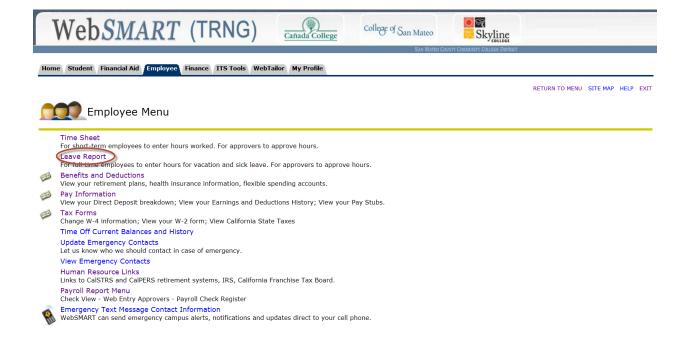
Entering Leave Using WebSMART

Last Day to Enter: 5th of the following Month

Log into WebSMART and click on the Employee tab or the text Employee Services.

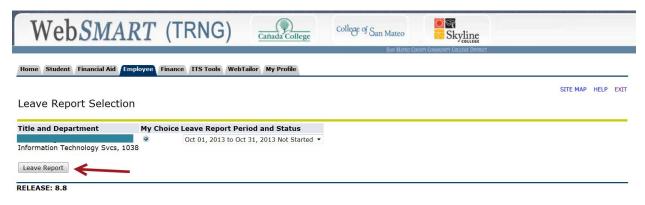


You will see the Employee Menu where you can select Leave Report. (Selecting Leave Report on the first page, takes you directly to the Leave Report Selection page.)



The Leave Report Selection page displays one or more job titles. Select a job and then click the Leave Report button.

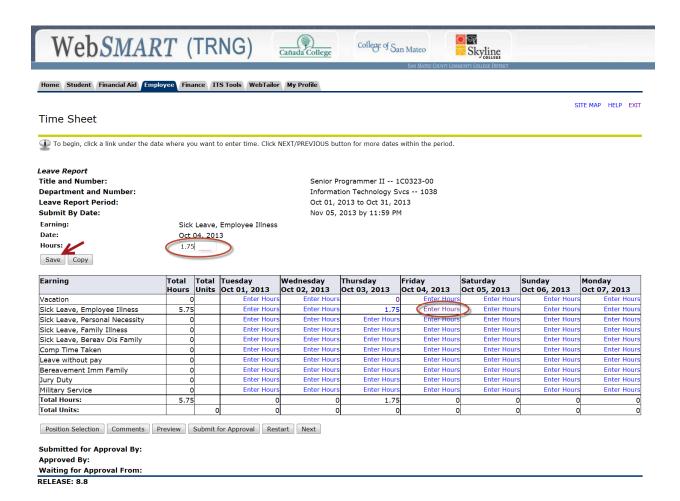
A single job will look like this.



Two jobs looks like this. Select your current job and click on the Leave Report tab.

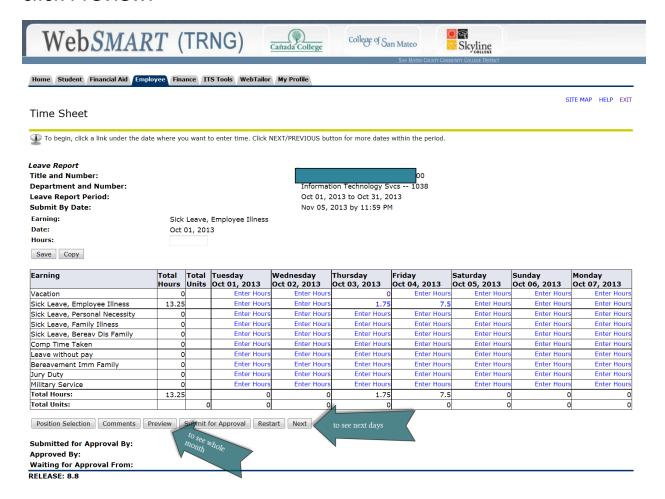


Now you see a time sheet. For the type of leave you are reporting and for each day, click in the proper cell. A box will appear above. Enter your hours in the box and then click the Save button.

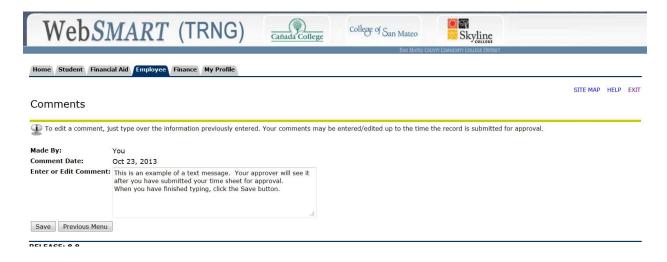


10/23/2013

Hours for several days have been entered and saved. To see subsequent calendar days, click Next. To review entire month, click Preview.

