

Department Administrator User Guide

How to work with timecards in New SmartTime for mobile as a Department Administrator (Dept Admin).

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How do I get started?

Here's a quick overview for getting started in New SmartTime for mobile. When you sign in, you land on the **Approvals** screen, where you find timecards to approve. Tap a timecard to review.

No timecards on your Approvals screen? Your team still needs to submit timecards (if they fill them out), or you still need to fill them out (if you fill them out for them).

1. Timecards you need to approve show the **Waiting for Dept** status.
2. Tap **Filters** to narrow down which timecards display—filter by **Status** or **Department**.
 - **All** shows all timecards you can access
 - **Waiting for Crew** shows timecards the crew members need to approve
 - **Approved** shows timecards you've already approved
3. Ready to approve timecards? Use the **checkboxes** to select timecards and tap **APPROVE**. You can also approve from a timecard.
4. Need to fill out your timecard or timecards for your team? Tap the **navigation menu** to go to **Daily Times** or **Weekly Times**.
5. Need to run a report? Tap the **navigation menu** to go to **Reports**.

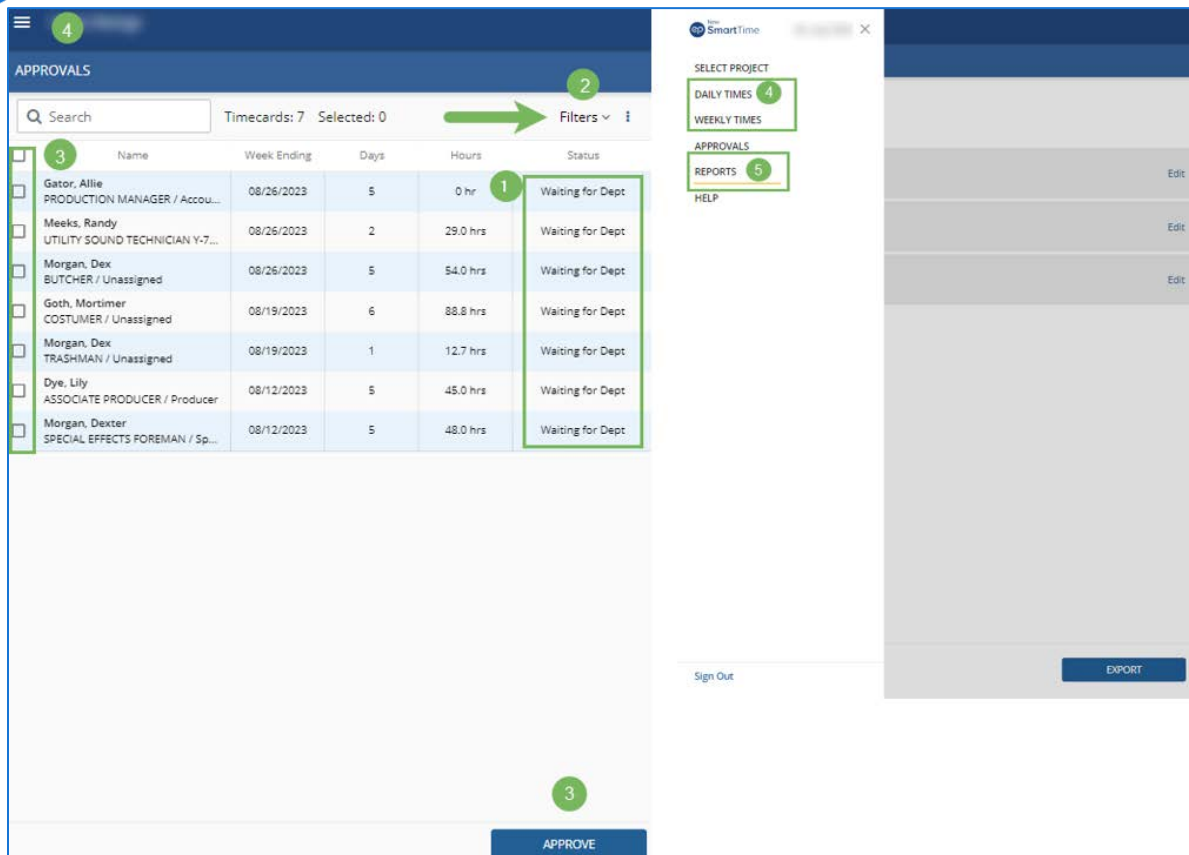


Figure 1: Approvals, navigation menu

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How do I fill out my timecard?

