screen
- once in the Membership System select “view your work history”

- you can view your work history information by date range or assessment year
- to print your work history click on “print” next to the printer icon

Every member is encouraged to get into the groove of viewing your work history on a monthly or quarterly basis. And not just to please your accountant – to please yourself. ACTRA has been responsible for processing all IPA remittances since April 2007 and the National Commercial Agreement (NCA) since August 2005. (Naturally AFBS still updates the insurance and retirement info that is received from ACTRA on their website www.actrafrat.com, but it is only the info that is relevant to your insurance and retirement monies. ACTRA is the keeper of all the detail of your work history – and there are many fields of info – keep scrolling and you'll see what I mean.)

As of this year, ACTRA has a dual responsibility: 1) the ongoing responsibility of ensuring that all data in member work histories is 100% accurate; 2) the new responsibility for work history reporting starts with this calendar year (2008). So, now, if you find an error or glaring omission in your work history, call ACTRA and ACTRA staff will track it down for you.

Realistically, the data is entered into AMS within a range of time (as quickly as possible is the administrative goal) but the time does vary – the quickest turnaround

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- select ACTRA Membership System – from menu at top left of screen
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being the week after your work date to up to three weeks later from some of the more far-flung locations. So review your Full ACTRA member work history online regularly. It's also a wonderful way to keep current with your PRS income. And being able to print out an accurate work history for your year end will make life somewhat less stressful at tax time. (If your year end is not Dec. 31, you have the flexibility to print it whatever way serves your need.)

Production Title / Sponsor	PRS	Gross Earnings	RRSP Engager	Insurance Engager	Member Contribution	Working Dues	Work Date
FLASHPOINT		6,867.38	480.72	343.37	206.02	154.52	17-Apr-2008
THE BRIDGE		462.85	32.40	23.14	13.89	10.42	11-May-2008
TOTAL RECALL 2070	Y	493.88	29.63	14.82	14.82	9.88	29-Jun-1998
MOLSON CANADIAN (EXPECTED, UNEXPECTED)		2,321.31	162.49	116.07	92.85	46.43	27-Aug-2007
THE TROJAN HORSE	Y	612.75	42.89	30.64	18.38	12.26	02-Oct-2006
TERRY	Y	1827.00	127.89	91.35	30.94	36.54	Jun 07, 2003