



Dept Admin User Guide

How to create, revise and approve timecards for others in New SmartTime.

Note: If you're using New SmartTime for mobile as both a dept admin and a crew member, you may see different menu options. For entering your times as a worker, refer to the Crew Member User Guide.

What do you need help with?

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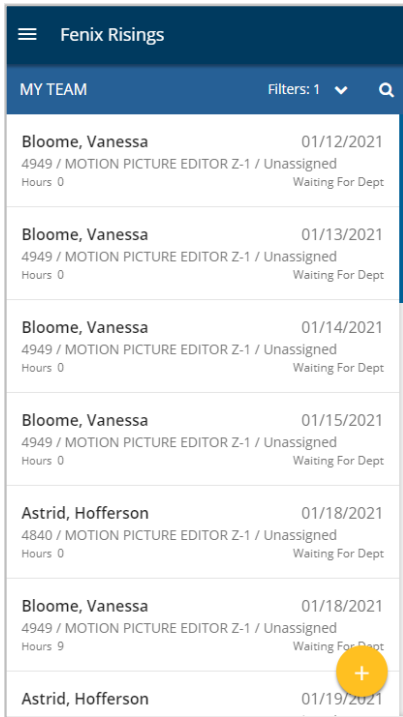
[How do I enter weekly times for a single team member?](#)

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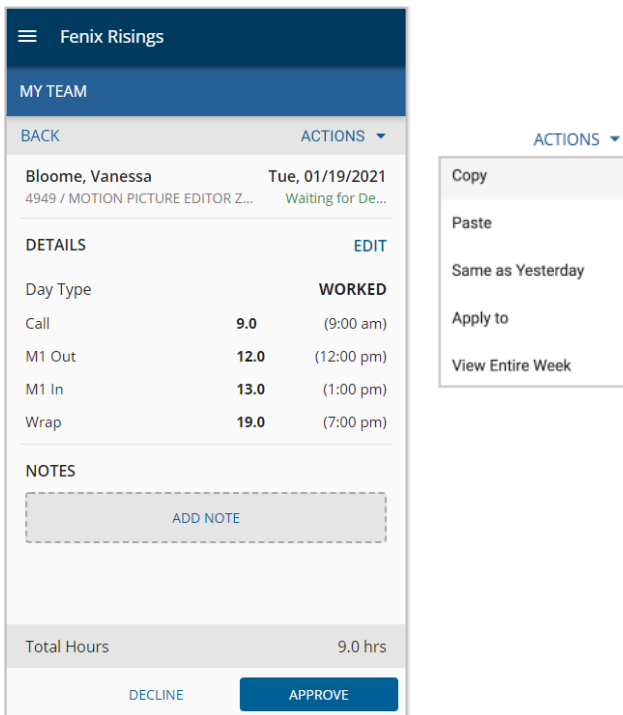
Understanding the My Team Screen

When you first sign in to New SmartTime for mobile users, you see a list of workdays awaiting department approval.



Tap **Filters** to view other statuses like Waiting for Crew, Approved, or Processed. To view details for a specific workday, tap the tile.

Note: A timecard with a **Processed** status means it was submitted for processing. Any changes need to be relayed to your Payroll Accountant. You can still approve timecards that are processed.



This is the summary view that displays when a day is tapped. To view the entire week, open the actions menu and tap **View Entire Week**

☰ Fenix Risings

MY TEAM

BACK ACTIONS ▾

Bloome, Vanessa
4949 / MOTION PICTURE EDITOR Z-1 / Unassigned

WEEKLY VIEW W/E Sat, 01/23/2021

Mon, 01/18/2021 *Waiting for D...* [VIEW DETAILS](#)

Day Type **WORKED**

Total Hours **9 hrs**

Notes **0 Note(s)**

Tue, 01/19/2021 *Waiting for Dept* [VIEW DETAILS](#)