Fill out your timecard from **Weekly Times**, which is most like a paper timecard. You can also fill out one day at a time from [Daily Times](#).

1. Go to the **navigation menu** and tap **Weekly Times**.
2. The week-ending date will default to this week. Tap the **calendar icon** for a different date.
3. Type your name in **Search** and select your name from the dropdown to open a timecard.
4. Select your **Day Type** and then enter your times.
 - a. Tap the **three-dot icon** to add columns, like for a non-deductible break or second meal.
 - b. Tap **SAME AS LAST WEEK** to copy last week's times.
 - c. Tap the **plus icon** to add a note.
5. Tap **SAVE** to save your changes if you need to come back later.
6. Or tap **APPROVE** to submit your times.

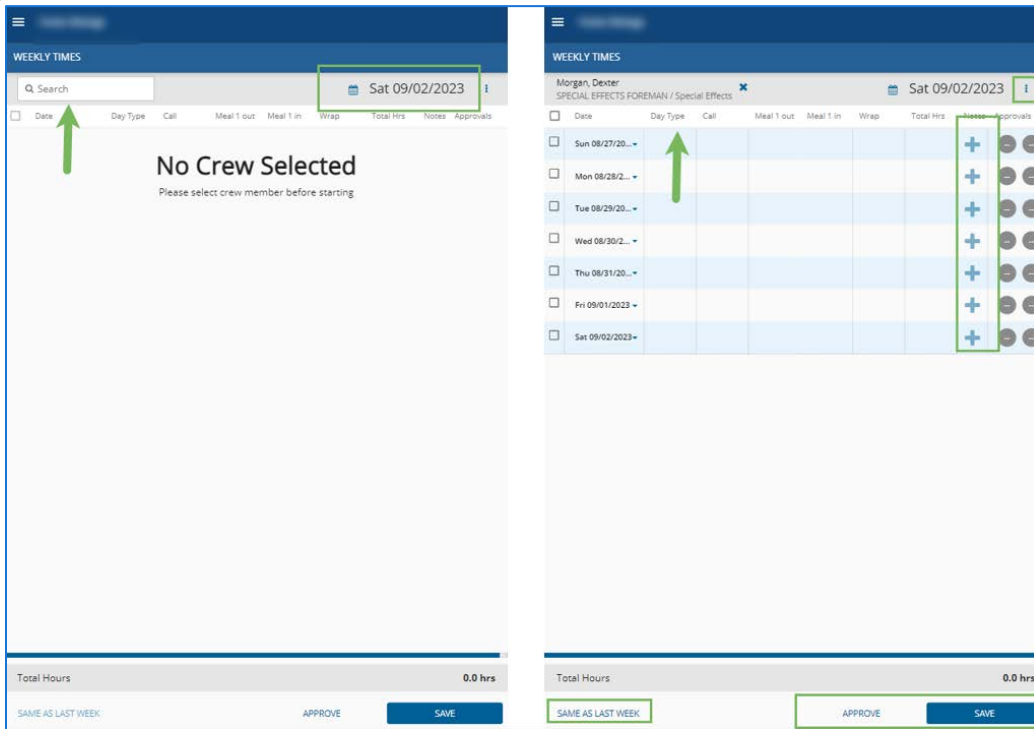


Figure 2: Weekly Times

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How do I fill out timecards for my team?

Fill out timecards from **Daily Times** and **Weekly Times**.

- Use [Daily Times](#) to fill out the same times for one day for multiple people, like if you're working from a call sheet or production report.
- Use [Weekly Times](#) to fill out multiple days at once for one person, like you would do when filling out paper timecards.

Daily Times

1. Tap **Daily Times** in the **navigation menu**.
2. Tap **Load Crew** to display your team members. Use the **arrows** to change the date if needed.
3. From the **Load Crew** screen, choose your department from the **Select Department** dropdown or use the checkboxes to load specific team members (or your name to enter times for yourself). Then, tap **Load Crew** to get to entering times.

