New SmartTime

Improved New SmartTime for Mobile

August 2023

![New ep SmartTime logo]

Improved New SmartTime for

Click a link to go to how-to help.

How do I fill out and submit my timecard?

Sign in at **stmobile.ep.com**. From the **SELECT PROJECT** screen, tap your project to open it. Once you're in the project, find:

- A summary of this week's timecard that was filled out for you. [Go to these steps.](#)

- Or a **NEW TIMECARD** button to get to a new timecard. Go to the next step.

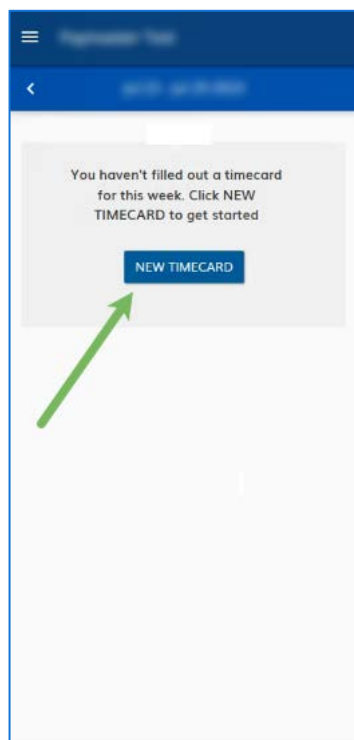1. Tap **NEW TIMECARD**. If you have more than one role, select the associated startcard.

Figure 1: NEW TIMECARD button

2. Your timecard opens. Select the **Day Type** from the dropdown. Enter your times. Tap the days of the week at the top of the screen to enter times for more days. Tap **DONE** to finish.

3. Review. Tap **EDIT** if you need to make a change. Tap the **down-arrow** for the **Save Only** option to come back later. Or tap **SIGN & SUMBIT** to finish up.

4. A success message lets you know you're all set.

Figure 2: Enter times, review, SIGN & SUBMIT

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How do I submit my timecard if someone filled it out for me?

Sign in at **stmobile.ep.com**. From the **SELECT PROJECT** screen, tap your project's name to open it. Once in the project, this week's timecard displays. Need a different week's timecard? Go to these steps.

1. Review. Tap a day to show more details. Tap **EDIT** next to a day to make a change.

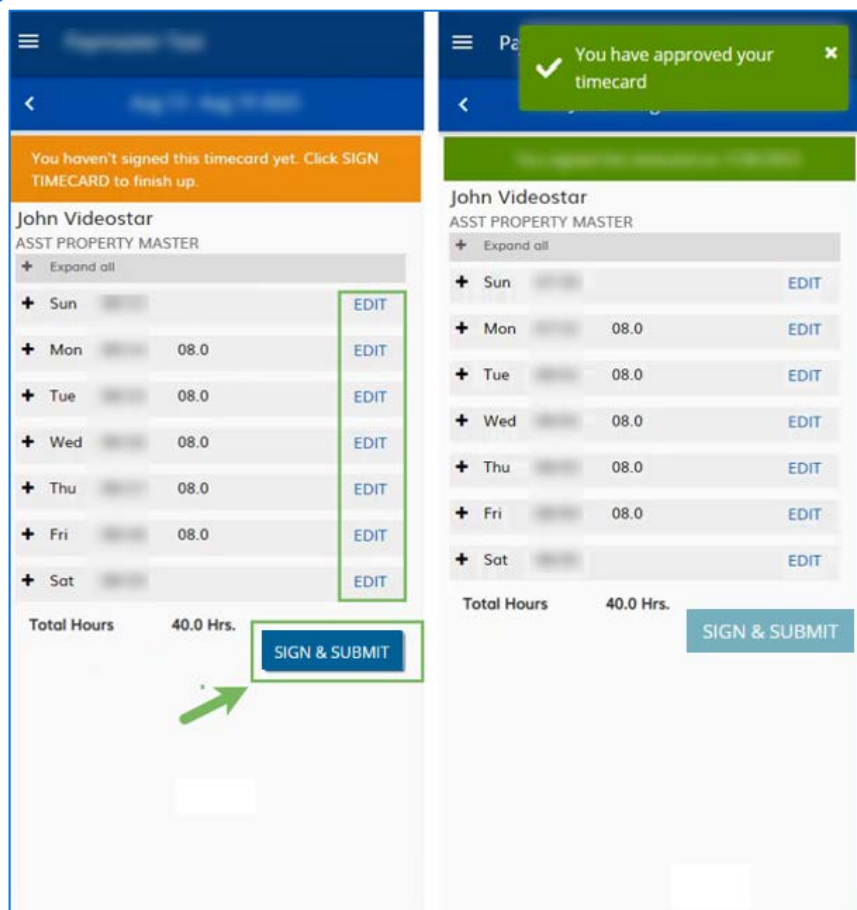2. Tap **SIGN & SUBMIT** to finish up. A success message lets you know you're all set.