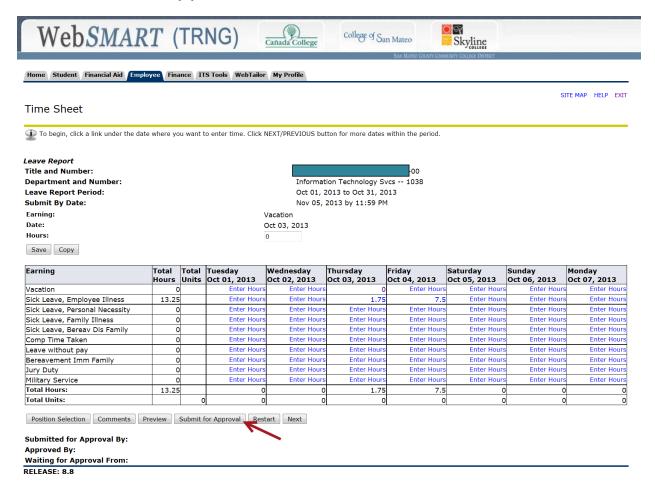


You have the option of leaving a message for your approver by clicking on the Comment button at the bottom of the page. That will bring up a free-form text box in which you can type a message.



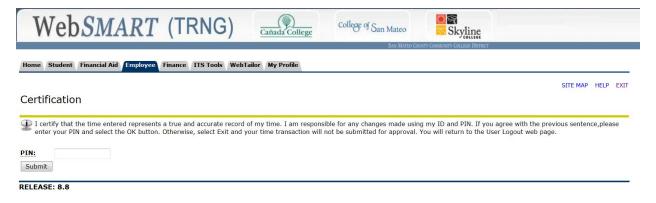
Jury duty, doctor's note, etc. Scan to Noemi Diaz - HR

When all time for the period has been entered and saved, click the Submit for Approval button.

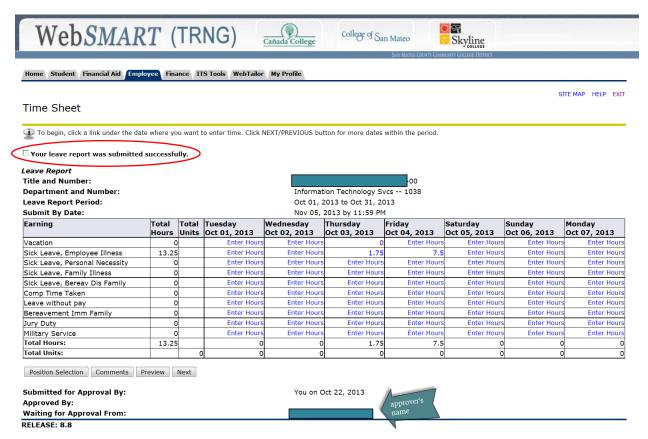


After submitting for approval, no more changes can be made, so do this as a last step. You can view it, but not change it.

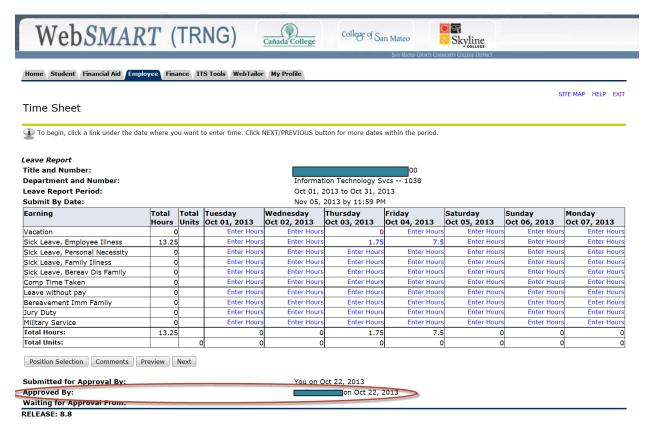
When you submit for approval, you will be prompted to enter your pin again.



The Leave Report has been submitted and is now waiting for approval.



You can see the history of your time sheet at the bottom of the page. In this example, the time sheet has been approved.



Additional note: Even if you have no leave to report, please submit a timesheet with a zero in the first box of the first day. This will indicate to your supervisor that you had no leave to report for this pay period.