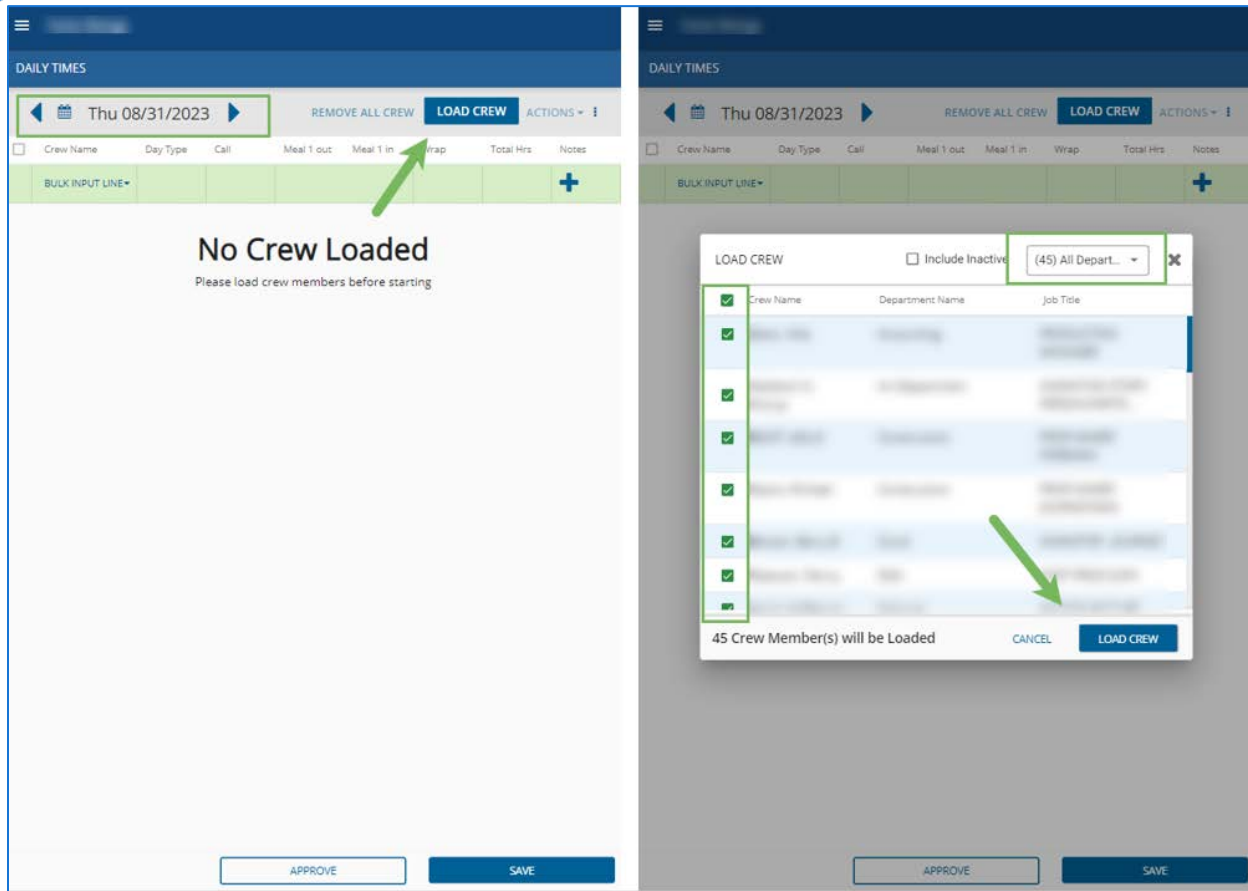


Figure 3: Daily Times, Load Crew

4. Enter times: Day Type, Call, Meal 1 out, Meal 1 in, and Wrap. **Total Hours** automatically calculate when you save. Select the **plus icon** in the **Notes** column to add a note. Tap the three-dot icon to add columns, like for a non-deductible break or second meal.
5. If your team members had similar times for the day, use the **Bulk Input Line** to enter the information once and then apply it to multiple team members.
 - a. Enter times in the **Bulk Input Line** and then use the **checkboxes** to select team members.
 - b. Tap the **Actions** menu and then select **Apply Bulk Input Line**.

