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## Introduction

The SMART Ez HR, Time and Scheduling software with Payroll Integration is used to store employee HR details, manage timesheets and schedules and integrates with third party payroll solutions.

Our products manage over 20,000 client's employee profiles locally with expert speed, reliability and accuracy. Through relentless efforts in R&D and responding dynamically to demands from our clients, SMART Technologies has rapidly become the leading provider for Human Capital Management, Work Flow & Scheduling and Time Management software solutions using cutting-edge biometric technology in Jamaica. SMART Technologies has developed software modules that now offers advanced biometric authentication for Access Control and Time & Attendance coupled with our Human Capital Management solution. The core technologies and techniques for software development and analysis which the team at SMART Technologies possess have consistently secured our competitive advantage for providing the cutting-edge solutions our clients require.

SMART Technologies Jamaica is dedicated in developing and enhancing software products that are key success factors for organizations, corporations, professionals, executive agencies and members of the micro, corporate and enterprise business community. SMART Technologies' immediate goal is to equip businesses locally and throughout the Caribbean, then expand our products and service offerings to other regions throughout the world.

SMART Technologies boasts its own in-house expertise for research, design, development and delivery of biometric software solutions; and can execute any custom design and development project at very affordable rates. SMART Technologies employs the industry's fastest patented biometric matching algorithms, which is used by Access Control and Time and Attendance in more than 70 countries worldwide.

## Accessing the SMART Staff Ez HR and Time System

This are functions used by daily users after the system has be installed and configured.

### ➤ Logging In

Thursday January 4, 2018  
8:20:52 PM

SMART  
onlineRecruiter.com

smartjobs4U.com

Post jobs and evaluate applications. Login here!

SMARTech  
Smarter Business Solutions for Smarter People!

Designed and maintained by SMART Technologies.

smartstaffhrs.com  
SMART HR, Scheduling & Time Management

Human Resource

Recruiting

Time & Attendance

Payroll Integration

Welcome : Sign In

Company ID  
STLTD

User Name/Email Addr  
dchambers

Password  
•••••

Remember my Login Info

Sign me in now

Oops! I forgot my password

Enter your Company ID, Username and Password to sign on.  
Passwords are case sensitive!

This page allows you to login and gain access to the cloud portal. Required details for login are as follows:

1. Company ID
2. User Name
3. Password

Once the correct details are entered you will be successfully signed in after the “Sign me in” button is clicked.

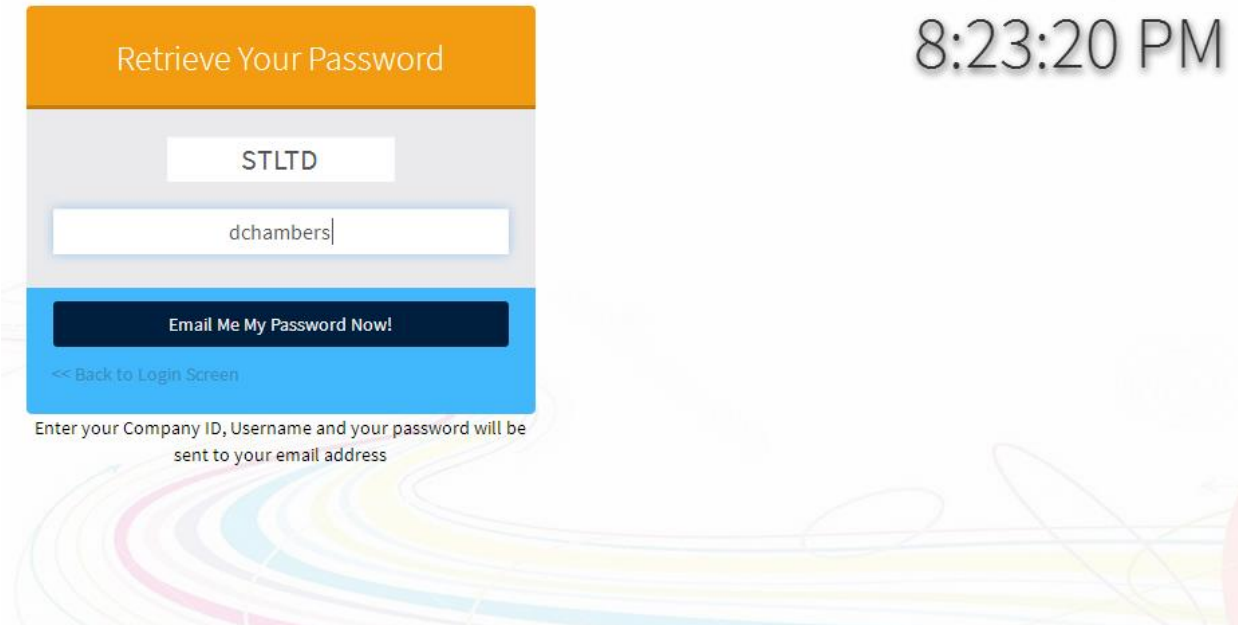
The “Remember my Login Info” check box will allow the site to save your login credentials to the browser. This allows the fields to be auto populated once the site is accessed from the same computer/tablet and browser for easy and quick access.