Day Type **WORKED**

Total Hours **9 hrs**

Notes **0 Note(s)**

Wed, 01/20/2021 *Waiting for De...* [VIEW DETAILS](#)

Day Type **WORKED**

Total Hours **9 hrs**

Weekly Total **45.0 hrs**

ACTIONS ▾

Approve All

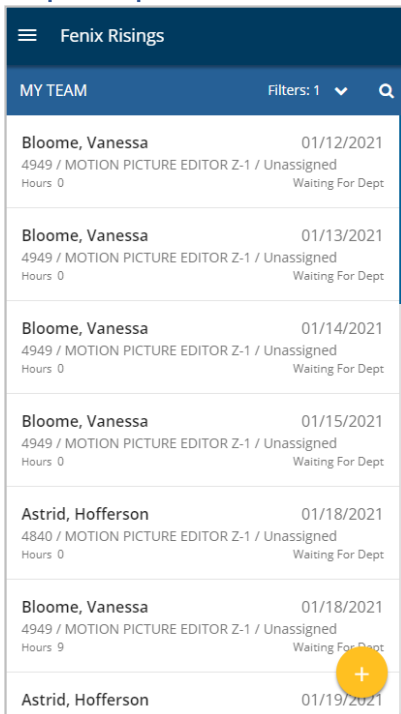
This is the weekly summary view.
 You can approve the whole week by selecting **Approve All** from the Actions menu

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How Do I Create a Timecard From the My Team Screen?

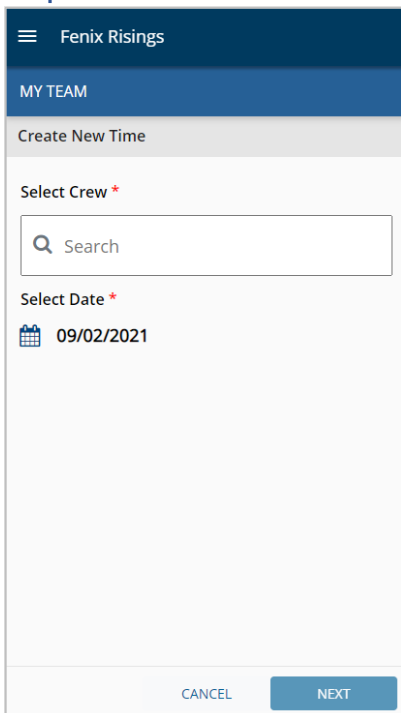
Use the My Team screen to create a timecard on your phone. It's also handy for entering someone's hours as you go, a day at a time. You can create timecards from Daily Times and Weekly Times too.

Step 1: Tap Plus



To create a timecard for a crew member from My Team, tap the plus (+) button.

Step 2: Select Crew



In the search field, type the name of a crew member. The default is today's date. Tap the date or calendar icon to select a new one. Tap **Next** to continue.

Step 3: Enter Times

Fenix Risings

MY TEAM

BACK

DETAILS Thu, 09/02/2021

Change To Military Time

Day Type *
Worked

Call
Date Thu, 2nd Hour * : Min * AM/PM *
- -

Meal 1 Out
Date Thu, 2nd Hour : Min AM/PM
- -

Meal 1 In Meal Duration
Date Thu, 2nd Hour : Min AM/PM
- -

Wrap
Date Thu, 2nd Hour * : Min * AM/PM *
- -

CANCEL SAVE

Enter times worked from the dropdown menus. When you switch time formats between 12hr or 24hr (Actual Time or Military Time), your preference updates the display instantly.

Note: If you work past midnight into the next day, change the wrap date on the times that cross into the next day, to ensure your times are reported accurately.