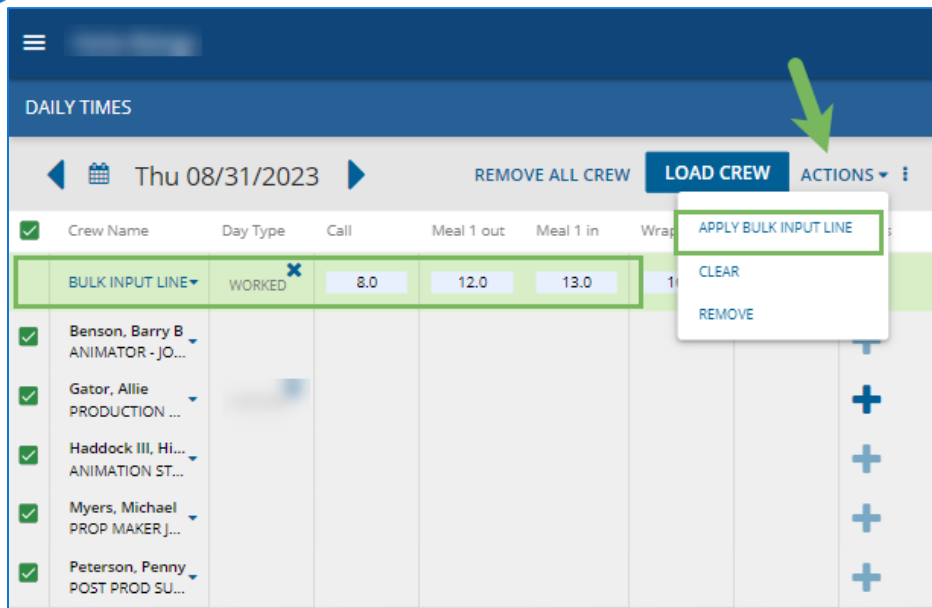


Figure 3a: Daily Times, BULK INPUT LINE

6. Find more options to speed up entry in the **quick actions** menu. Get to it by tapping the **down arrow** icon in the **Crew Name** column. Select:
 - **Apply Bulk Input Line** — Apply the Bulk Input Line to this line
 - **Copy Line** — Copy this line
 - **Paste Line** — Paste copied entries to this line
 - **Clear Line** — Clear entries on this line
- **Remove Crew** — Remove this crew member from Daily Times entry

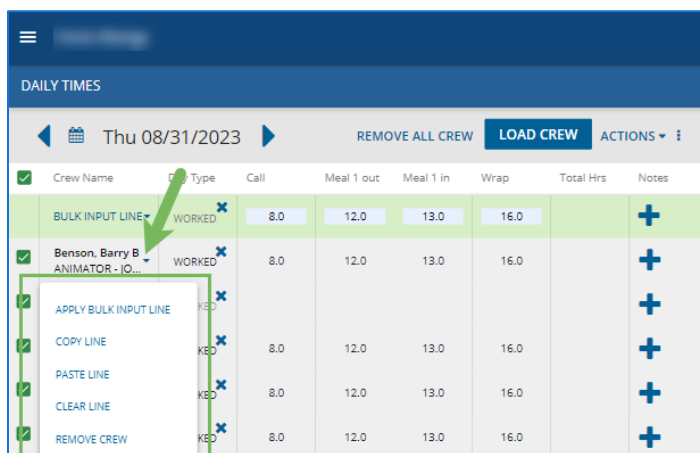


Figure 3b: Daily Times, quick actions menu

7. Tap **Save** to save and return later or save the entries for someone else on your team's review. Or tap **Approve** to get the entries to your team members for their approval. Once you approve, the timecard status will update to **Waiting for Crew**.

Note: Change the date in the screen header and the same team members load on a new screen for that date.

