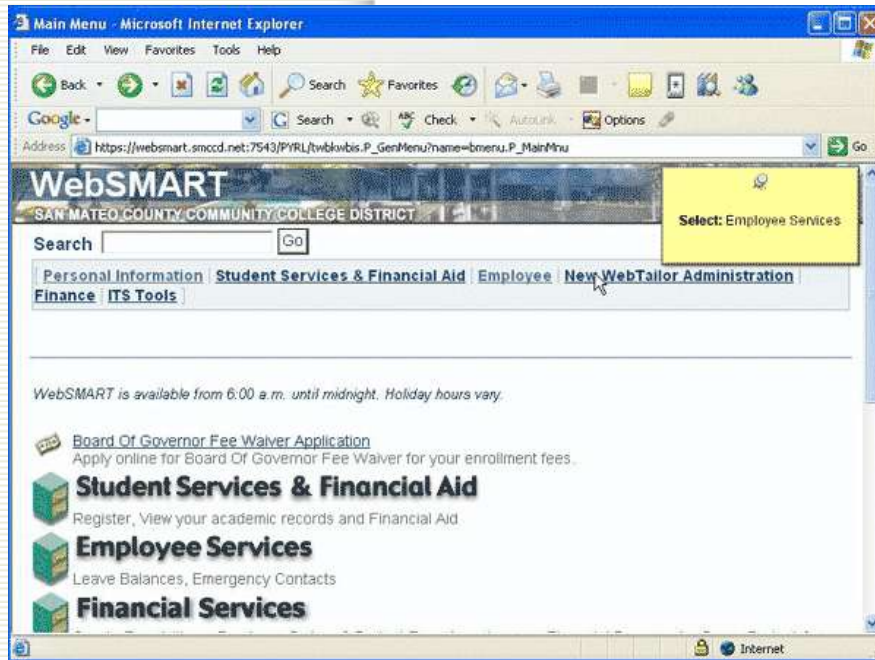# How to Approve Employee Hours in WebSMART
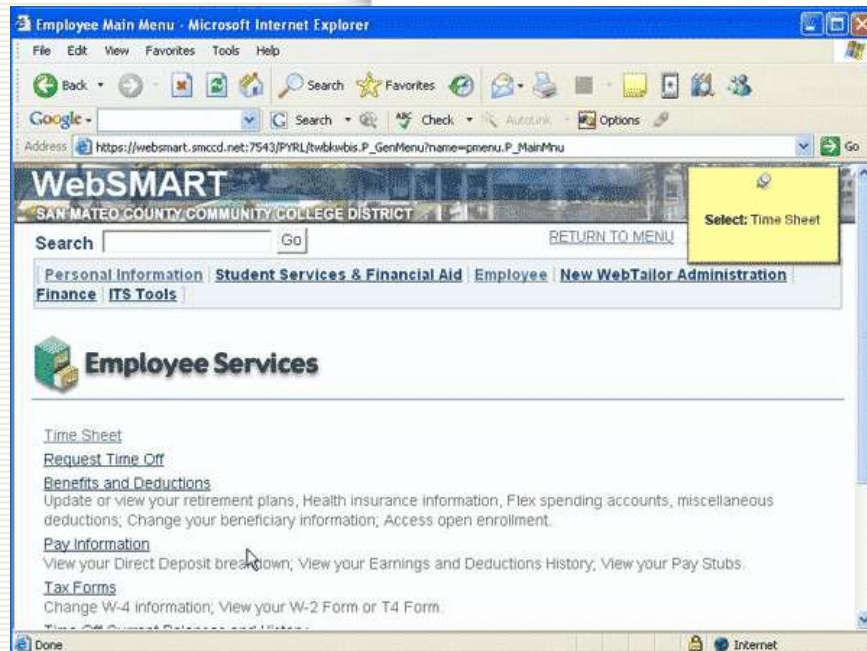
Step 1: After you login into WebSMART select:

Employee Services
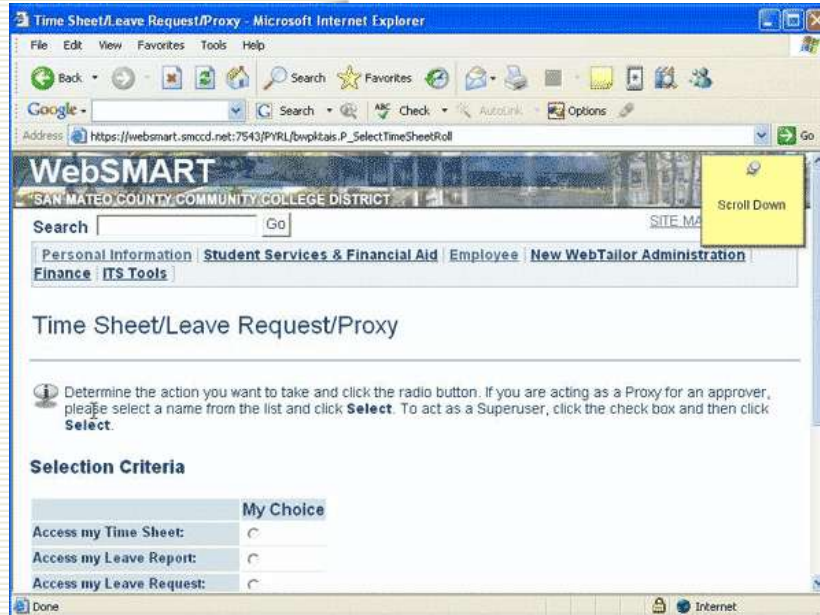

Step 2: From the next menu select:
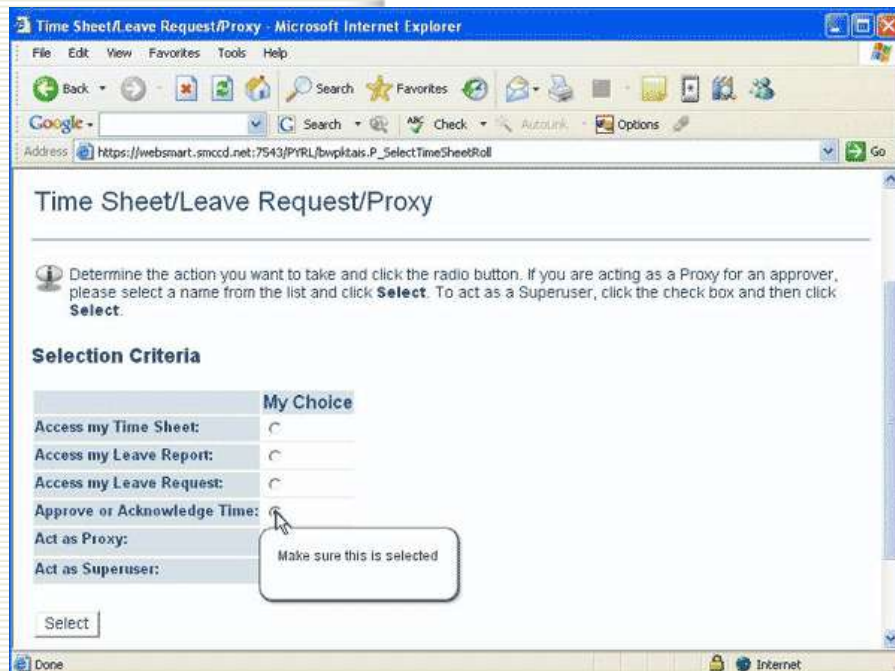