Figure 3: Review timecard, SIGN & SUBMIT

Need a different week's timecard?

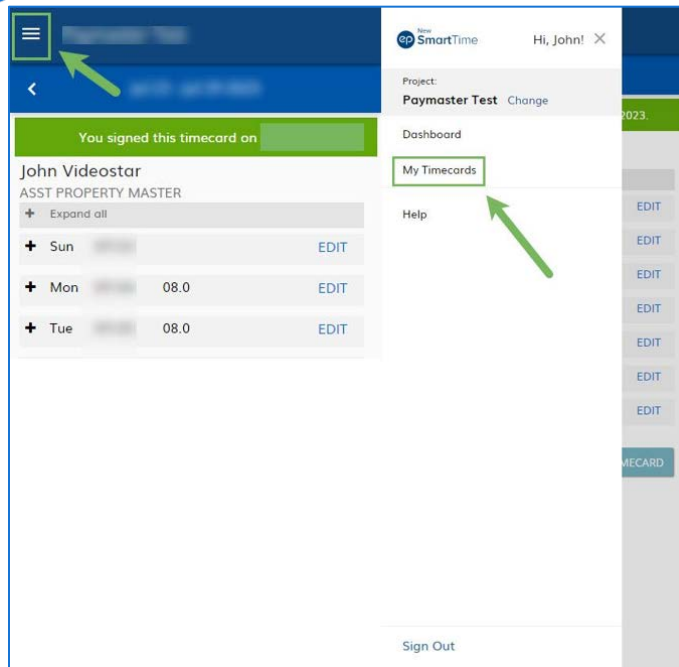1. Tap the **navigation menu** in the upper right. Select **My Timecards** to show all your in-progress timecards.

Figure 4: Navigation menu, My Timecards

> **Note**: You can also go to your **Dashboard** from the **navigation menu** for a list of open tasks like timecards to sign and submit.

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How do I get back to a timecard I saved?

Sign in at stmobile.ep.com. From the **SELECT PROJECT** screen, tap your project's name to open it. Once in the project, this week's times display. Need a different timecard? Go to these steps.

> **Note**: You can also go to your **Dashboard** from the **navigation menu** for a list of open tasks, like timecards you need to sign and submit.

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How do I edit a timecard?

Sign in at stmobile.ep.com. From the **SELECT PROJECT** screen, tap your project's name. Once in the project, this week's times display. Need a different week's timecard? Go to these steps.

1. Tap **EDIT** next to a day if you need to make a change.

     Note: If you can't edit a timecard and can only **VIEW**, contact your Payroll Accountant to make changes.

Figure 7: This week's timecard, EDIT

2. The time entry screen opens. Make your change. Tap **DONE**. Then, tap **SIGN & SUBMIT** to submit your edit.

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My timecard was updated. How do I review it?

Sign in at **stmobile.ep.com**. From **the SELECT PROJECT** screen, tap your project's name. Once in the project, this week's timecard displays updates and alerts. Need a different week's timecard? Go to these steps.

