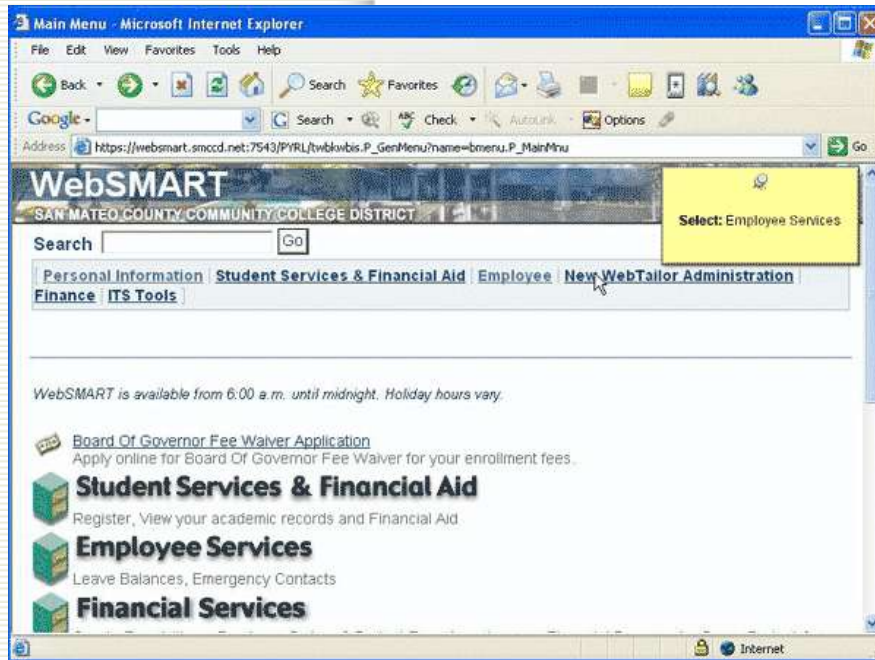


How to Approve Employee Hours in WebSMART

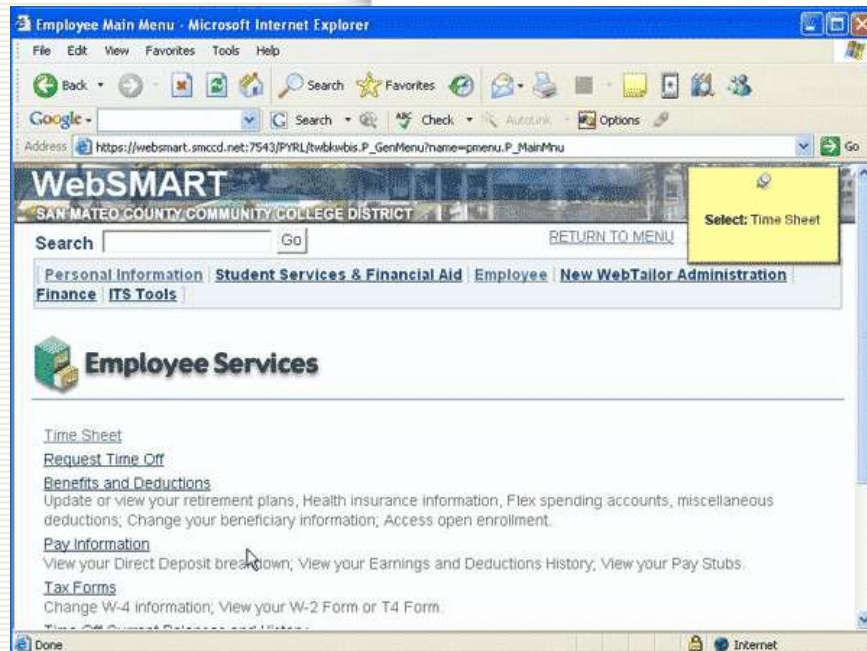
Step 1: After you login into WebSMART select:

Employee Services

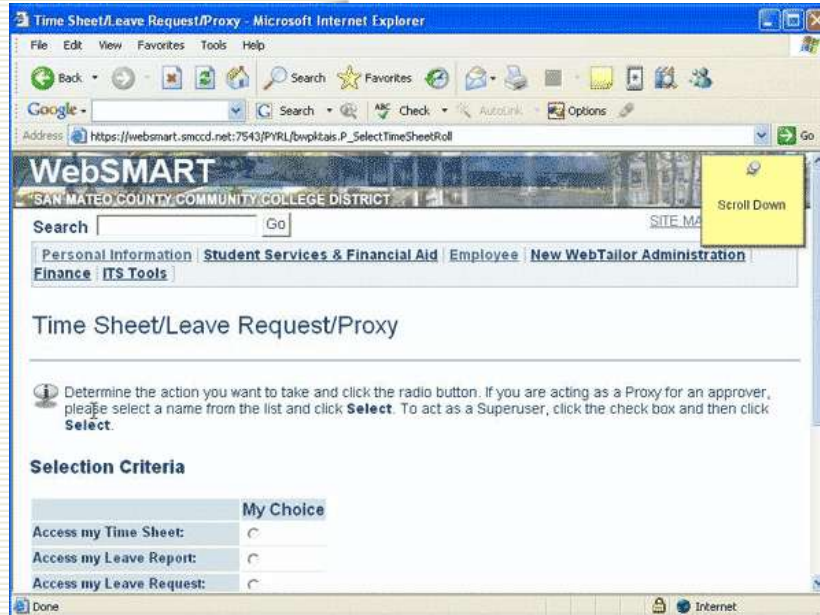


Step 2: From the next menu select:

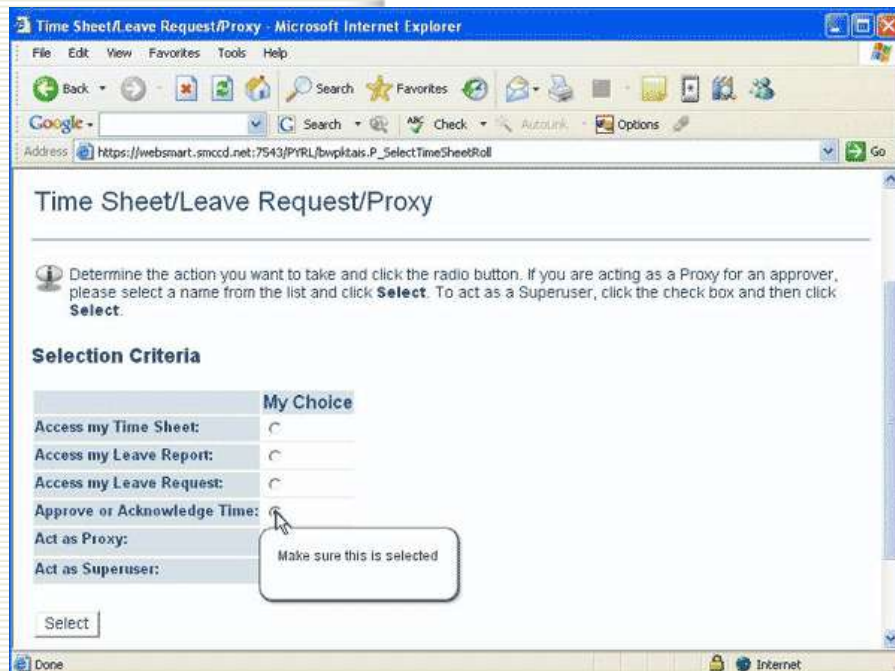
Time Sheet



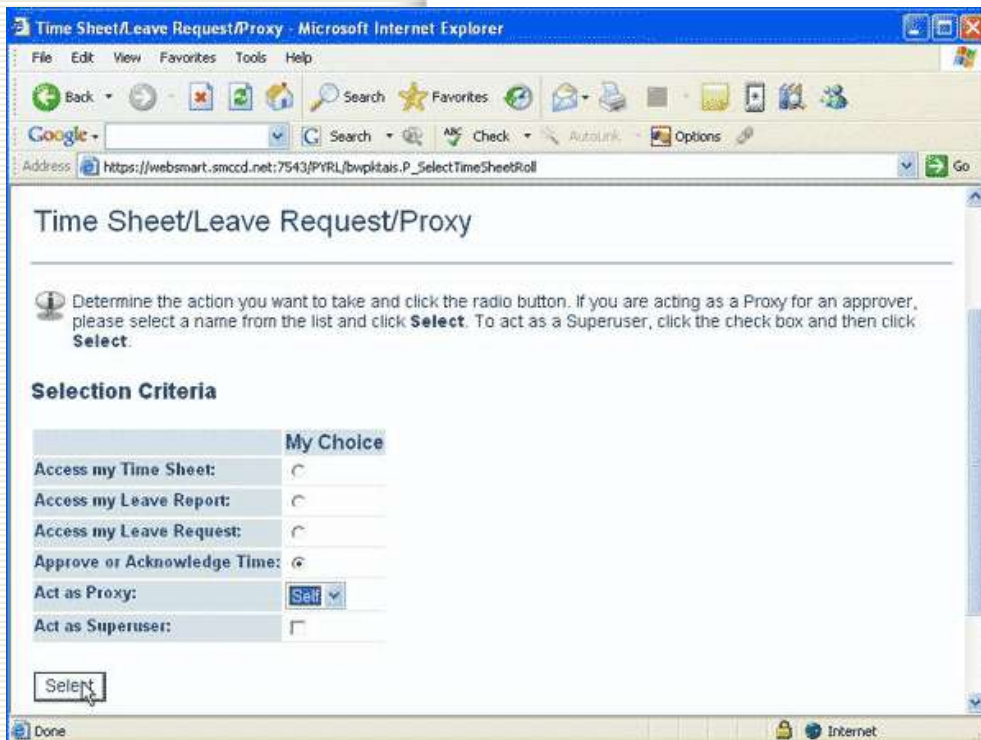
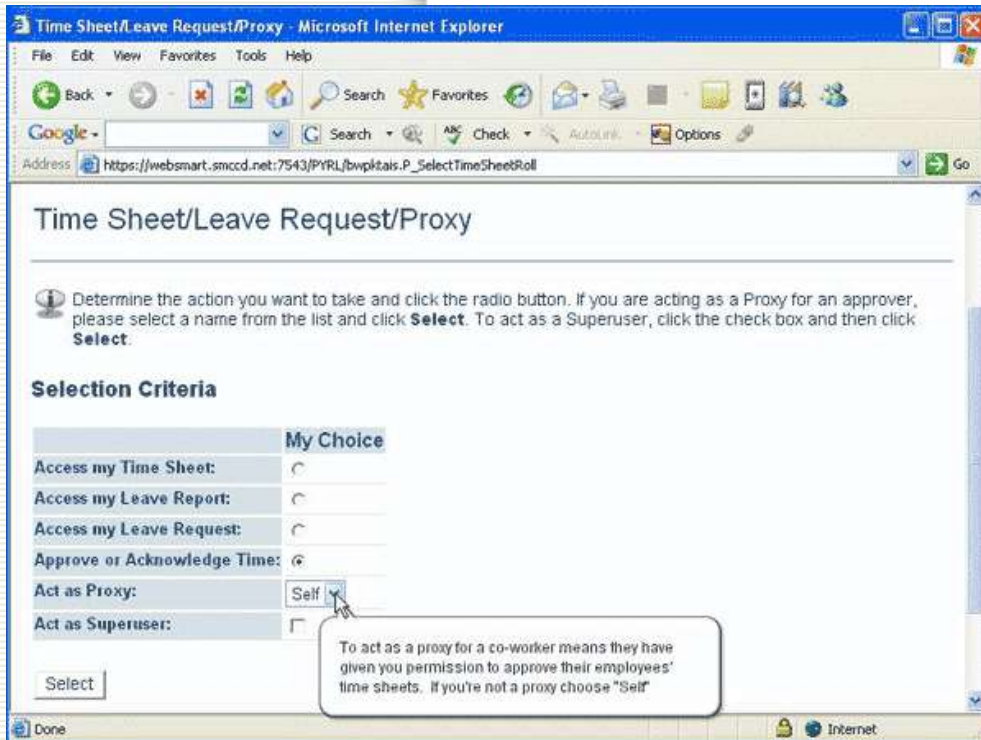
Scroll Down