Step 4: Add More Times

Fenix Risings

MY TEAM

BACK

Day Type *
Worked

Call
Date Thu, 2nd Hour * : Min * AM/PM *
08 : 00 AM

Meal 1 Out
Date Thu, 2nd Hour : Min AM/PM
02 : 00 PM

Meal 1 In Meal Duration
Date Thu, 2nd Hour : Min AM/PM
02 : 30 PM

Wrap
Date Thu, 2nd Hour * : Min * AM/PM *
08 : 30 PM

ADD MORE TIMES

CANCEL SAVE

If necessary, scroll down and Tap **Add More Times** to add more time-entry fields like non-deductible breakfast (NDB), 2nd meals, etc. To continue, tap **Save**.

Step 5: Review

☰ Fenix Risings

MY TEAM

BACK ACTIONS ▾

Bateman, Patrick Thu, 09/02/2021
4758 / GRIP / Grip Set Operations Waiting for De...

DETAILS EDIT

Day Type		WORKED
Call	8.0	(8:00 am)
M1 Out	14.0	(2:00 pm)
M1 In	14.5	(2:30 pm)
Wrap	20.5	(8:30 pm)

NOTES

ADD NOTE

Total Hours 12.0 hrs

DECLINE APPROVE

After you tap Save, you can review a summary of your time-entry details and add notes to the timecard. Use shortcuts in **Actions** like **Apply To** for copying the hours from this day to other days within the same week. Tap **Approve**.

After you approve a crew member's timecard, the status changes. You may see multiple statuses like **Waiting for Crew** or **Approved**. The status depends on whether the timecard was approved by the crew member.

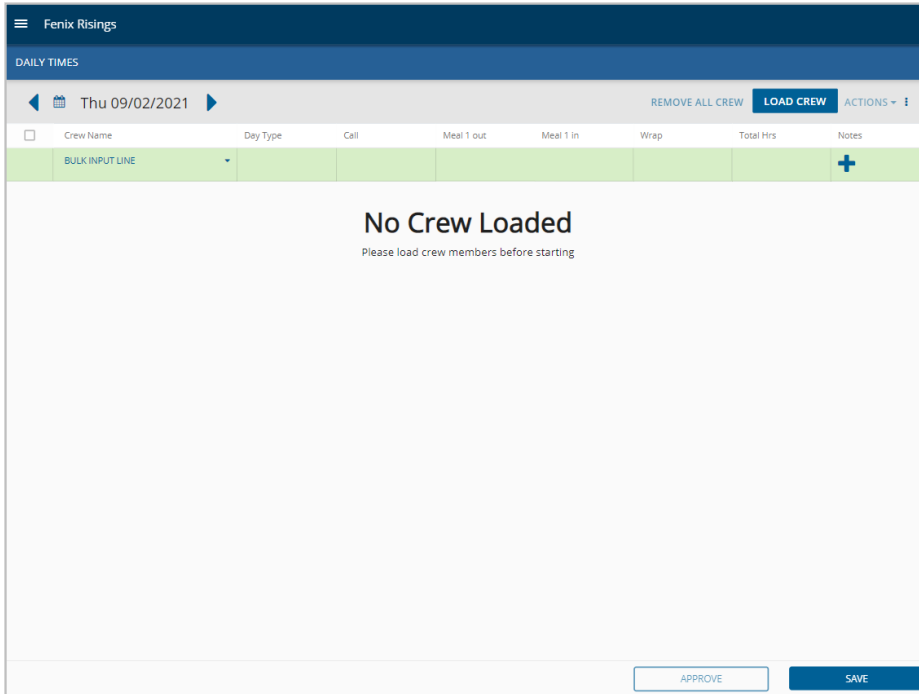
Note: Use the same Actions dropdown options to modify a timecard that was sent to you by a crew member. The timecard owner gets an email with a link to sign in and view or approve any changes.

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How Do I Enter Daily Times for Multiple Team Members?