➤ Password Recovery (Forgotten password)

SMART Staff Ez HR, Scheduling & Time

Thursday January 4, 2018

8:23:20 PM



The forgotten password link will allow you to recover a lost password. The process requires the following details:

1. Company ID
2. User Name

Once the details entered are correct your password will be emailed to you after the “Email Me My Password Now!” button is clicked.

# Dashboard

SMART Staff Ez HR, Scheduling, Time & Payroll Integration

Dashboard

Employees

Schedules

Timesheets

Clock Mgr

Settings

Reports

Support Center

**Company Status Profile**

---

SMART Ez HR, Scheduling & Time Solution Dashboard

Status Profile Date:  Refresh Date

33

Employee Count

No Show Employees

30

Present Employees

Number arrived for work

3

Absent Employees

Total Active Employee Records

0

Pending Reminders

Click here to view Reminders!

Employee Clock In/Out Status

Daily Attendance Status Report

Daily Staff Analysis Status Report

Absent Employee List

Daily Productivity Measure Detail Report

Daily Productivity Measure Summary Report

**Employee Attendance Profile**

Category	Percentage
Early	80%
Ontime	13%
Late	-

**Hours Work Profile**

Category	Percentage
Regular	100%
Overtime	-
Un-Approved	-

The Dashboard is the first page that is loaded after a successful login. This page lists reports based on employee data in the system. The available reports are as follows:

1. Daily Attendance
2. Daily Staff Analysis
3. Daily Productivity Measures Details
4. Daily Productivity Measures Summary