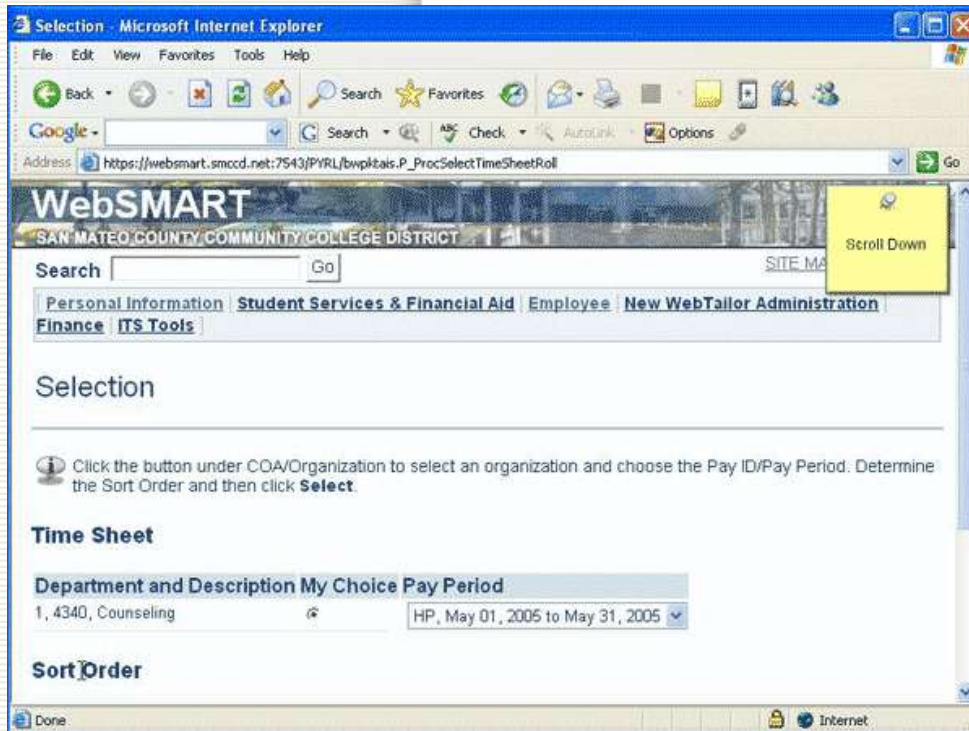
Make sure the radio button "Approve or Acknowledge Time" is selected.



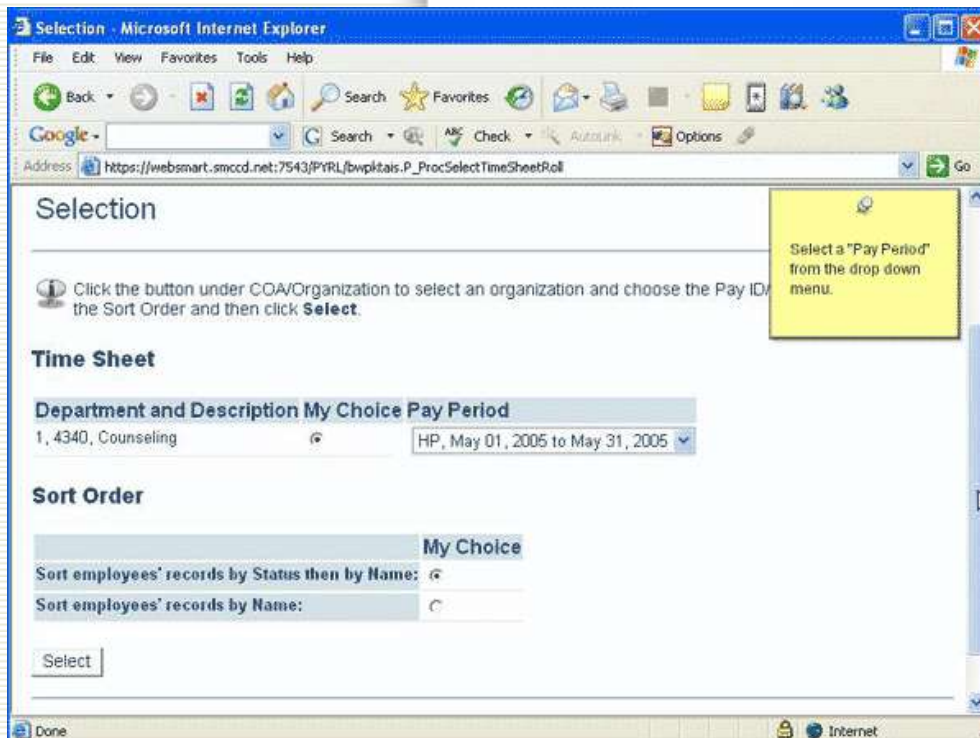
To act as a proxy for a co-worker means they have given you permission to approve their employees' time sheets. If you're not a proxy choose "Self"