1. Review. Tap a day to expand it and display update details. Tap **EDIT** if you need to make a change. Review the update and then click **DONE**.
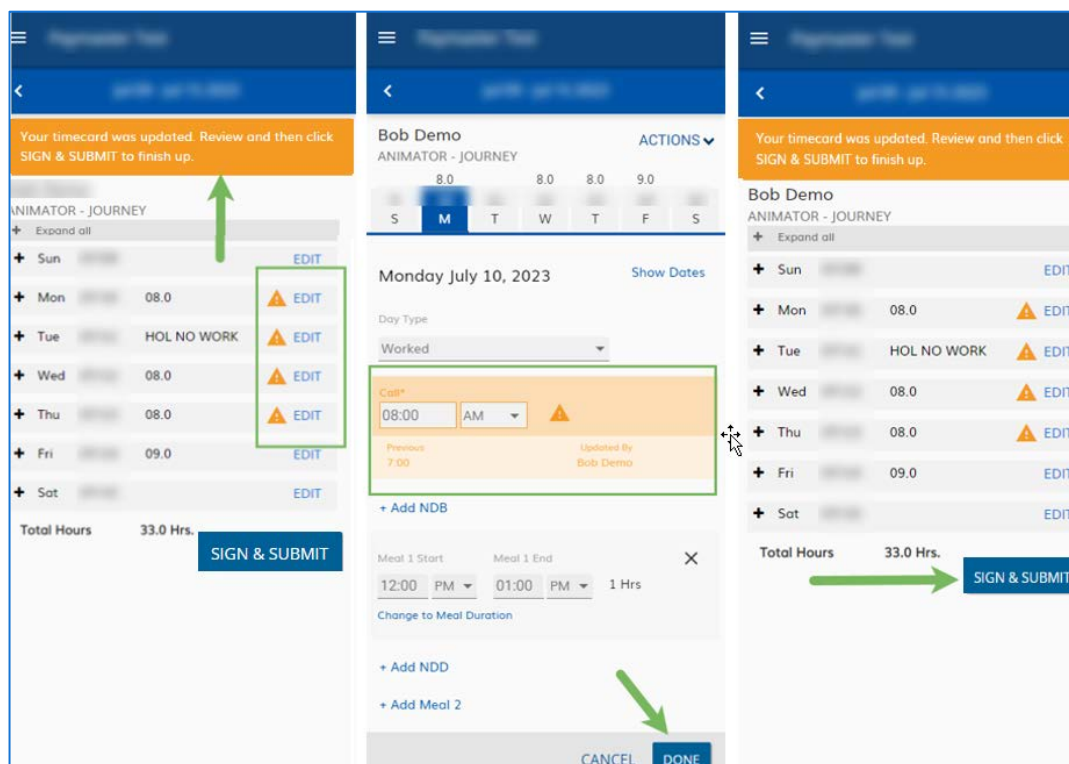
2. Tap **SIGN & SUBMIT** to finish up.

Figure 8: Updates, alerts, EDIT, review, SIGN & SUBMIT

> **Note**: You can also go to your **Dashboard** from the **navigation menu** for a list of open tasks like timecards you need to sign and submit.

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How do I copy the same times as last week?

