



Crew Member User Guide

How to enter times in New SmartTime.

What do you need help with?

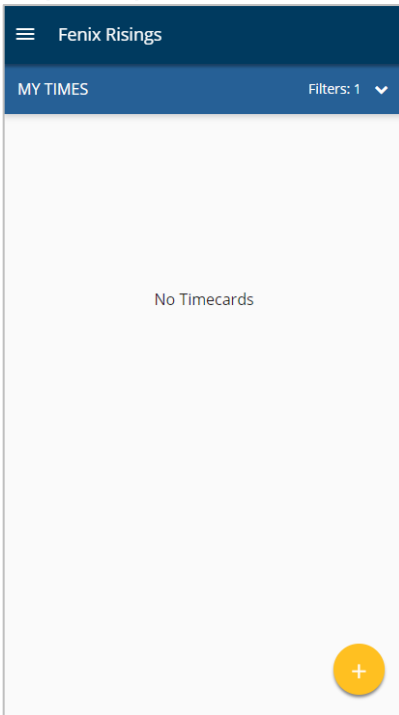
[Enter times for a single day](#)

[Entering times for the week](#)

[How do I know the status of my timecard?](#)

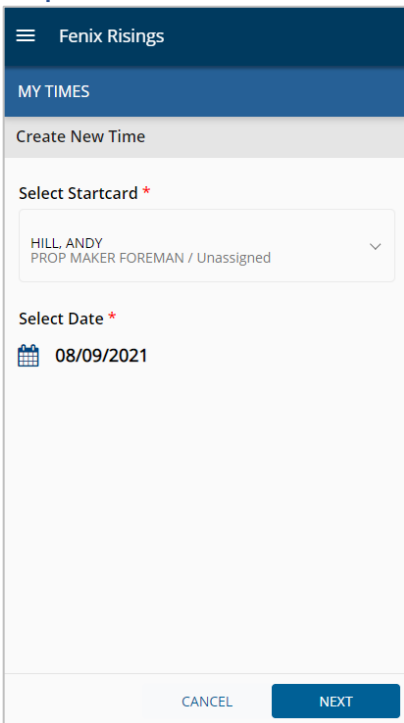
Enter Times for a Single Day

Step 1: Tap Plus



When you first sign in, you'll see a blank page with no timecards. To start a new timecard, tap the plus "+" button in the lower right corner.

Step 2: Select Date



Step 3: Select the Day Type

Fenix Risings

MY TIMES

BACK

DETAILS Mon, 08/09/2021

Change To Military Time

Day Type *

Worked

Hold

Holiday Not Worked

Idle

Sick

Travel

Vacation

Not Worked

Mon, 9th

07 : 30 PM

Wrap

Date * Hour * Min * AM/PM *

Mon, 9th 07 : 30 PM

CANCEL SAVE

Select Day Type and enter times. Switch time formats between 12hr or 24hr (Actual Time or Military Time) and your preference will instantly update the display. Tap **Save**.

Note: If working past midnight, remember to change the date on the time that goes into the next day.

Step 4: Add Times

Fenix Risings

MY TIMES

BACK

Day Type *

Worked

Call

Date * Hour * Min * AM/PM *

Mon, 9th 07 : 00 AM

Meal 1 Out

Date * Hour * Min * AM/PM *

Mon, 9th 02 : 00 PM

Meal 1 In Meal Duration

Date * Hour * Min * AM/PM *

Mon, 9th 02 : 30 PM

Wrap

Date * Hour * Min * AM/PM *

Mon, 9th 07 : 30 PM

ADD MORE TIMES

CANCEL SAVE

Enter times using the form fields and dropdowns. Add non-deductible breakfast (NDB) or 2nd meal using Add More Times link. Tap **Save**.

Note: Wrap time is required to save your work.

Step 4: Review and Approve

Fenix Risings

MY TIMES

BACK ACTIONS

HILL, ANDY Mon, 08/09/2021
0842 / PROP MAKER FOREMAN / U... Waiting for Cr...

DETAILS EDIT

Day Type	WORKED	
Call	7.0	(7:00 am)
M1 Out	14.0	(2:00 pm)
M1 In	14.5	(2:30 pm)
Wrap	19.5	(7:30 pm)

NOTES

ADD NOTE

Total Hours 12.0 hrs

I acknowledge that the information provided is accurate.

DECLINE APPROVE

Review your entries and add notes if needed. Tap **Approve**. This puts your digital signature on the timecard.

Useful Tips

Actions Menu

Fenix Risings

MY TIMES

BACK ACTIONS

HILL, ANDY
0842 / PROP MAKER FOREMAN / U...

DETAILS

Day Type		
Call		
M1 Out		
M1 In	14.5	(2:30 pm)
Wrap	19.5	(7:30 pm)

NOTES

ADD NOTE

Total Hours 12.0 hrs

I acknowledge that the information provided is accurate.

DECLINE APPROVE

- Copy
- Paste
- Same as Yesterday
- Apply to
- View Entire Week

Actions let you copy, paste or apply these times to another day within the same week.