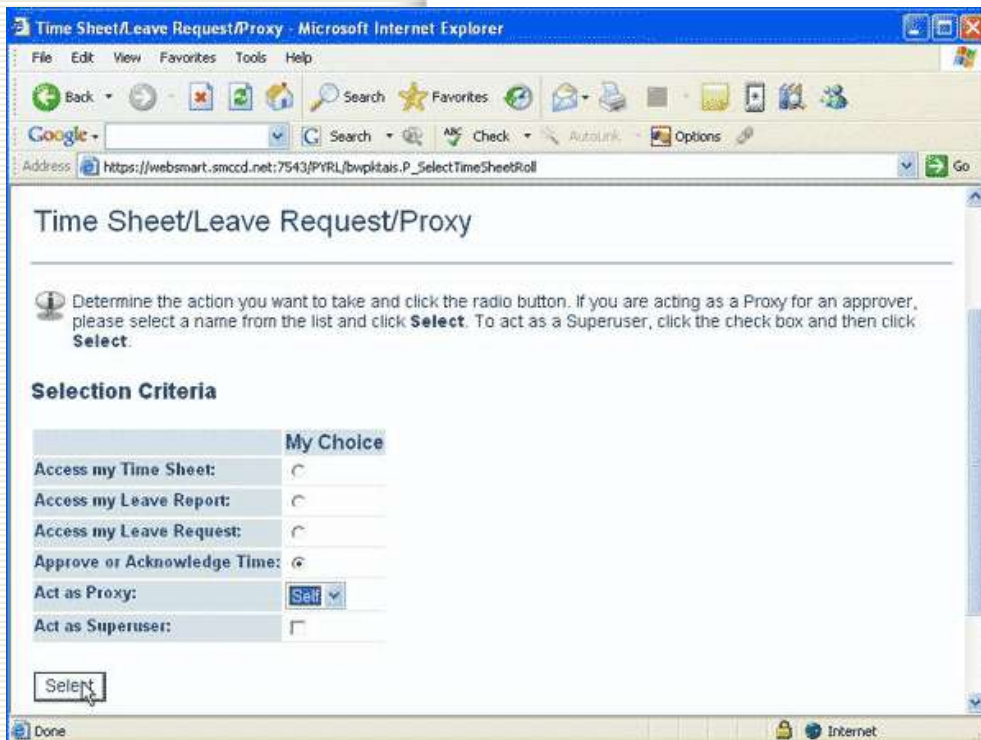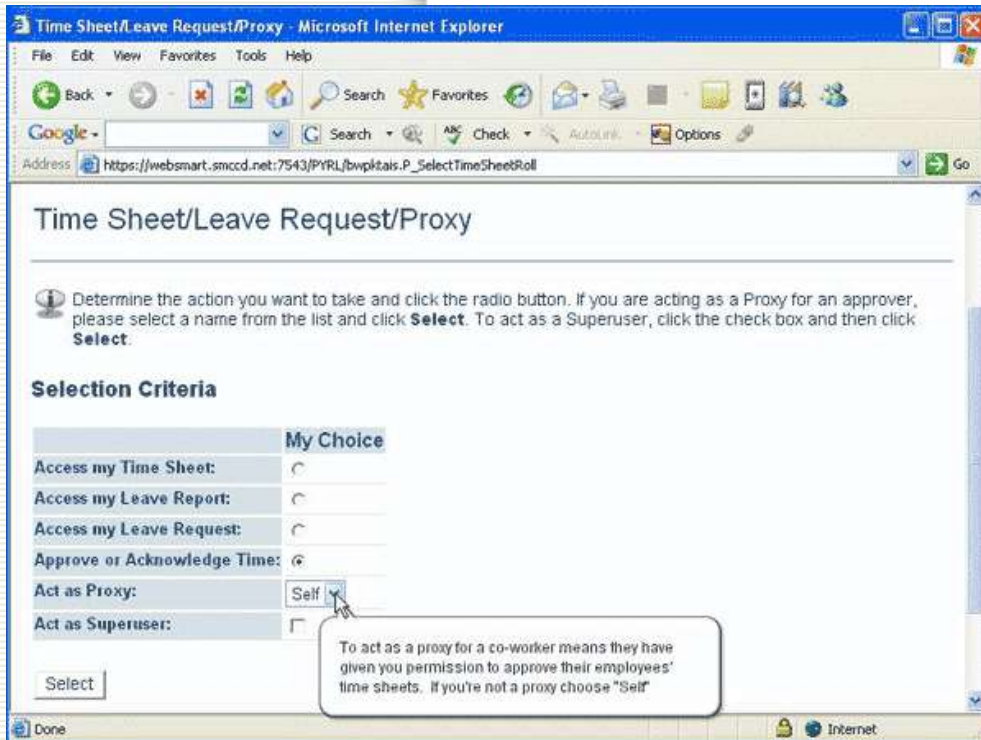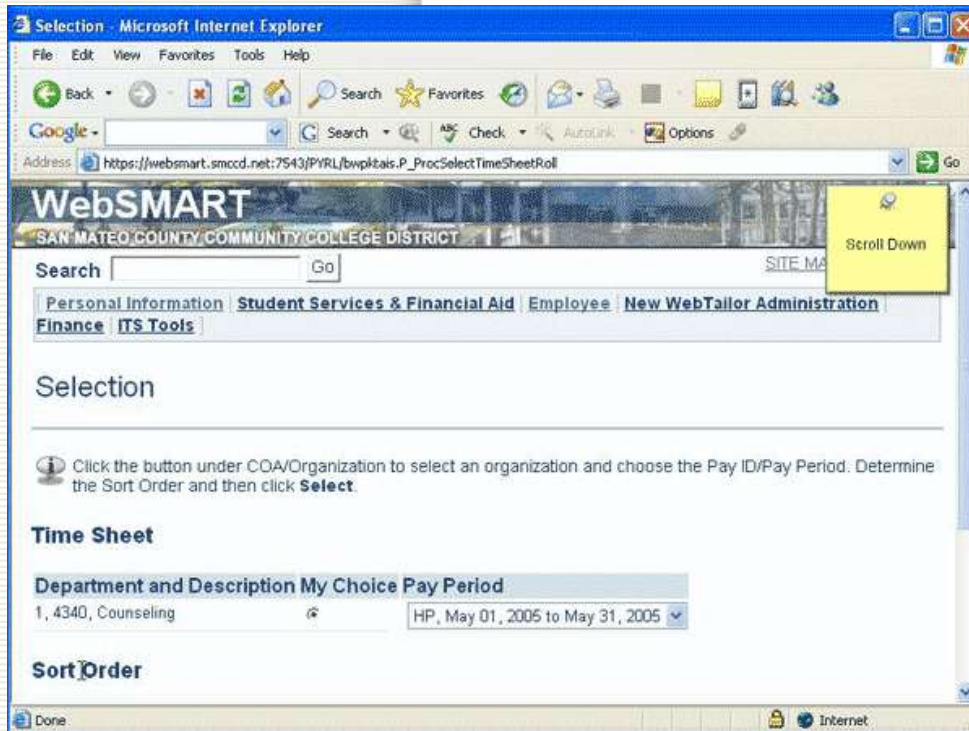
Time Sheet