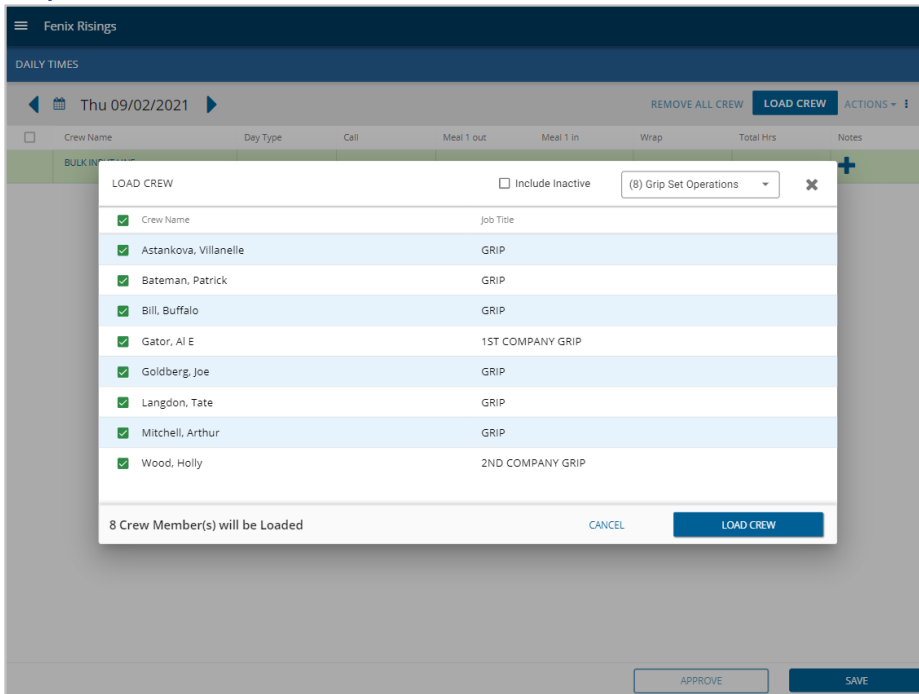
You can use the Daily Times screen to enter the times for multiple crew members on the same day. It is optimized for a tablet or laptop view.

Step 1: Tap Load Crew



To display crew members, tap the **Load Crew** button from the menu bar. To change the date, use the arrows or tap the date.

Step 2: Select Crew Members



Select checkboxes of crew members to populate the page. Click **Load Crew**.

Step 3: Add Times Using the Bulk Input Line

The screenshot displays the 'DAILY TIMES' interface for 'Fenix Risings' on 'Thu 09/02/2021'. The interface includes a table with the following columns: Crew Name, Day Type, Call, Meal 1 out, Meal 1 in, Wrap, and Total Hrs. A 'BULK INPUT LINE' is highlighted in green, and a dropdown menu is open over it, showing options: 'APPLY BULK INPUT LINE', 'CLEAR', and 'REMOVE'. Below the table, there are 'APPROVE' and 'SAVE' buttons.

Crew Name	Day Type	Call	Meal 1 out	Meal 1 in	Wrap	Total Hrs
BULK INPUT LINE	WORKED	8.0	14.0	14.5	20.5	
Astankova, Villanelle 5928 / GRIP / Grip Set Operations						
Bateman, Patrick 4758 / GRIP / Grip Set Operations	WORKED	8.0	14.0	14.5	20.5	12 hrs
Bill, Buffalo 4954 / GRIP / Grip Set Operations						
Gator, Al E 5958 / 1ST COMPANY GRIP / Grip Set ...						
Goldberg, Joe 5950 / GRIP / Grip Set Operations						
Langdon, Tate 4747 / GRIP / Grip Set Operations						
Mitchell, Arthur 5485 / GRIP / Grip Set Operations						
Wood, Holly 4954 / 2ND COMPANY GRIP / Grip Se...						

Click within a field to enter a time. Use the **Bulk Input Line** to apply the same times to your crew using the checkboxes and **Actions** menu. You can edit individual times too. Click the plus (+) icon to add a note. Be sure to click **Save**. Also Approve, if needed.

