



SCREAM TEAM SYSTEMS GUIDE

Six things to set up. One season to get right.

01

E-VERIFY+

Work Authorization

02

ADP

Payroll

03

THE HUB

Resources

04

PAPERWORK

Contract & Quiz

05

SITHON

Scheduling

06

FACEBOOK

Community

Everything in this guide must be complete before Dress Rehearsal.
Work authorization is the one exception, and it is due sooner. See page 2.

QUESTIONS? team@southernscreams.com · Personnel line (843) 310-5942

Start Here

Welcome to the Scream Team. Before you can be scheduled, paid, or put in a costume, six things need to be squared away. None are complicated, and doing them in this order keeps it painless.

Your setup, in order



The first five are required. The last one is entirely up to you.

Two deadlines to keep straight

DEADLINE	WHAT IS DUE
Your first day of work (Orientation)	E-Verify+ only. Section 1 of your Form I-9, with original documents presented within three business days. Federal law sets this one, not us, and there is no flexibility in it.
Before Dress Rehearsal	Everything else: ADP, your employment paperwork, the Handbook Quiz, and your Sithon profile. You will not be cleared to work an event night until all of it is done.

What each one is for

	YOU USE IT FOR	HOW OFTEN	REQUIRED
E-Verify+	Confirming you are authorized to work in the U.S.	Once, at hire	Yes
ADP	Tax forms, direct deposit, pay stubs, W-2	Once, then payday	Yes
Scream Team Hub	Handbook, training, safety info, links and resources	As needed	Yes
Paperwork & Quiz	Employment contract, Handbook sign off, Handbook Quiz	Annually	Yes
Sithon	Your schedule, your profile, your availability	All season	Yes
Facebook Group	Team photos, celebrations, reminders, camaraderie	Up to you	No

Four things that will save you a headache

USE ONE EMAIL	CHECK YOUR SPAM	USE A COMPUTER	GATHER DOCUMENTS
Every invitation goes to the address on your application. A second address is the number one reason people cannot log in later.	Automated mail from ADP and E-Verify+ often lands there. Look before you call us.	Phones work, but the E-Verify+ upload, the ADP tax forms, and the paperwork packet are all easier on a laptop.	Your ID documents, Social Security number, and bank routing and account numbers.

01 E-Verify+

WHAT IT IS	The federal system that confirms you are authorized to work in the United States. It combines your Form I-9 and the E-Verify check.
DUE	By your first day of work, which is Orientation. This is the one item that cannot wait for Dress Rehearsal.
TIME NEEDED	About 15 minutes, plus photographing your documents.

Why this one is different

Every employer in the country is legally required to verify work authorization for every new hire, on a federal timetable. Section 1 of your Form I-9 is due no later than your first day of work, and we must physically examine your original documents within three business days of that date. Until it is complete you cannot be scheduled and you cannot be paid.

Which documents you need

Bring **one document from List A**, or **one from List B together with one from List C**. Most people use a driver's license plus a Social Security card.

LIST A — ONE OF THESE IS ENOUGH	LIST B — IDENTITY	LIST C — WORK AUTHORIZATION
U.S. Passport or Passport Card	Driver's license	Social Security card
Permanent Resident Card	State issued ID card	Certified birth certificate
Employment Authorization Document	School ID with photo (under 18, see below)	Certification of Birth Abroad

Originals or certified copies only. Photocopies are not acceptable, though you will upload clear images of the originals during setup. If you are under 18 and do not have a List B document, contact us before Orientation and we will walk you through the alternatives.

How to complete it

- Watch for an email from E-Verify+ inviting you to create a myE-Verify account.
- Create the account and verify your identity when prompted.
- Complete Section 1 of Form I-9: legal name, address, date of birth, Social Security number, and citizenship or immigration status.
- Upload clear, well lit images of your chosen documents.
- Pack the physical originals to bring with you to Orientation.

Uploading is not the finish line

We are required by law to physically examine your original documents in person. Put them somewhere you will not forget them on Orientation day. Without them we cannot complete your file, and without a complete file we cannot put you on a schedule.

02

ADP

WHAT IT IS	Our payroll system. Tax withholding, direct deposit, pay stubs, and your year end W-2 all live here.
DUE	Before Dress Rehearsal.
TIME NEEDED	About 10 minutes.

Setting up your account

- Watch for a registration email from ADP containing your personal registration code.
- Create your username and password, and turn on multi-factor authentication.
- Download the ADP Mobile app if you want to check pay and hours from your phone.
- Then complete the four items below.