Scroll Down

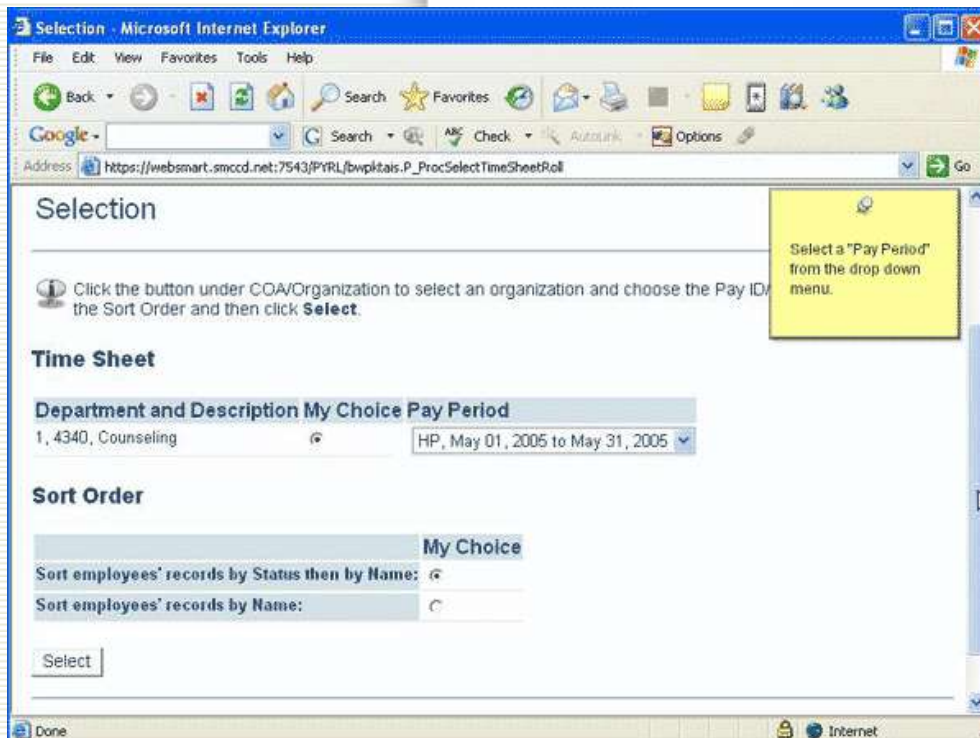**Make sure the radio button "Approve or Acknowledge Time" is selected.**