Weekly View

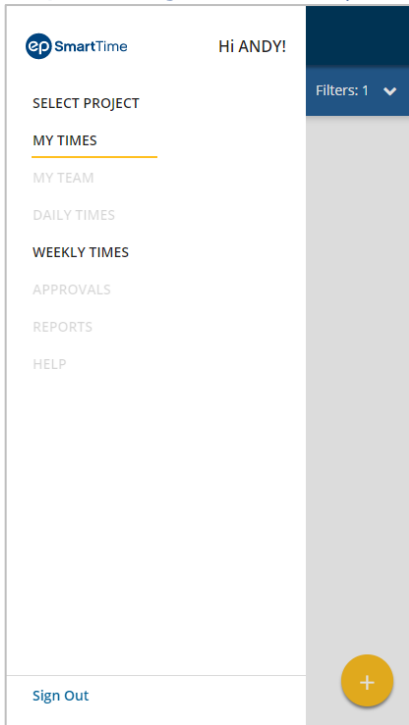
Fenix Risings	
MY TIMES	
BACK	ACTIONS ▾
HILL, ANDY 0842 / PROP MAKER FOREMAN / Unassigned	
WEEKLY VIEW W/E Sat, 08/14/2021	
Mon, 08/09/2021 Waiting for Cr...	VIEW DETAILS
Day Type	WORKED
Total Hours	12 hrs
Notes	0 Note(s)
<hr/>	
Tue, 08/10/2021 Waiting for Crew	VIEW DETAILS
Day Type	WORKED
Total Hours	12 hrs
Notes	0 Note(s)
<hr/>	
Wed, 08/11/2021 Waiting for Cr...	VIEW DETAILS
Day Type	WORKED
Total Hours	12 hrs
Weekly Total	60.0 hrs

The View Entire Week option shows total hours and status for each day of the week. From Actions, select **Approve All**. Then, status changes to the next step in the approval process: Waiting for Dept

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Entering Times for the Week

Step 1: Navigate to Weekly Times



Click the navigation menu and select **Weekly Times**.

There's more - Scroll down to continue.

Step 2: Enter Times

HILL, ANDY
PROP MAKER FOREMA...

WEEKLY TIMES

Sat 08/21/2021

Date	Day Type	Call	Meal 1 out	Meal 1 in	Wrap	Total Hrs	Notes	Approvals
Sun 08/15/2021							+	- -
Mon 08/16/2021							+	- -
Tue 08/17/2021							+	- -
Wed 08/18/2021							+	- -
Thu 08/19/2021							+	- -
Fri 08/20/2021							+	- -
Sat 08/21/2021							+	- -

Total 0.0 hrs

I acknowledge that the information provided is accurate.

SAME AS LAST WEEK APPROVE SAVE

Sat 08/21/2021

Date	Day Type	Call	Meal 1 out	Meal 1 in	Wrap	Total Hrs	Notes	Approvals
Sun 08/15/2021							+	- -
Mon 08/16/2021							+	AH DA
Tue 08/17/2021							+	AH DA
Wed 08/18/2021							+	- -
Thu 08/19/2021							+	- -
Fri 08/20/2021							+	- -
Sat 08/21/2021							+	- -

Weekly Times lets you enter your times for the whole week from one screen.

1. Tap within a field to enter your work times
2. Use the arrows to copy, paste, or clear lines.
3. Tap **Same As Last Week** to copy your timecard from last week and apply it to this week's timecard
4. Click **Save** when done.
5. Select checkboxes for days to approve. Then, tap **Approve**.

Once you've submitted your timecards, approval icons with initials show where they are in the process.

- First column represents the crew member
- Second column represents department head
- Green indicates that it's been approved
- Gray with initials indicates who last created or modified the workday (not approved)

Useful Tips

- To enter a note for a specific day, tap the plus (+) icon in the same row under Notes.
- To view another week, select week-ending date in the upper right corner.

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How Do I Know the Status of my Timecard?

MY TIMES		Filters: 1
HILL, ANDY	07/12/2021	
0842 / PROP MAKER FOREMAN / Unassigned		
Hours 12	Processed	Waiting For Dept
HILL, ANDY	07/13/2021	
0842 / PROP MAKER FOREMAN / Unassigned		
Hours 12	Processed	Waiting For Dept
HILL, ANDY	07/14/2021	
0842 / PROP MAKER FOREMAN / Unassigned		
Hours 12	Processed	Waiting For Dept
HILL, ANDY	07/15/2021	
0842 / PROP MAKER FOREMAN / Unassigned		
Hours 12	Processed	Waiting For Dept
HILL, ANDY	07/16/2021	
0842 / PROP MAKER FOREMAN / Unassigned		
Hours 12	Processed	Waiting For Dept
HILL, ANDY	08/09/2021	
0842 / PROP MAKER FOREMAN / Unassigned		
Hours 12	Processed	Waiting For Crew
HILL, ANDY	08/10/2021	

On sign in, you might see workdays listed. These need your attention. The times may have been entered on your behalf and need your approval, or they could be times that were revised by others. Click dates to review. Revisions are highlighted.

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