Weekly Times

1. Tap **Weekly Times** in the navigation menu.
2. In the **Search**, type the name of a crew member and select. The default is today's date. Tap the date or **calendar icon** to select a new one. Tap **Next** to continue.
3. Select your **Day Type** and then enter your times. If entering times for a salaried worker, times are optional, but select a Day Type.
4. Tap the **three-dot icon** to add columns, like for a non-deductible break or second meal. Tap **SAME AS LAST WEEK** to copy last week's times. Tap the **plus icon** to add a note.
5. Tap **SAVE** to save your changes if you need to come back later. Or Tap **APPROVE**. The timecard is then sent to the crew member for approval and the timecard status updates to **Waiting for Crew**.

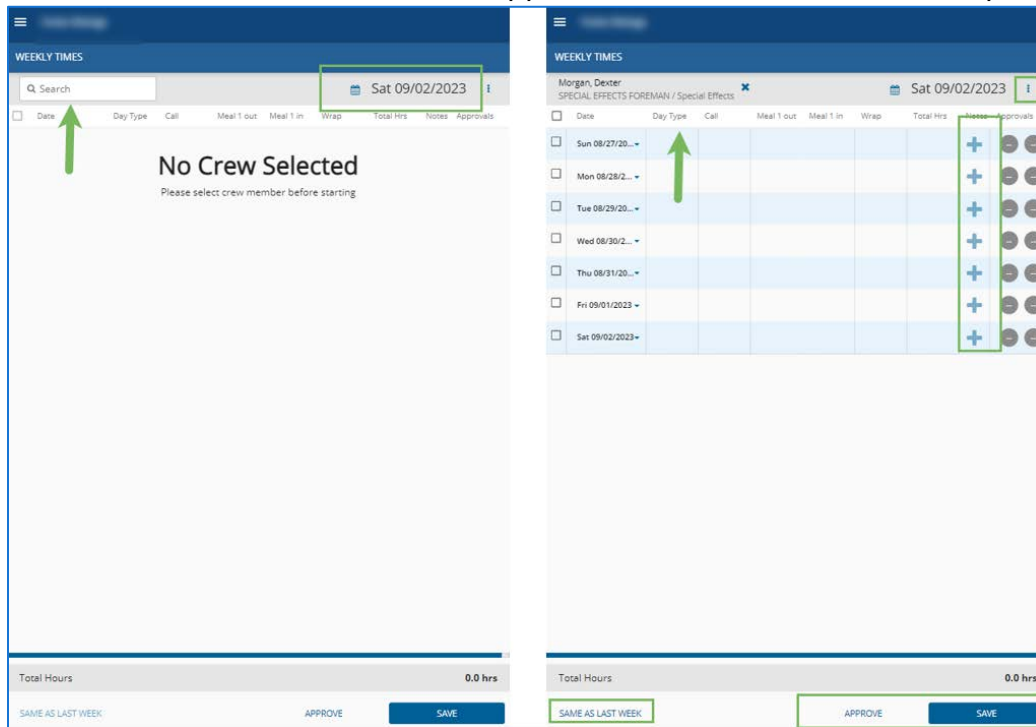


Figure 4: Weekly Times

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How do I approve or bulk-approve timecards?

Approve or bulk approve timecards from the **Approvals** screen.

1. Tap **Approvals** from the **navigation menu**. The Approvals screen shows all timecards waiting for your approval with the status **Waiting for Dept**.
2. To approve one timecard at a time, tap a timecard to review or update the timecard details for a given week. Tap **APPROVE** when ready. Need to make an update? [Go to these steps](#).
3. To approve one or more timecards, use the checkboxes on the **Approvals** screen. To bulk-approve, select the **checkbox** in the **header** to select all timecards. Then tap **APPROVE**.