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"
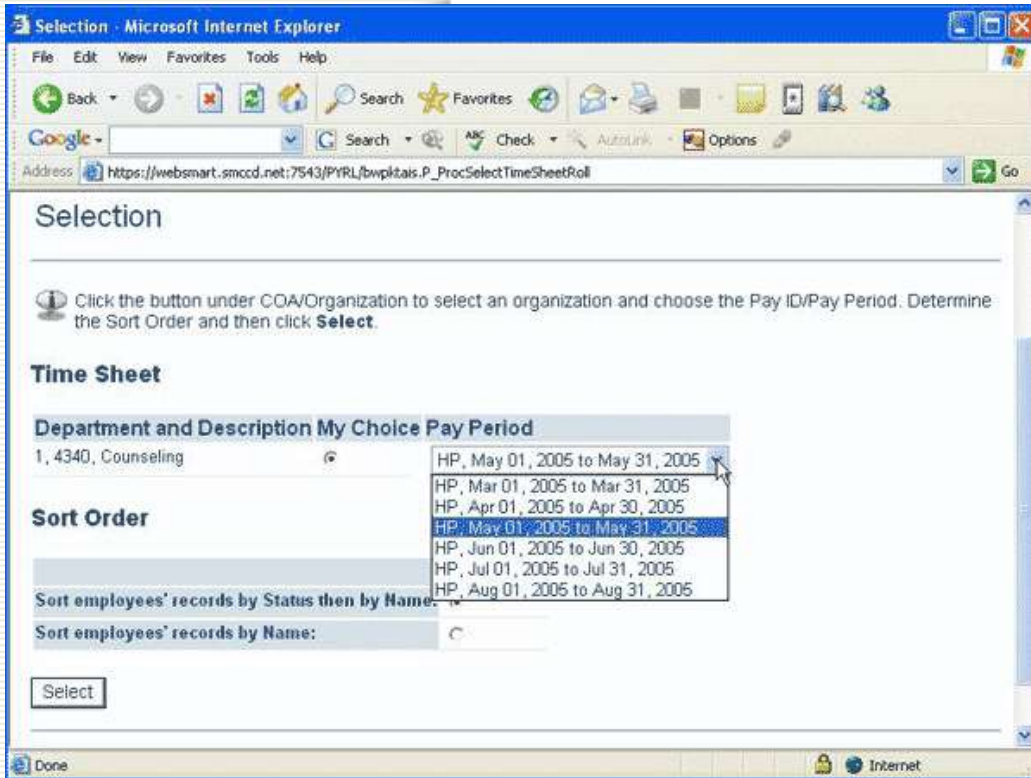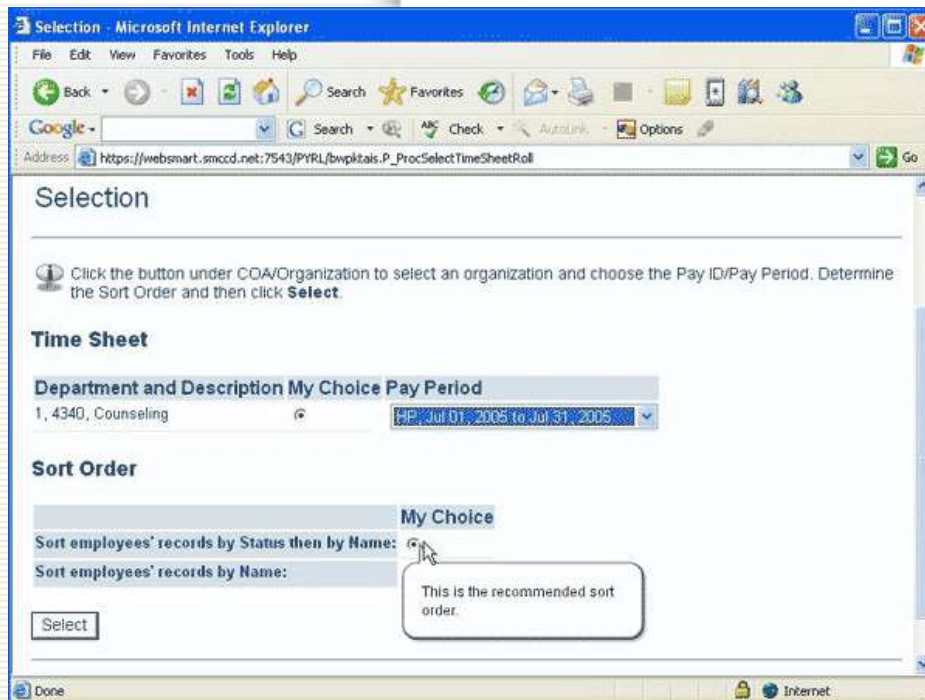
Scroll Down