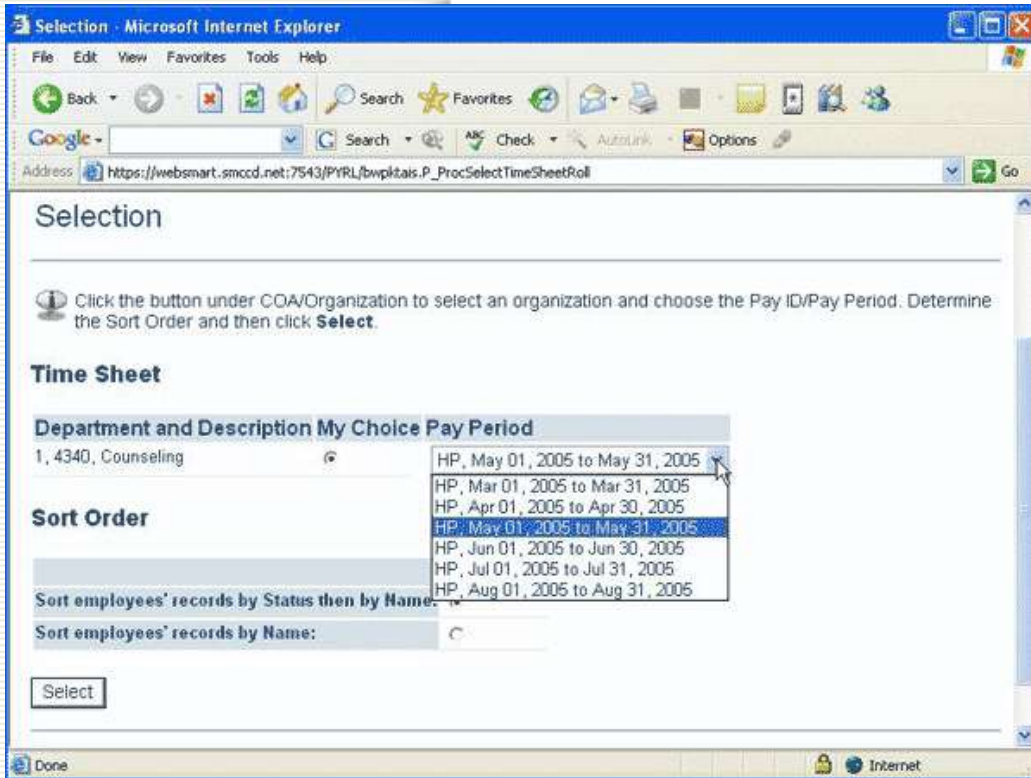


Scroll Down

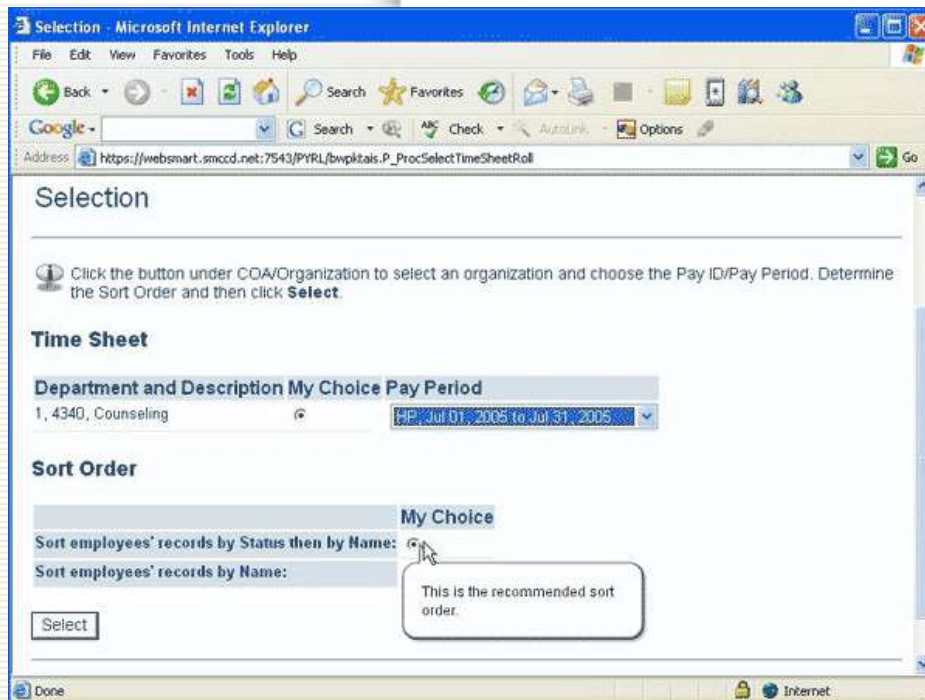


Select a "Pay Period" from the drop down menu.