What you need to complete

ITEM	WHAT IT DOES	WHAT YOU NEED ON HAND
Form W-4	Sets your federal income tax withholding	Filing status and dependent info
SC Form W-4	Sets your South Carolina state withholding	Same as above
Direct deposit	Sends your pay straight to your bank	Routing and account numbers. A voided check or your banking app has both.
Emergency contact	Who we call if something happens on site	Name, relationship, and phone number

Getting paid

You are paid twice per seasonal event, corresponding to two defined pay periods per season. Pay stubs appear in ADP the day payment is issued. If something looks wrong, tell your leader immediately rather than waiting for the next cycle. Corrections are quick when caught early.

Keep your own record of hours

Jot down your in and out times each night, or snap a photo of the clock. It takes seconds and it turns any payroll discrepancy into a two minute conversation instead of a reconstruction project.

Your ADP account stays with you after the season ends. Do not delete it in November, because your W-2 will be posted there in January.

03

Scream Team Hub

WHAT IT IS	A page on our website built for the team. Documents, training materials, policies, links, and resources all live in one place.
WHERE	southernscreams.com/screamteam
DUE	Bookmark it now. You need the Handbook from here before you can take the quiz.

Bookmark this page
southernscreams.com/screamteam

There is no separate login or app to install. Save it to your phone's home screen and it is one tap away on event nights.

What you will find there

RESOURCE	WHAT IT IS FOR
Employee Handbook	Policies, conduct standards, safety rules, and perks. Read it before you take the Handbook Quiz.
Training materials	Role and character guidance, scene notes, and performance standards
Safety procedures	Emergency protocols, evacuation routes, and incident reporting
BooBucks program	How the referral incentive works and how to earn
Links and resources	Quick access to the other systems in this guide and anything else you need during the season

What we expect

- Read the Employee Handbook properly. The quiz in the next section comes straight out of it.
- Check the Hub before each event night in case something has been updated.
- Treat anything posted here as the authoritative version. If you ever see conflicting information somewhere else, the Hub wins.

What happens here stays here

Material on the Hub is internal. Scene designs, character reveals, scare sequences, and operational details do not go on social media, into group chats, or out to friends. A large part of what makes the season work is that guests walk in not knowing what is coming.

04 Paperwork & Handbook Quiz

WHAT IT IS	Your employment paperwork packet, plus a short quiz confirming you know the Handbook. Everyone completes both, returning team members included.
DUE	Before Dress Rehearsal. You will not be cleared to work an event night until both are done.
TIME NEEDED	About 20 minutes for the packet, 15 for the quiz.

Your paperwork packet

You will receive your packet by email from Adobe. Everything is signed electronically, so you do not need a printer.

DOCUMENT	WHAT IT COVERS
Employment Contract	Your seasonal term, role, pay rate, and the conditions of employment you agreed to in your offer
Handbook Acknowledgment	Confirms you have read the Employee Handbook and agree to follow it
Confidentiality Agreement	Protects scene designs, character reveals, and anything else guests are not meant to know in advance
Additional Documents	Medical Release, Hold Harmless, & more

Read before you sign

These are real agreements, not formalities. Read them, and ask us anything you are unsure about before you sign rather than after.

The Handbook Quiz

A short quiz covering the parts of the Handbook that matter most on an event night. It is open book, so keep the Handbook up in another tab. What we are checking is that you know the rules cold, because on a dark night with a full queue there is no time to look them up.

WHERE	PASSING SCORE	RETAKES	TIME
southernscreams.com/quiz	90%	as many as it takes	About 15 minutes

What it covers

- **Safety and emergencies.** Evacuation routes, incident reporting, and what to do when a guest is hurt or in distress.
- **The no touch rule.** Never touch a guest, under any circumstances, and what to do when a guest touches you.
- **Conduct and professionalism.** Staying in character, staying in your assigned area, and how we treat each other backstage.
- **Attendance.** Call times, what counts as notice, and who to contact when you cannot make a shift.

05

Sithon

WHAT IT IS	Our scheduling system. You check your shifts here and keep your profile and availability current.
DUE	Before Dress Rehearsal. You already created your account when you applied, so this is just finishing the setup.
TIME NEEDED	About 5 minutes.

Finish your setup

- **Turn on push and email notifications.** This is the single most important setting in the app. Schedule postings, changes, and callouts all come through here.
- **Check your availability.** Make sure what is in your profile still matches your real life. If your class schedule or second job has changed since you applied, update it now, before schedules are built around it.
- **Confirm your contact details.** Phone number and email should match what you gave us.