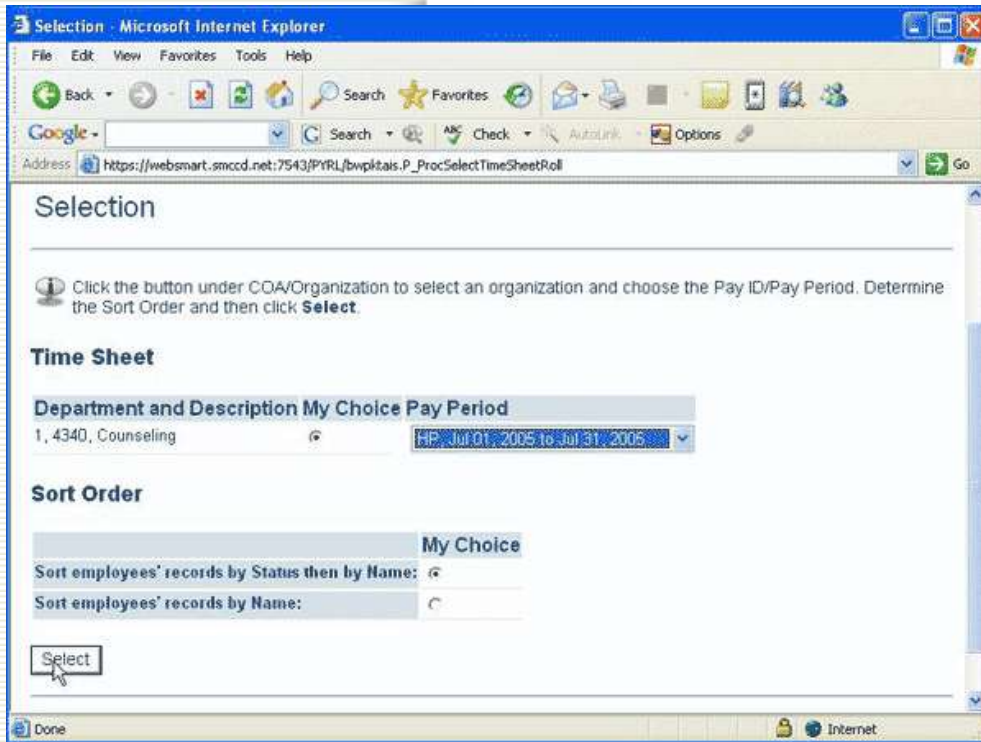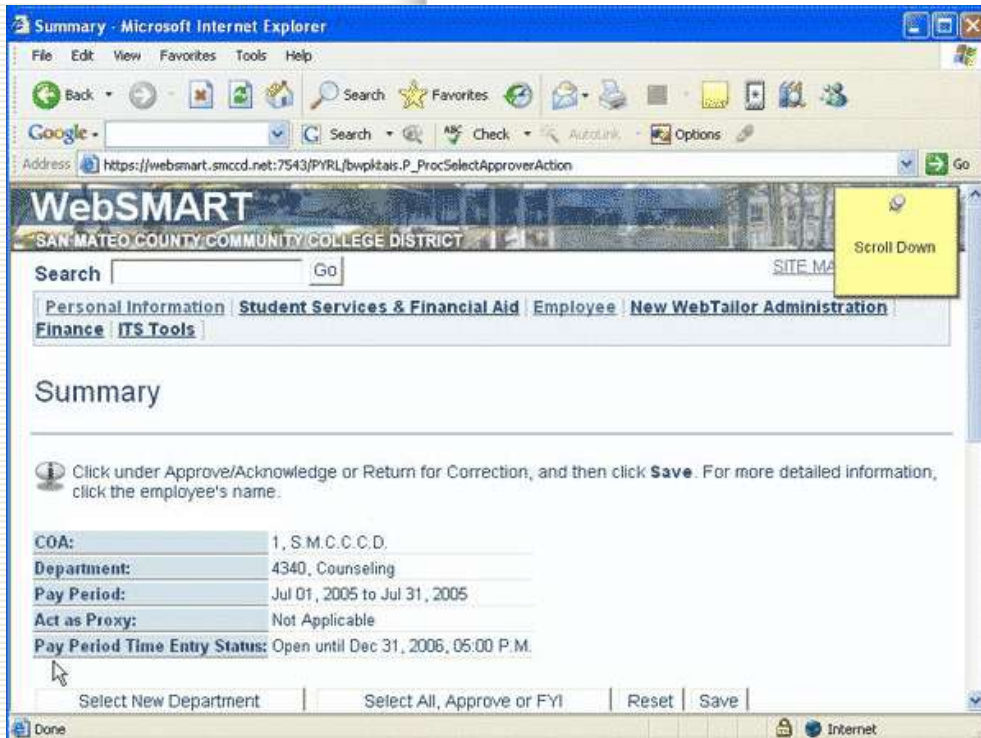**Select a "Pay Period" from the drop down menu.**