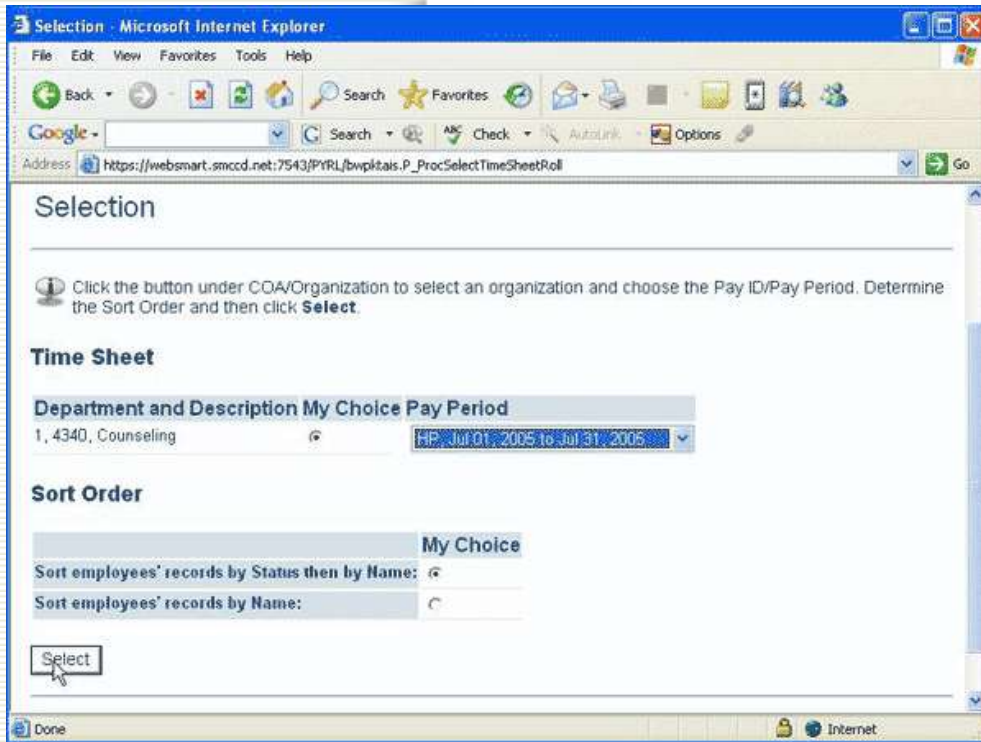




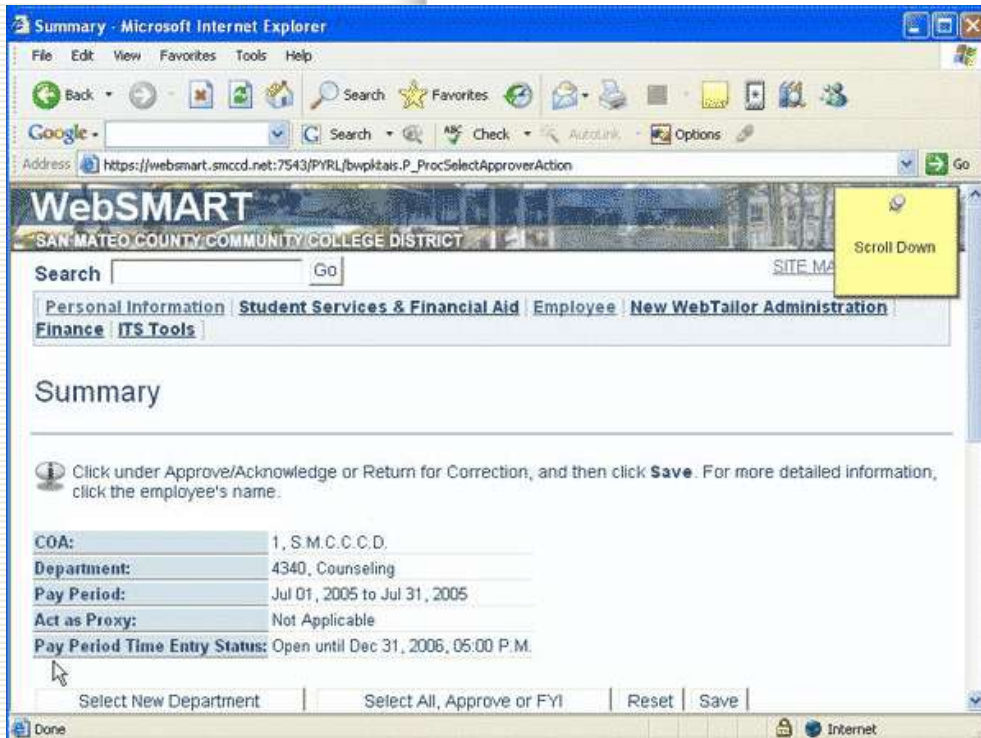
The recommended sort order is Status/Name



Hit the button "Select"



Scroll Down



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

The screenshot shows a Microsoft Internet Explorer window titled "Summary". The address bar contains the URL: https://websmart.smccd.net:7543/PYRL/bwpktais.P_ProcSelectApproverAction. The main content area features a table with the following data:

Pending ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
G00445993	Jose G. Recinos 3S3229 - 00	Approve	59.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments

Below the table is a section titled "Pay Event Transactions" with the following summary:

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	1
Total Hours:	59.50
Total Units:	.00

A yellow callout box with a speech bubble icon contains the text: "To approve time sheets one at a time, first select the employee's name." Below the summary are buttons for "Select New Department", "Select All, Approve or FYI", "Reset", and "Save". At the bottom, it says "RELEASE: 6.1" and "powered by SMCCCD".