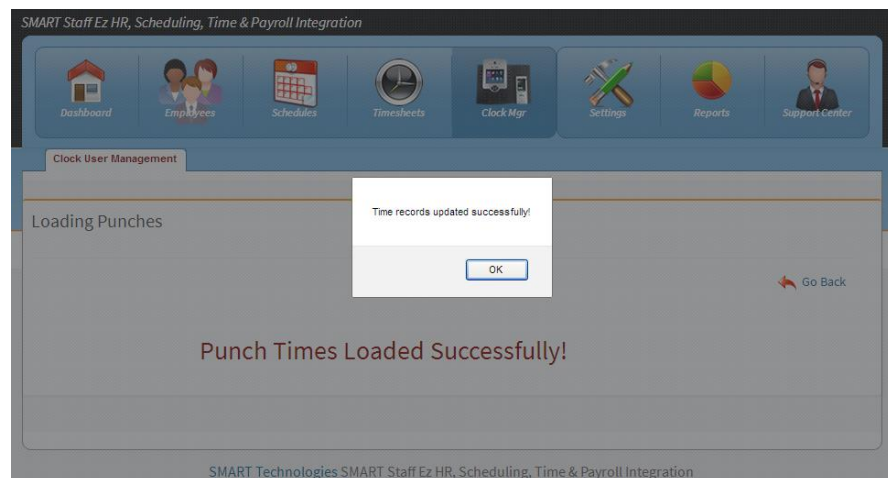
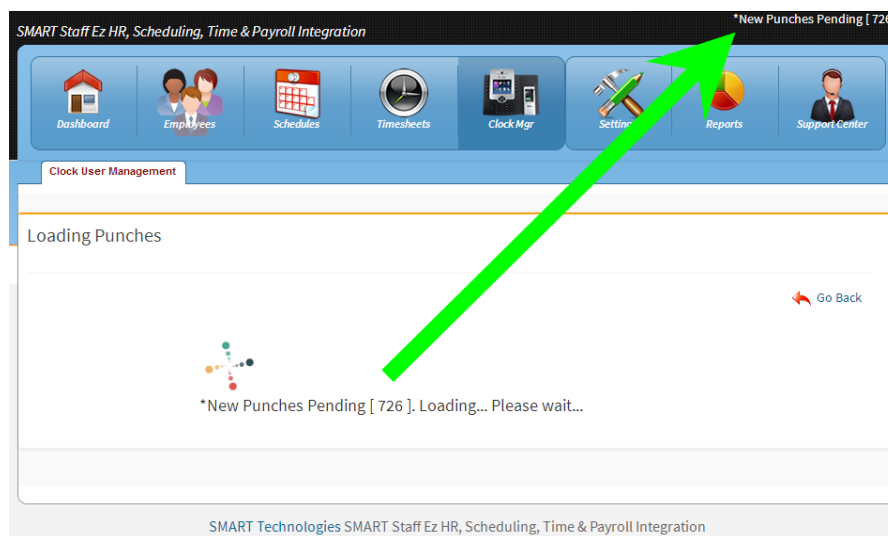
This page allows you to change the date to allow manipulation of the report so details can be shown on a date basis.

## Timesheet Management

To process employee timesheets and get employee work hours click the “Timesheet” option on the main tabbed menu at the top of the page and you will be directed to the page below.

### ➤ Loading Punch Times

Once you are logged in the system will show you how many punches are logged for employees clocking in/out using the biometric time clock. Simply click the \*New Punches Pending link to load the punch times onto the employees timesheets.

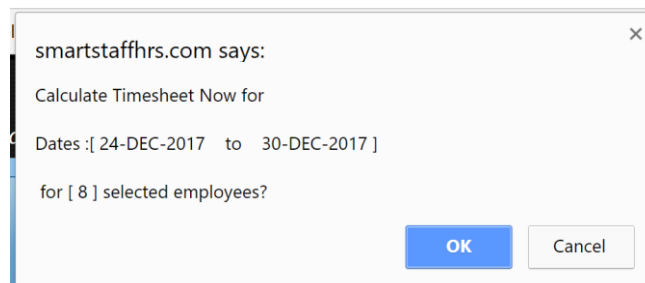


## ➤ Processing Timesheet Information

The screenshot displays the 'Timesheet Management' interface. At the top, there is a 'Timesheet Reports' tab. Below it, the 'Date Range' is set to '24-DEC-2017 to 30-DEC-2017'. There are buttons for 'Calculate Period' and 'Manage All Timesheets'. Two calendar widgets are shown, one for the start date (24) and one for the end date (30). A 'SELECTED EMPLOYEES' list is visible on the right, containing names and departments like 'PRODUCTION' and 'ADMINISTRATION'. At the bottom, there are buttons for 'Add Employees to List' and 'Remove Employees from List', along with 'Select All' and 'Clear All' options for both the employee list and the date range.

Follow these steps:

1. Select Employees: from the EMPLOYEE LIST select one or more employees to process timesheets for. To process all employees, Use the \*Select All\* option. Click \*Add Employees to List\* after your selection is completed.
  - a. Additionally the \*Remove Employees from List\* option is used to remove an employee from the processing list
2. Select Date Range: Click on the Calendar dates to show the date range Calendar. On the left calendar select the start date of your processing period and on the right calendar, select the end date; example week of December 31<sup>st</sup> to January 6<sup>th</sup> (Sunday to Saturday).
  - a. **IMPORTANT:** Click *Apply* when done to save dates.
3. Click \*Calculate Period\* and OK to confirm the dates to process the timesheets. This process will run in the background for a few moments (depending on how many employee's being processed) and will prompt you when completed.