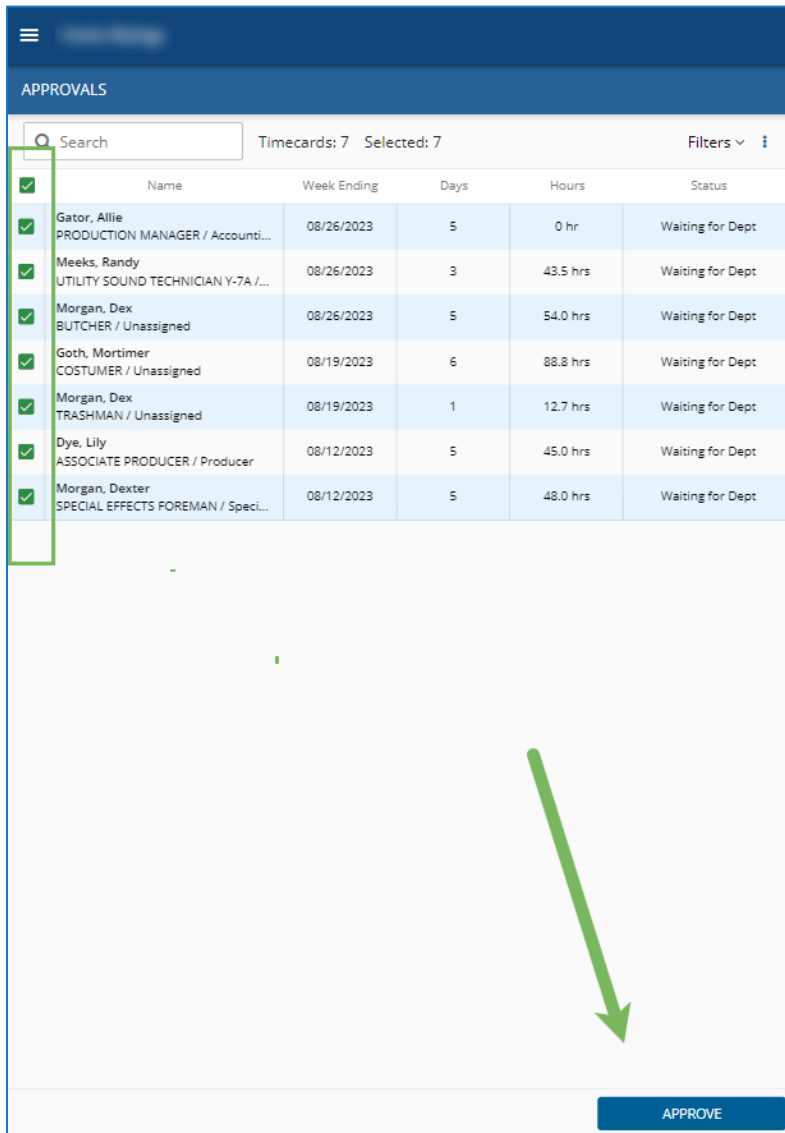


Figure 5: Approvals, approve in bulk

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How do I update a timecard I'm approving?

1. Tap a timecard from the Approvals screen to review the timecard's details and make updates.
2. Tap **SAVE** and then **APPROVE** from the timecard to apply. Tapping **APPROVE** after you make updates sends the latest timecard back to the crew member. Once they approve your updates, the timecard returns to you so you can approve again.

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How do I run a report?

Run a report to export work times to Excel.

1. Tap **Reports** from the **navigation menu**.
2. Tap **Edit** to adjust the report parameters as needed. Otherwise, the report defaults are:
 - **Work Date** — Today's date
 - **Crew** — **All** for all crew members
 - **Reports Option** — **Submitted Only** for crew members with submitted timecards
3. Tap **EXPORT**.

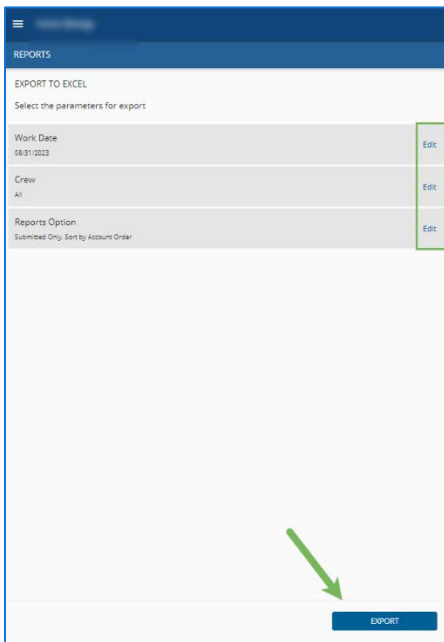


Figure 6: Reports

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Support and Feedback

EP New SmartTime Support

Monday 12 a.m. to Friday 8 p.m. PT

Saturday/Sunday 7 a.m. to 7 p.m. PT

NewSmartTimeSupport@ep.com

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