How scheduling works

WHEN	WHAT HAPPENS	WHAT YOU DO
5 to 7 days out	Schedules are posted in Sithon	Open the app and confirm your shifts so we know you have seen them
Anytime	Your availability changes	Update your profile as far ahead as you can. Changes cannot be applied once the schedule is locked in.
Event night	You are on the schedule	Arrive at your call time, ready to go

Shifts are assigned, not traded

We build the schedule around the availability you gave us, and we do not use shift swapping. You cannot hand a shift to another team member, and an agreement you make with someone by text is not a schedule change.

If you cannot work a shift you have been assigned, contact leadership directly and as early as you possibly can. Call the personnel line at **(843) 310-5942** or email **team@southernscreams.com**. Do not assume a message passed through a coworker got to us.

Our season is short and every night is staffed to the person. One unexpected absence is felt across the whole show, which is why we ask for as much notice as you can give and why the availability in your profile needs to be honest.

06

Facebook Group

WHAT IT IS	A private group for the team. Photos, celebrations, reminders, and general camaraderie.
DUE	Never. This one is genuinely optional.
TIME NEEDED	Two minutes, if you want in.

Optional means optional

The Facebook Group is where the team culture lives. It is a good place to be and most of the Scream Team is in it. It is not a requirement of employment, and nothing you need in order to do your job will appear only here.

Anything affecting your schedule, your pay, or your responsibilities will always reach you through Sithon, email, text, or direct contact from leadership. If you do not use Facebook, you will not miss a thing that matters.

Ground rules

DO	DO NOT
✓ Share the fun. Behind the scenes camaraderie, wrap party photos, and celebrating each other is the whole point. ✓ Keep it inside the group. It is private for a reason. ✓ Follow leadership guidance on what can be posted during the season. ✓ Hold the same standards you would on site. The Employee Handbook applies here too.	✗ Post spoilers. No scenes, sets, or characters before we open. ✗ Photograph guests or air complaints about them. ✗ Use it for scheduling. Availability and shift questions go to Sithon or leadership. ✗ Screenshot or repost anything outside the group.

How to join

Join "Southern Screams Scream Team" Group on Facebook

Requests are approved by hand against the roster, so use the name we know you by. If we cannot match your profile to a Scream Team member, we will not be able to approve it.

Your Checklist

Work through this as things arrive. Everything except the first group is due before Dress Rehearsal. If anything is still unticked as that date approaches, contact us rather than hoping to sort it out on the night.

WORK AUTHORIZATION — DUE BY YOUR FIRST DAY OF WORK

- ☐ E-Verify+ account created and Section 1 of Form I-9 completed
- ☐ Documents uploaded
- ☐ Original documents brought in and inspected

PAYROLL — DUE BEFORE DRESS REHEARSAL

- ☐ ADP account registered with multi-factor authentication on
- ☐ Federal W-4 and South Carolina SC W-4 completed
- ☐ Direct deposit set up
- ☐ Emergency contact added

PAPERWORK AND HANDBOOK — DUE BEFORE DRESS REHEARSAL

- ☐ Scream Team Hub bookmarked
- ☐ Employee Handbook read
- ☐ Employment Contract signed
- ☐ Handbook Acknowledgment signed
- ☐ Confidentiality Agreement signed
- ☐ Parent or guardian signatures obtained (under 18 only)
- ☐ Handbook Quiz passed

SCHEDULING — DUE BEFORE DRESS REHEARSAL

- ☐ Logged back into Sithon and notifications turned on
- ☐ Availability and contact details confirmed and current

OPTIONAL

- ☐ Facebook Group joined

What Happens When

MILESTONE	WHAT IS DUE	WHAT TO BRING
Orientation Your first day of work	E-Verify+ complete. Everything else can still be in progress.	Your original ID and work authorization documents. We are required to inspect them in person.
Between the two	ADP, your paperwork packet, the Handbook Quiz, and your Sithon profile.	Nothing. This is all done from home.
Dress Rehearsal	Everything on the checklist. This is the hard deadline.	Closed toe shoes you can move in, a water bottle, and a phone with your Sithon and ADP logins working.
Opening night	Nothing new. You are cleared and on the schedule.	Yourself, on time, ready to terrify.

Who to contact

IF YOU NEED	REACH OUT TO
Help with any system in this guide	team@southernscreams.com
Something urgent, or you cannot work an assigned shift	Personnel line (843) 310-5942
Anything you are unsure about	Ask early. We would rather answer a question now than untangle a problem later.

Welcome to the Scream Team. We cannot wait to terrify the Lowcountry with you this fall.