**NOTE:** The “Manage All Timesheets” button will allow you to view all timesheets that were already calculated in the case where you navigated from this page onto another.

➤ View All Calculated Timesheet Records

After the timesheet processing is completed, the following window will appear. It displays all employees calculated to each timesheet can be checked individually.

SMART Staff Ez HR, Scheduling, Time & Payroll Integration

Dashboard Employees Schedules Timesheets Clock Mgr Settings Reports Support Center

Timesheet Reports

Timesheet Management

Date Range : 24-DEC-2017 to 30-DEC-2017 Timesheet Reports > Select Employees

Page Size: 10 Search Records:

Last Name	First Name	Emp#	Job Title	Department	Team	
			(UNKNOWN)	(UNKNOWN)	(UNKNOWN)	View Timesheet
			(UNKNOWN)	PRODUCTION	PRODUCTION	View Timesheet
			(UNKNOWN)	PRODUCTION	PRODUCTION	View Timesheet
			Sales Associate	ADMINISTRATION	ADMINISTRATION	View Timesheet
			Driver	(UNKNOWN)	(UNKNOWN)	View Timesheet
			(UNKNOWN)	ADMINISTRATION	ADMINISTRATION	View Timesheet
			Graphic Artist	ADMINISTRATION	ADMINISTRATION	View Timesheet
			Accountant	ADMINISTRATION	ADMINISTRATION	View Timesheet

Showing 1 to 8 of 8 records

← Previous 1 Next →

## Page Options:

- ✓ Timesheet Reports
  - This button will take you to a list of time reports in multiple formats that you can view and print. **The two common payroll reports are Employee Period Timesheet 12/24hr for a detailed report and Period Attendance Statistics for a summary report**
- ✓ Select Employees
  - This button will take you back to the calculation selection screen to change your employee selection or date range
- ✓ View Timesheet
  - This button allows you to view the timesheet for the associated employee to complete functions such as:
    - Add, Edit and Remove punch times
    - Add, Edit and Remove absence such as SICK or VACATION
    - Adjust extra hours for Overtime or Shift Premiums

## ➤ View Timesheet (Specific Employee)

SMART Staff Ez HR, Scheduling, Time & Payroll Integration

[30-DEC-2017 to 05-JAN-2018]

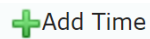
WORK DATE	TIME A	TIME B	TIME C	TIME D	OVR	SHIFT	REG	OVT	UNA	ADJ/HRS
Saturday 30-Dec-2017	+Add Time		Absent or Day Off							0.00
Sunday 31-Dec-2017	+Add Time		Absent or Day Off							0.00
Monday 01-Jan-2018	+Add Time		Absent or Day Off							0.00
Tuesday 02-Jan-2018	7:36 AM ✖	12:01 PM ✖	1:00 PM ✖	4:30 PM ✖	+Add	NG EARL...	7.90	0.00	0.00	0.00
Wednesday 03-Jan-2018	7:38 AM ✖	12:02 PM ✖	1:00 PM ✖	4:32 PM ✖	+Add	NG EARL...	7.90	0.00	0.00	0.00
Thursday 04-Jan-2018	7:22 AM ✖	12:02 PM ✖	1:00 PM ✖	4:30 PM ✖	+Add	NG EARL...	8.13	0.00	0.00	0.00
Friday 05-Jan-2018	7:13 AM ✖	12:00 PM ✖	1:03 PM ✖	4:31 PM ✖	+Add	NG EARL...	8.25	0.00	0.00	0.00

edit or delete time

sick, vacation entry

< Back to Timesheet   Absence List   Add Absence   Close

## ✓ Add, Edit or Delete Punch Times



This symbol allows you to add a missed punch to a timesheet

To Add Time do the following:

1. Click Add Time in the row of the date you wish to update
2. Select the time from the time picker
3. Press save and wait for screen to refresh