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.

Scroll Down

Double check the employee's hours are correct

The Buttons:

Previous Menu: Takes you back to the previous page

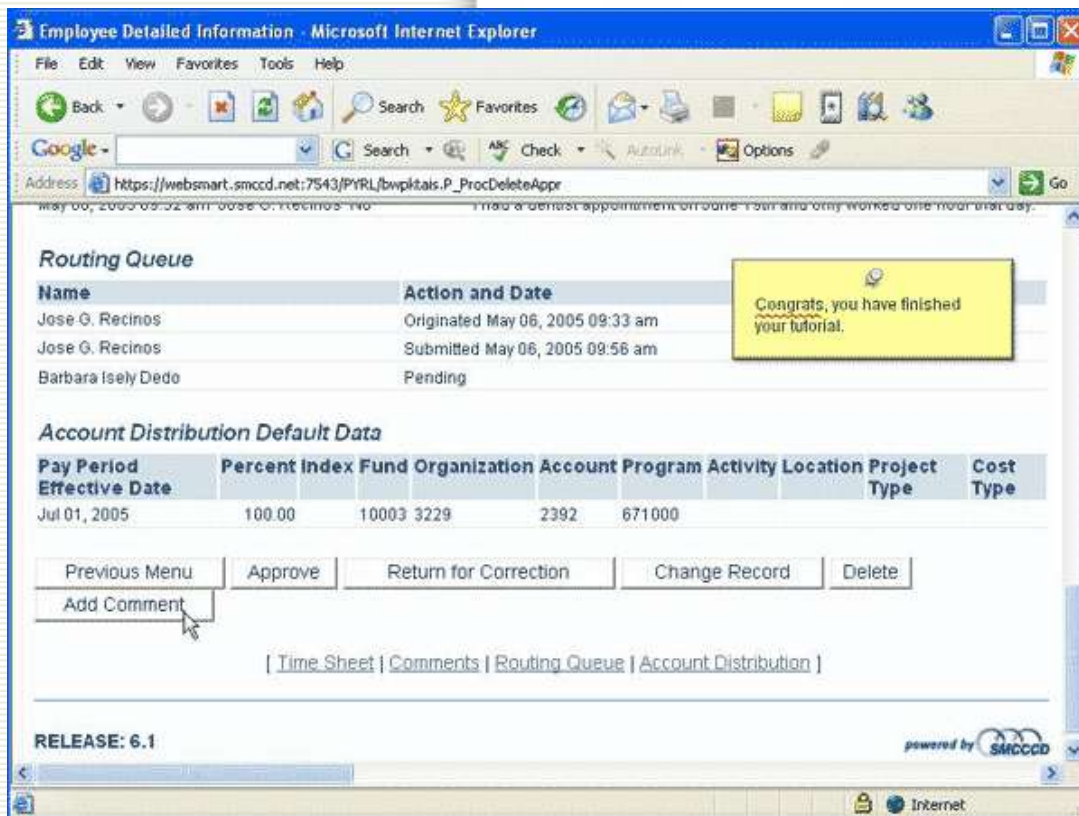**Approve:** Approves the employee's time sheet.

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.