This screenshot is identical to the one above, but the mouse cursor is positioned over the link "Jose G. Recinos" in the table. The yellow callout box is no longer present.

Scroll Down

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**:

Employee ID and Name: G00445993 Jose G. Recinos Department and Description: 1 4340 Counseling
Title: 383229-00 SA-Operations Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete
Add Comment

Double check the employee's hours are correct

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Friday, Jul 01, 2005	Saturday, Jul 02, 2005	Sunday, Jul 03, 2005	Monday, Jul 04, 2005	Tuesday, Jul 05, 2005	Wednesday, Jul 06, 2005
Regular Pay	1		59.5		4.5			4.5		
Total Hours:			59.5		4.5			4.5		4.5
Total Units:				0						

Time In and Out

Earnings	Friday, Jul 01, 2005	Saturday, Jul 02, 2005	Sunday, Jul 03, 2005	Monday, Jul 04, 2005	Tuesday, Jul 05, 2005	Wednesday, Jul 06, 2005	Thursday, Jul 07, 2005	Friday, Jul 08, 2005	Saturday, Jul 09, 2005	Sunday, Jul 10, 2005
Regular Pay	10:15 AM			10:15 AM		10:15 AM		10:15 AM		
	12:30 PM			12:30 PM		12:30 PM		12:30 PM		
	01:15 PM			01:15 PM		01:15 PM		01:15 PM		
	03:00 PM			03:00 PM		03:00 PM		03:00 PM		

The Buttons:

Previous Menu: Takes you back to the previous page

Approve: Approves the employee's time sheet.