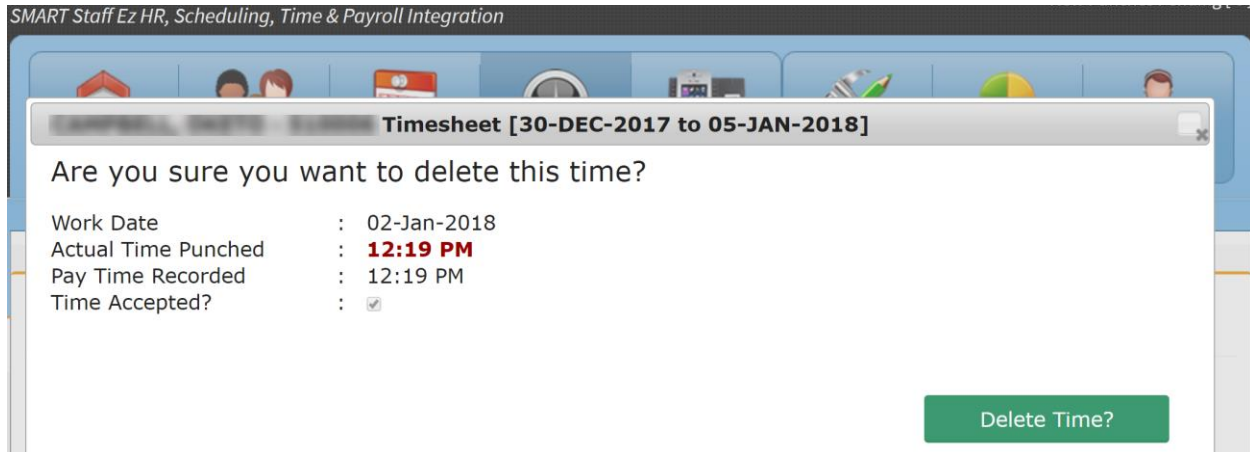
7:40 AM



The pencil allows for you to edit the time and the X deletes the time

To Edit Time do the following:

1. Click the pencil icon beside the time you want to edit
2. Change the time using the time picker
3. Press save and wait for screen to refresh



To Delete Time do the following:

1. Click the red X icon beside the time you want to delete
2. Review the confirm page to ensure the right time is being deleted
3. The press Delete Time to confirm action

✓ Add, Edit or Delete Extra Hours (Overtime etc)

At times you may need to add hours to an employee's timesheet for extra time worked or deduct hours for early clock in or late clock out which was due to tardiness. This feature allows you to do so.

WORK DATE	TIME A	TIME B	TIME C	TIME D	OVR	SHIFT	REG	OVT	UNA	ADJ/HRS
Sunday 31-Dec-2017	+Add Time		Either Absent/Day Off/Sick/Vacation				0.00	0.00	0.00	0.00
Monday 01-Jan-2018	+Add Time		Holiday (New Years Day 8hrs)				8.00	0.00	0.00	0.00
Tuesday 02-Jan-2018	7:36 AM 	12:01 PM 	1:00 PM 	4:30 PM 	+Add	NG EARL...	8.00	0.00	0.00	0.00

To add or remove extra hours do the following:

1. On the view timesheet page, click the button under the ADJ/HRS column associated in the row with the date you want to adjust.
2. When the approve screen loads adjust the hours and minutes you want to add as well as:
  - a. Select + or - Time to state whether to add time to the employees timesheet or deduct time from the employees timesheet
  - b. Select a reason for the type of adjustment being done from the drop down box
  - c. Type any notes available in the notes box
  - d. Press the save button to the right.

**NOTE:** Each time type such as overtime, double time, holiday etc has to be done individually one at a time.

Timesheet [31-DEC-2017 to 10-JAN-2018]