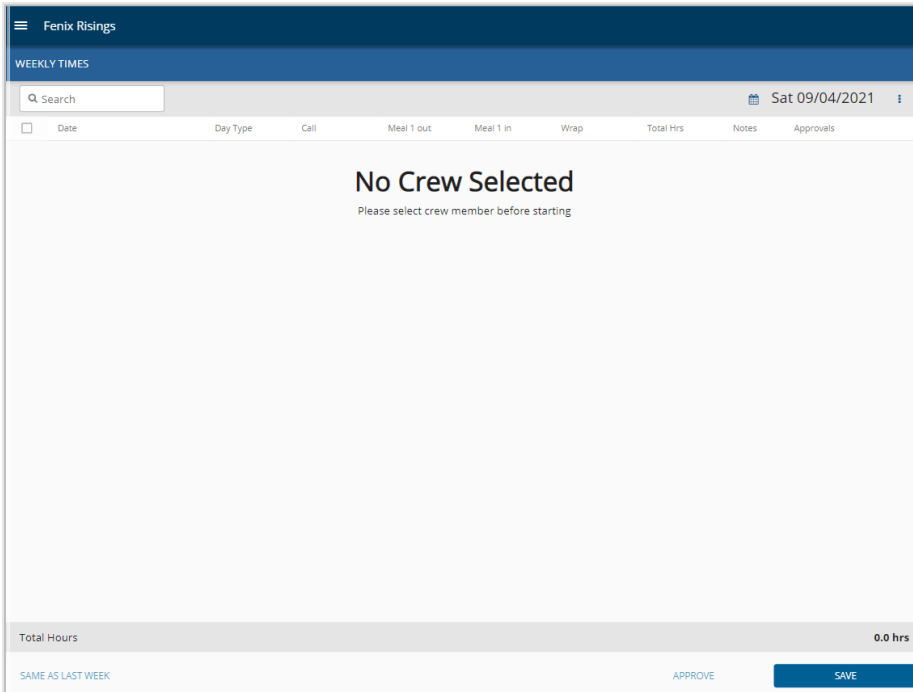
Note: Change the date and the same group of crew members will load into a new screen on that date. Previously entered times will be saved for your convenience for you to pick up where you left off.

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How Do I Enter Weekly Times for a Single Team Member?

This screen is best viewed on a tablet or laptop. A larger screen lets you view or enter multiple workdays for one person at a time.

Step 1: Search for a Crew Member



The screenshot shows a mobile application interface for 'Fenix Risings'. At the top, there is a dark blue header with a menu icon and the text 'Fenix Risings'. Below this is a section titled 'WEEKLY TIMES' with a search bar and a date selector set to 'Sat 09/04/2021'. A table header is visible with columns: Date, Day Type, Call, Meal 1 out, Meal 1 in, Wrap, Total Hrs, Notes, and Approvals. The main content area is empty and displays the message 'No Crew Selected' with a sub-message 'Please select crew member before starting'. At the bottom, there is a 'Total Hours' section showing '0.0 hrs' and three buttons: 'SAME AS LAST WEEK', 'APPROVE', and 'SAVE'.

To load a crew member on this page, enter their name in the Search field. To change the week-ending date, tap the date or calendar icon.

There's more - scroll down to continue.

Step 2: Enter Times

Fenix Risings

WEEKLY TIMES

Bateman, Patrick
GRIP / Grip Set Operations

Sat 09/04/2021

Date	Day Type	Call	Meal 1 out	Meal 1 in	Wrap	Total Hrs	Notes	Approvals
Sun 08/29/2021							+	- -
Mon 08/30/2021	WORKED	8.0	14.0	14.5	20.5	12 hrs	+	PB JM
Tue 08/31/2021	WORKED	8.0	14.0	14.5	20.5	12 hrs	+	PB JM
Wed 09/01/2021	WORKED	8.0	14.0	14.5	20.5	12 hrs	+	PB JM
Thu 09/02/2021	WORKED	8.0	14.0	14.5	20.5	12 hrs	+	PB JM
Fri 09/03/2021	WORKED	8.0	14.0	14.5	20.5	12 hrs	+	PB JM
Sat 09/04/2021							+	- -

Total Hours **60.0 hrs**

[SAME AS LAST WEEK](#) [APPROVE](#) [SAVE](#)

Once the crew member is loaded, click within a field to enter times.

