



Getting Started Guide for Entering Time

1. **Login** to Timesheet using the instructions provided by SMI Technical via email.

COMPANY – Name assigned by SMI Technical

USER NAME – Will be assigned to you by SMI Technical

PASSWORD – You will be sent an email prompting you to change your password. Change it to something that you won't forget!



Log In [Forgot your password?](#)

Company Login Name Password

SMI tomemployee ✓ ●●●●●● ✓ Log In

2. Click the 'Add Time' button below the current week or select the 'Time' button on the menu bar to add time for previous weeks.



3. Select the date you wish to add time for by clicking the Add button to the left of the screen.

SMI
Tom Employee | Logout | Help

Time Reports Settings

Enter Time for Tom Employee View Timecard

+ New Timer Aug 06 - Aug 12, 2012 List Day Month

Summary Filters

Date	Project	Task	Type	Time in	Time out	Break	Hours	Status
▼ Aug 06, 2012 - Monday								
							Subtotal:	0.00
▼ Aug 07, 2012 - Tuesday								
							Subtotal:	0.00

4. Enter the information in each field: Time In, Time out, and the amount of time taken for scheduled breaks during a given day. Click 'Save' to the right of the screen.

SMI
Tom Employee | Logout | Help

Time Reports Settings

Enter Time for Tom Employee View Timecard

+ New Timer Jul 30 - Aug 05, 2012 List Day Month

Summary Filters

Date	Project / Description	Task	Type	Time in	Time out	Break	Hours	Status
7/30/2012	ABC Co:ABC/Tom Employ		Hours Wor	8:00 AM	6:00 PM	1.00	9.00	
<input type="checkbox"/> Submitted								<input type="button" value="Save"/> <input type="button" value="Cancel"/>



5. Repeat this process for all days that you are entering time until all hours have been logged.

6. Once all time has been entered and saved scroll down to the bottom of the screen and submit your time for the selected week.

Terms By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.	Attachments (None) Add Attachment	Inbox (0) None
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****You should only submit time at the end of each work week. This way, your supervisor can simply approve your hours all at once.****

8. After you have submitted your time the status of each individual day will change to Pending for Approval. An email notification has been sent to your manager who will approve the time to ensure that all information entered is accurate and correct.

****If you have any additional questions please don't hesitate to call for assistance****

216-575-7110