

## Submit Your Day

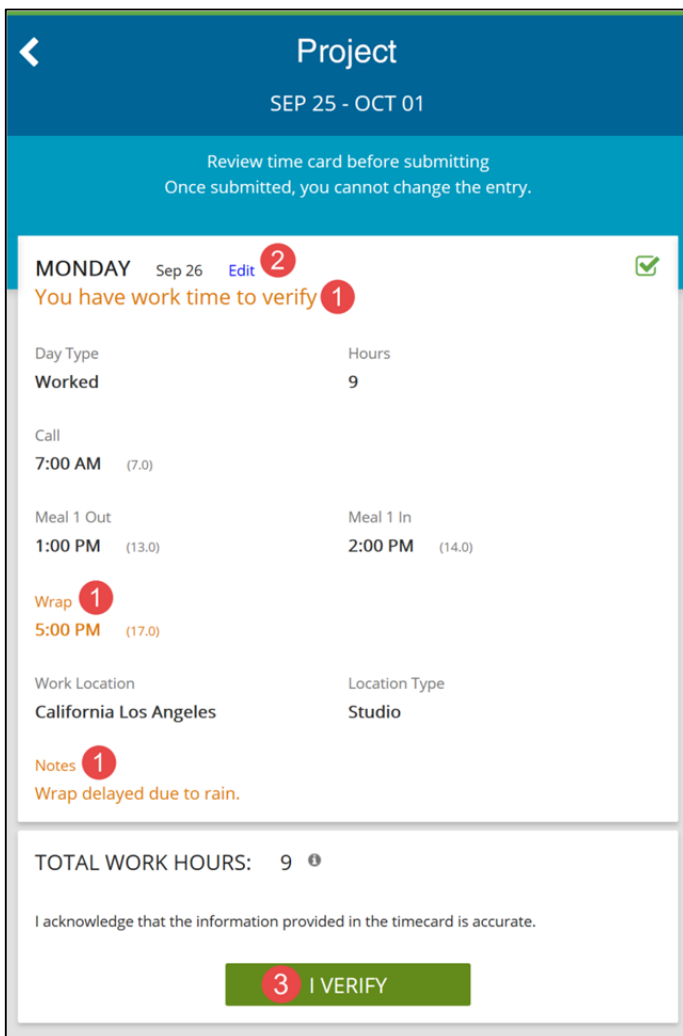
- 1) Select the day you want to enter time for
- 2) Set your **Day** status to "Worked" for normal day.
- 3) Enter times for Call, Meal, and Wrap under **Hours**.
- 4) Click **Review and Submit** once you're done.

## Review and Submit

- 1) Review the details of your entire work week.
- 2) Click **Edit** next to a specific day to make changes, if needed.
- 3) Click **Submit** when finished.

## Review and Verify Admin Changes

- 1) When an admin makes a change to your submitted timecard, you will see those changes **highlighted in orange**.
- 2) Click **Edit** if you want to make any additional changes.
- 3) Click **I Verify** when finished.



## Frequently Asked Questions

**Q:** How do I change my email address and/or password?

**A:** Click on the three horizontal lines in the top left corner of your screen. Go to **Account Profile** to change either of them.



**Q:** How do I reset my password?

**A:** On the Sign In page, click **Forgot Password?**. Next, enter the email address associated with your SmartTime account. We'll send you an email that will allow you to reset your password.