Work times are usually optional for salaried workers, but you'll still need to select a Day Type to indicate a status for that day.

The link, **Same as Last Week**, is a quick way to apply the same hours from last week's timecard to this week's timecard.

Be sure to click **Save**. Also, **Approve** as needed. The approval icons will light up green once fully approved by the crew member (1st column) or dept admin (2nd column)

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How Can I Bulk Approve Times?

The Approvals screen can be used to bulk approve timecards. The Approvals screen is like My Team screen. However, Approvals is best viewed on a tablet or laptop.

Note: The default view shows the weekly timecards with status: Waiting for Dept

The screenshot shows the 'APPROVALS' screen for 'Fenix Risings'. It features a search bar, a 'Timecards: 11 Selected: 0' indicator, and a 'Filters' dropdown. The main table lists 11 timecards with the following data:

<input type="checkbox"/>	Name	Week Ending	Days	Hours	Status
<input type="checkbox"/>	HILL, ANDY 0842 / PROP MAKER FOREMAN / Unassigned	09/18/2021	5	44.0 hrs	Waiting for Dept
<input type="checkbox"/>	FENIX, ATHENA 8443 / NON UNION PRODUCTION ASST / Unassigned	09/11/2021	5	55.0 hrs	Waiting for Dept
<input type="checkbox"/>	HILL, ANDY 0842 / PROP MAKER FOREMAN / Unassigned	09/11/2021	5	44.0 hrs	Waiting for Dept
<input type="checkbox"/>	FENIX, ATHENA 8443 / NON UNION PRODUCTION ASST / Unassigned	08/21/2021	5	35.0 hrs	Waiting for Dept
<input type="checkbox"/>	HILL, ANDY 0842 / PROP MAKER FOREMAN / Unassigned	08/21/2021	3	21.0 hrs	Waiting for Dept
<input type="checkbox"/>	HILL, ANDY 0842 / PROP MAKER FOREMAN / Unassigned	08/14/2021	5	60.0 hrs	Waiting for Dept
<input type="checkbox"/>	FENIX, ATHENA 8443 / NON UNION PRODUCTION ASST / Unassigned	07/24/2021	2	22.0 hrs	Waiting for Dept
<input type="checkbox"/>	FENIX, ATHENA 8443 / NON UNION PRODUCTION ASST / Unassigned	07/17/2021	7	77.0 hrs	Waiting for Dept
<input type="checkbox"/>	HILL, ANDY 0842 / PROP MAKER FOREMAN / Unassigned	07/17/2021	5	60.0 hrs	Waiting for Dept
<input type="checkbox"/>	FENIX, ATHENA 8443 / NON UNION PRODUCTION ASST / Unassigned	07/10/2021	6	66.0 hrs	Waiting for Dept
<input type="checkbox"/>	FENIX, ATHENA 8443 / NON UNION PRODUCTION ASST / Unassigned	07/03/2021	6	66.0 hrs	Waiting for Dept

An 'APPROVE' button is located at the bottom right of the table.

To bulk approve, select all checkboxes.

Use Filters to view timecards by status, by week, or depending on your level of access, by department.

Click a name to view or edit the timecard details for a given week.

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How Can I Run Reports?

New SmartTime for mobile users has one report currently available, which allows you to export work times into Excel.

Fenix Risings

REPORTS

EXPORT TO EXCEL

Select the parameters for export

Work Date
09/06/2021 Edit

Crew
All Edit

Reports Option
Submitted Only Edit

EXPORT

Your report options can be adjusted as needed. However, report defaults are set for:

- Today's date
- All crew members
- Only crew members with submitted timecards

Click **Edit** on the appropriate section to make adjustments, and then click **Export**

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