Adjustment Work Date : Monday, January 08, 2018

CALCULATED HOURS	ADJUSTED HOURS
8	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="text" value="0"/> hours <input type="text" value="0"/> minutes                 </div> <div style="margin-right: 10px;"> <input type="text" value="0"/> hours <input type="text" value="0"/> minutes                 </div> <div>                     Extra Time Worked - Early                 </div> </div> <div style="margin-top: 5px;"> <input checked="" type="radio"/> (+) Time <input type="radio"/> (-) Time                 </div> <div style="margin-top: 5px;">                     Notes:                 </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save REGULAR TIME"/> </div>
0.00	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="text" value="0"/> hours <input type="text" value="0"/> minutes                 </div> <div style="margin-right: 10px;"> <input type="text" value="0"/> hours <input type="text" value="0"/> minutes                 </div> <div>                     Extra Time Worked - Early                 </div> </div> <div style="margin-top: 5px;"> <input checked="" type="radio"/> (+) Time <input type="radio"/> (-) Time                 </div> <div style="margin-top: 5px;">                     Notes:                 </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save OVERTIME"/> </div>
0.00	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="text" value="0"/> hours <input type="text" value="0"/> minutes                 </div> <div style="margin-right: 10px;"> <input type="text" value="0"/> hours <input type="text" value="0"/> minutes                 </div> <div>                     Extra Time Worked - Early                 </div> </div> <div style="margin-top: 5px;"> <input checked="" type="radio"/> (+) Time <input type="radio"/> (-) Time                 </div> <div style="margin-top: 5px;">                     Notes:                 </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save DOUBLE TIME"/> </div>

< Back to Timesheet
Absence List
Add Absence
Close

➤ Employee Absence (Sick, Vacation etc)

Will be updated soon...


## Employee Record Management

This section explains how to add, edit or deactivate employee records.

On the main toolbar click the Employees icon to access the employee list.

1. Click the pencil icon to edit an existing employee record
2. Click the Create New Record icon to add a new employee record

SMART Staff Ez HR, Scheduling, Time & Payroll Integration



Employee Management

### Employee Listing [33]

Show  entries

Search:

[+ Create New Record](#)

Click pencil to edit employee

Last Name	First Name	Emp#	Job Title	Department	Team	
ADAM MURRAY	CLAUDETTE	50007	(UNKNOWN)	(UNKNOWN)	(UNKNOWN)	
BAKER	BRUCE	50002	(UNKNOWN)	PRODUCTION	PRODUCTION	
BENBELL	JERAL	50008	(UNKNOWN)	PRODUCTION	PRODUCTION	
BROWN	ANDRE	50005	(UNKNOWN)	PRODUCTION	PRODUCTION	
BROWN	SEYMOUR	50000	(UNKNOWN)	PRODUCTION	PRODUCTION	
CAMPBELL	ORETO	50006	Inventory Clerk	PRODUCTION	PRODUCTION	
CLUE	MARCIA	50007	(UNKNOWN)	PRODUCTION	PRODUCTION	
CORBETT	LLEWYNNE	50008	(UNKNOWN)	PRODUCTION	PRODUCTION	
FRGAN	THEODORUS	50007	Sales Associate	ADMINISTRATION	ADMINISTRATION	
FERRISON	MARCIA	50007	Bindery	PRODUCTION	PRODUCTION	

Showing 1 to 10 of 33 entries

Previous [1](#) [2](#) [3](#) [4](#) Next

This page allows you to view and manipulate employee records. The page is multifunctional offering range of view options that are as follows:

1. Search Records –allows the user to generate a search for specific records, based on the text entered in the search area.

2. Number of records to display per page- allows you to alter records you wish to view at a given time on a single page.
3. Page navigation- allows you to traverse records list by clicking the desired number, the next button or the previous button.

➤ Edit employee records

When editing employee records, please ensure that all the mandatory fields labeled red and entered.

For dropdown options, populate missing options from the Settings section of the application.

The screenshot displays the 'Employee Management' interface for editing an employee profile. At the top, there is a navigation bar with icons for Dashboard, Employees, Schedules, Timesheets, Clock Mgr, Settings, Reports, and Support Center. Below this is the 'Employee Profile' section, which includes a 'Go Back' button and a series of tabs: Personal Info, Compensation & Benefits, Skills, Education, Employers, Licenses, Reminder, and Contacts. The 'Employee Details' tab is currently selected, showing a form with various fields. The 'Default Clock IN/OUT Shift' is set to 'NG EARLY SHIFT 8am/5pm'. The form fields are organized into columns and rows, with some fields labeled in red to indicate they are mandatory. At the bottom of the form, there are 'Save Employee' and 'Cancel' buttons, and a 'Terminate/Separate Employee' button at the very bottom.