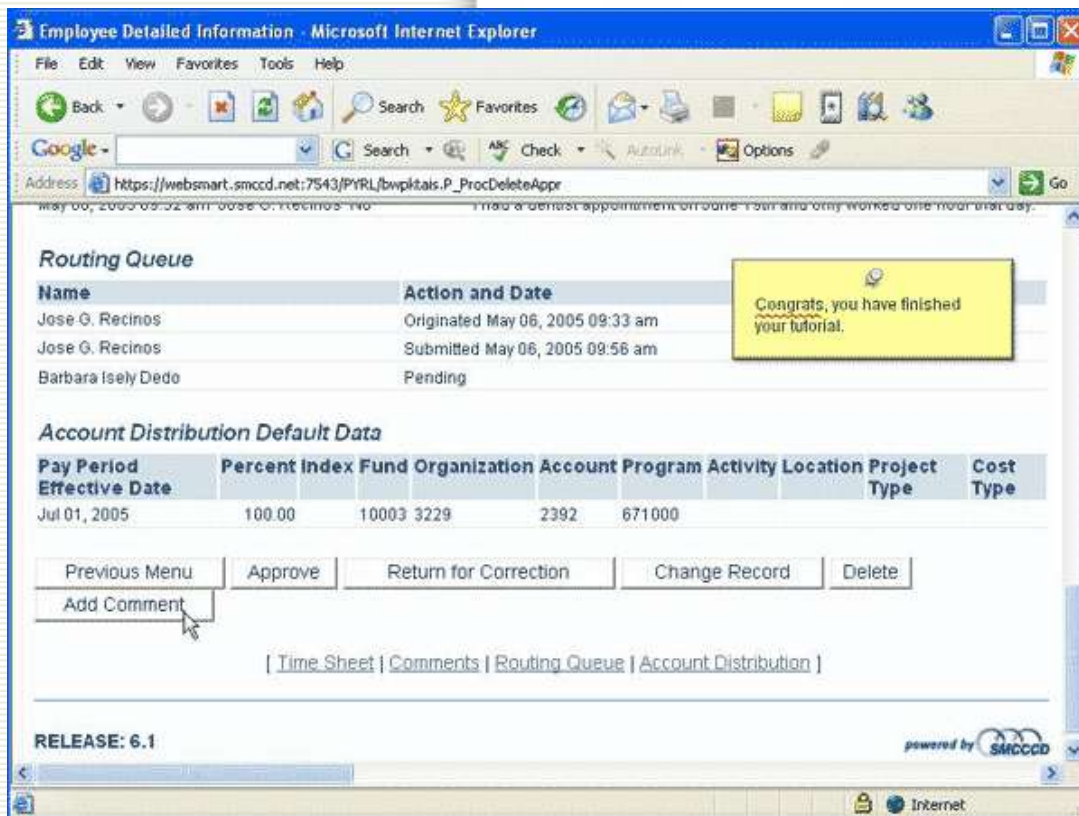
Return for Corrections: If there are problems with the time sheet you can return it for corrections.

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.



Employee Detailed Information - Microsoft Internet Explorer

Address: https://websmart.smccd.net:7543/PYRL/bwpktais.P_ProcDeleteAppr

Routing Queue

Name	Action and Date
Jose G. Recinos	Originated May 06, 2005 09:33 am
Jose G. Recinos	Submitted May 06, 2005 09:56 am
Barbara Isely Dedo	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 01, 2005	100.00	10003	3229	2392	671000				

Buttons: Previous Menu, Approve, Return for Correction, Change Record, Delete, Add Comment

[[Time Sheet](#) | [Comments](#) | [Routing Queue](#) | [Account Distribution](#)]

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