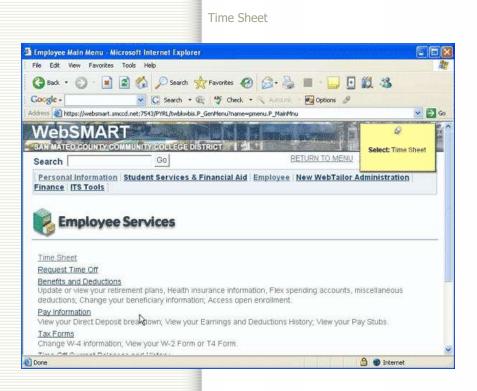
How to Approve Employee Hours in WebSMART

Step 1: After you login into WebSMART select:

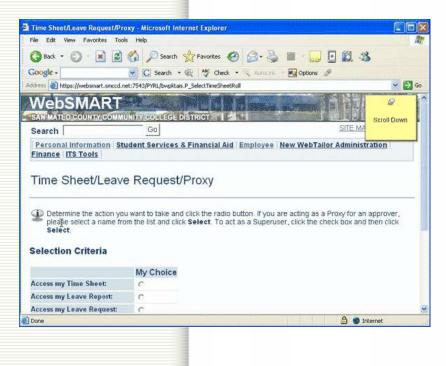
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Employee Services

Step 2: From the next menu select:



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Make sure the radio button "Approve or Acknowledge Time" is selected.

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To act as a proxy for a co-worker means they have given you permission to approve their employees' time sheets. If you're not a proxy choose "Self"

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Select a "Pay Period" from the drop down menu.

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The recommended sort order is Status/Name

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To approve time sheets one at a time, first select the employee's name.

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The Buttons:

Previous Menu: Takes you back to the previous page

Approve: Approves the employee's time sheet.

Return for Corrections: If there are problems with the time sheet you can return it for corrections.

Change Record: You may choose to fix problems yourself to ensure your employee gets paid on time.

Delete: If you were just testing the time sheet system you may want to delete rather than approve the time sheet.

Add Comment: Before you return for correction or approve the time sheet you may want to add comments for your employee.

Congrats, you have finished your tutorial.

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