There are three places to copy last week: when you first sign in and you still need to fill out a timecard, while opening a new timecard, and from a timecard's **ACTIONS** menu.
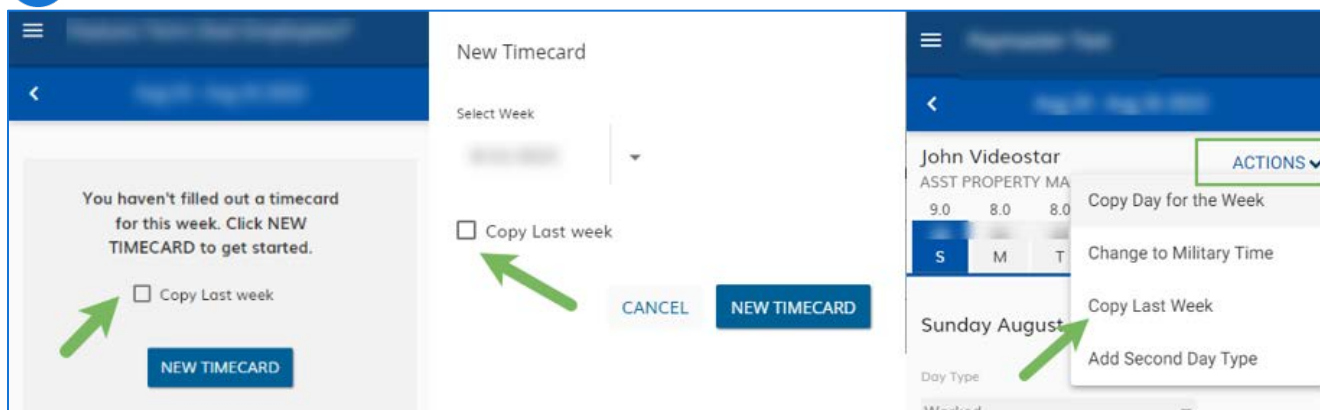
Figure 9: Sign in, New Timecard, ACTIONS menu

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How do I change to military time or copy the same times to a different day?

Do both from a timecard's **ACTIONS** menu.

- **Military time**: From your timecard, tap the **ACTIONS** menu. Select **Change to Military Time**.
- **Copy times**: Tap **Copy Day for the Week**. Use the checkboxes to pick days to apply your current day to. Tap **COPY** when ready.
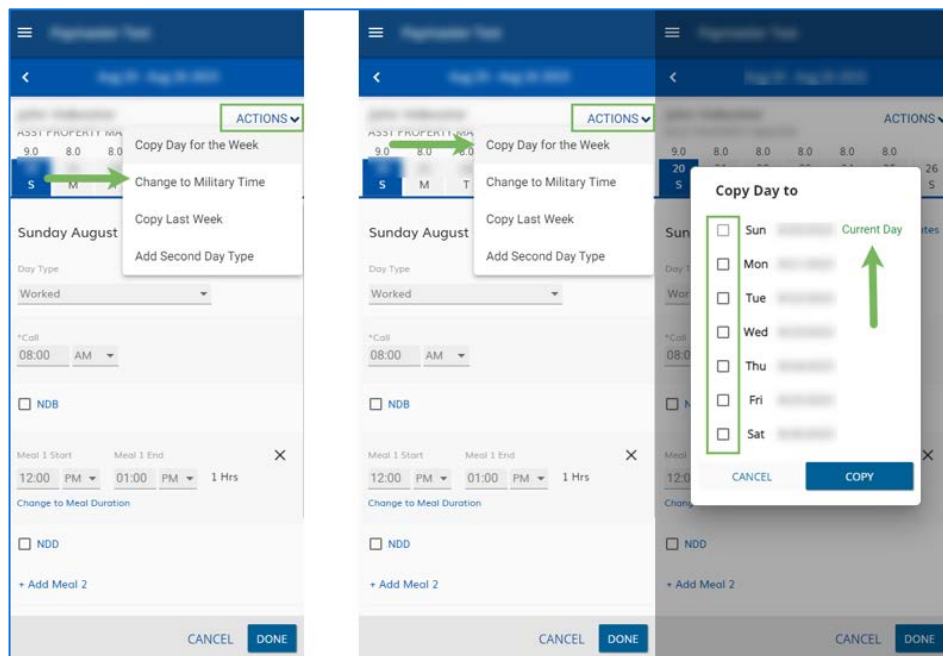

Figure 10: ACTIONS menu, Change to Military Time, and Copy Day for the Week

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Known Issues

EP wants to ensure you have a great experience and avoid known issues when using New SmartTime for mobile. Here are some important things to keep in mind:

- If you're using an iPhone, have iOS 15.4 or a newer version installed.
- The improvements are intended for portrait mode. Keep your phone upright.

EP is actively working to resolve these issues soon.

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