This Window allows you manipulate client record. This window offers sever functions such as:

1. Profile Pictures: You can upload or add a profile picture to employee records by browsing for the desired picture file and then saving it.
2. Terminate / Separate Employee button: Allows you terminate an employee.
3. Save upload Employee button: allows you to update the employee details to the system based on changes made to respective fields.

➤ Create a New Record

When adding employee records, please ensure that all the mandatory fields labeled red and entered.

For dropdown options, populate missing options from the Settings section of the application.

The add employee page allows you add an employee record into the system. Employee records are based on the available editable fields and dropdown windows. After the “Save new Employee” button is clicked the record will be saved and will appear in the employee view page.

The screenshot displays the 'Employee Profile : New Employee Record' form within the SMART Staff Ez HR, Scheduling, Time & Payroll Integration application. The interface features a top navigation bar with icons for Dashboard, Employees, Schedules, Timesheets, Clock Mgr, Settings, Reports, and Support Center. Below this is a sub-navigation bar for Employee Management. The main form area is titled 'Employee Profile : New Employee Record' and includes a 'Go Back' button. The form is organized into several sections: 'Personal Info' (with a user icon), 'Employee Details' (with a 'General Notes' tab), and 'General Notes'. The 'Employee Details' section contains numerous fields, many of which are labeled in red to indicate they are mandatory. These fields include: 'Default Clock IN/OUT Shift' (dropdown), 'Title' (dropdown), 'First Name', 'Last Name', 'Middle Name', 'Gender' (dropdown), 'Birth date' (calendar icon), 'Date Employed' (calendar icon), 'Employee Type' (dropdown), 'Employee #' (text field, value: 510031), 'Job Status' (dropdown), 'Wage/Tax Type' (dropdown), 'Department' (dropdown), 'Branch' (dropdown), 'Job Title' (dropdown), 'Job Role' (dropdown), 'Pay Cycle' (dropdown), 'Pay Schedule' (dropdown), '\*Payroll Number\*' (text field), '\*HR Employee #\*' (text field), 'Marital Status' (dropdown), 'Work Team' (dropdown), 'Height/Weight' (text fields), 'Eye Color' (dropdown), 'Complexion' (dropdown), 'Blood Type' (dropdown), 'Past Name/Alias', 'Place of Birth', 'Religion' (dropdown), 'Nationality' (dropdown), 'Street/Town', 'City/Postal#', 'Parish' (dropdown), 'District' (dropdown), 'Community' (dropdown), 'Home/Cell#s', 'Other Phone (s)', 'Email Address', 'Work Email', 'TRN Number', 'NIS#', 'Type of ID' (dropdown), 'ID#' (text field), and 'Workers Union' (dropdown). At the bottom right of the form, there are two buttons: 'Save Employee' (green) and 'Cancel' (grey).



## ➤ Inactive Employee Listing

To access the inactive/separated list of employees:

1. Click Employees on the main toolbar
2. At the bottom of the Employee list, click the View Terminated/Separated Employees button

The screenshot displays the 'Employee Management' interface. At the top, there is a blue header with 'Employee Management' and a red 'Employee Listing [33]' title. Below the title is a '+ Create New Record' button. A search bar and a 'Show 10 entries' dropdown are present. The main area contains a table with the following columns: Last Name, First Name, Emp#, Job Title, Department, Team, and an edit icon. The table lists 10 employees, with the first row being 'John Doe' (Emp# 1001, Job Title: Accountant, Department: Accounting, Team: Accounting). Below the table, it says 'Showing 1 to 10 of 33 entries' and provides navigation buttons: Previous, 1, 2, 3, 4, Next. At the bottom, a red button labeled 'View Terminated/Separated Employees' is highlighted with a yellow box and an arrow pointing to it.

This page will list all inactive employees in the system. The page is multifunctional offering range of view options that are as follows:

4. Search Records –allows the user to generate a search for specific records based on the text entered in the search area.
5. Number of records to display per page- allows you to alter records you wish to view at a given time on a single page.
6. Page navigation- allows you to traverse records list by clicking the desired number, the next button or the previous button.