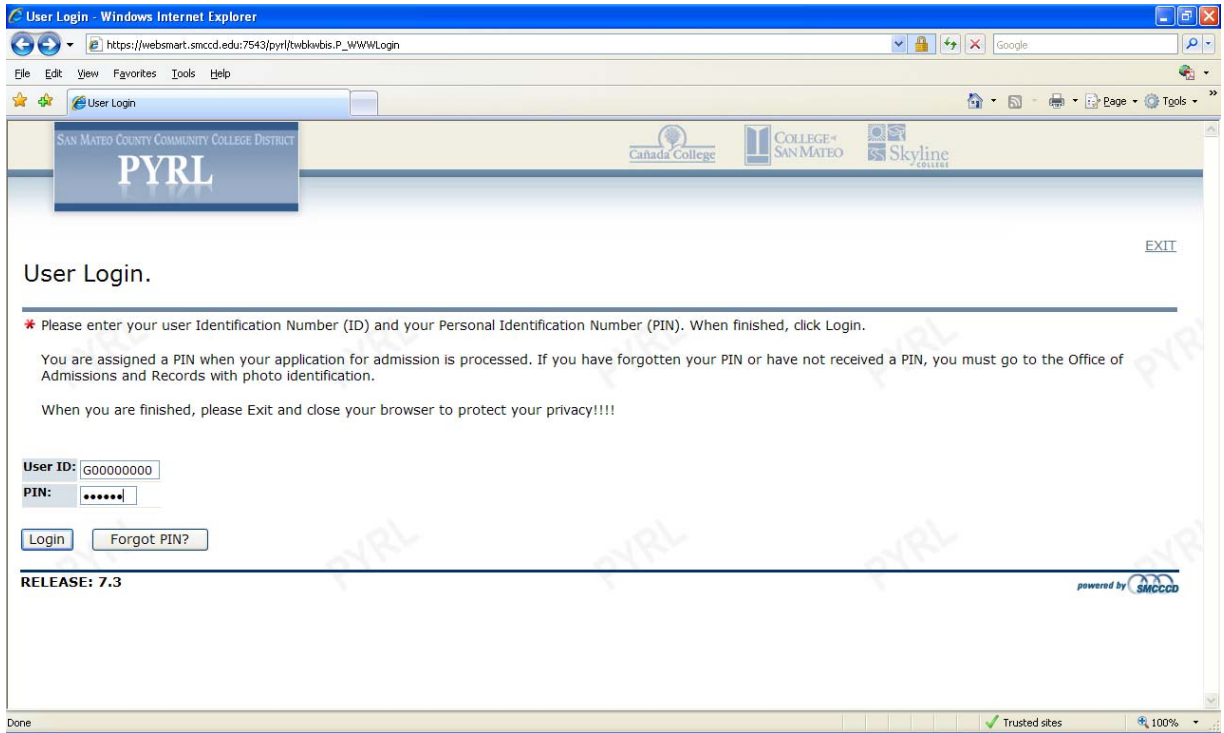
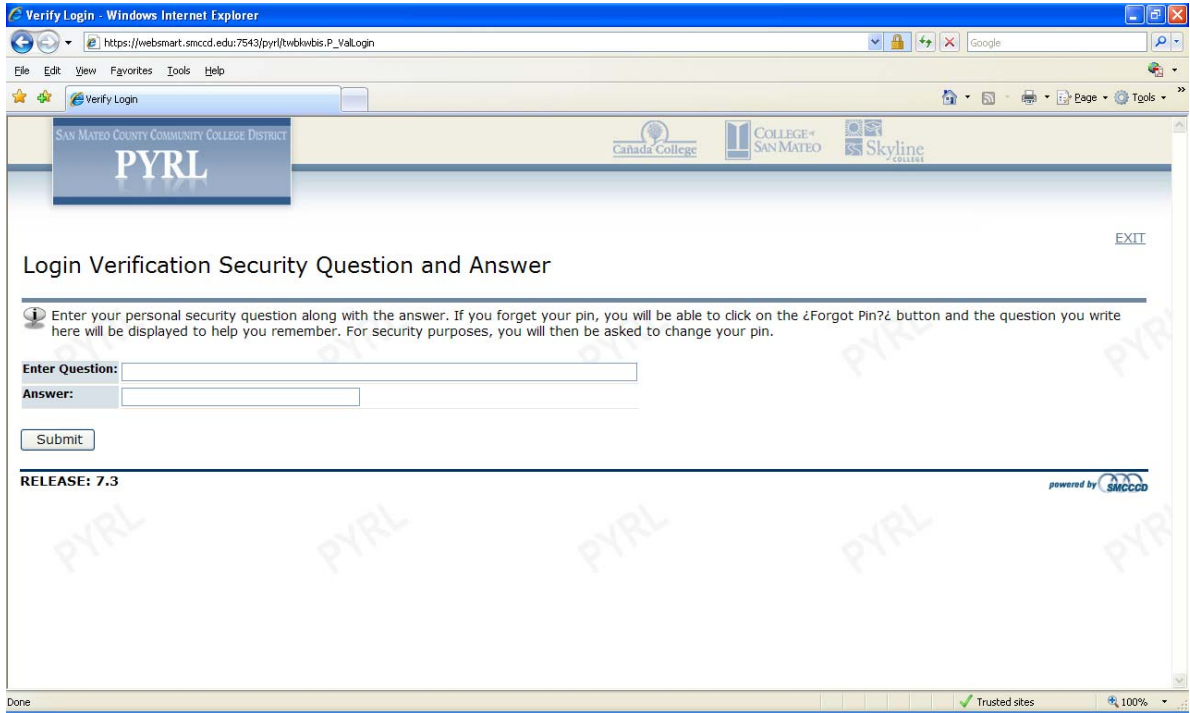


Web Time Entry – Employee

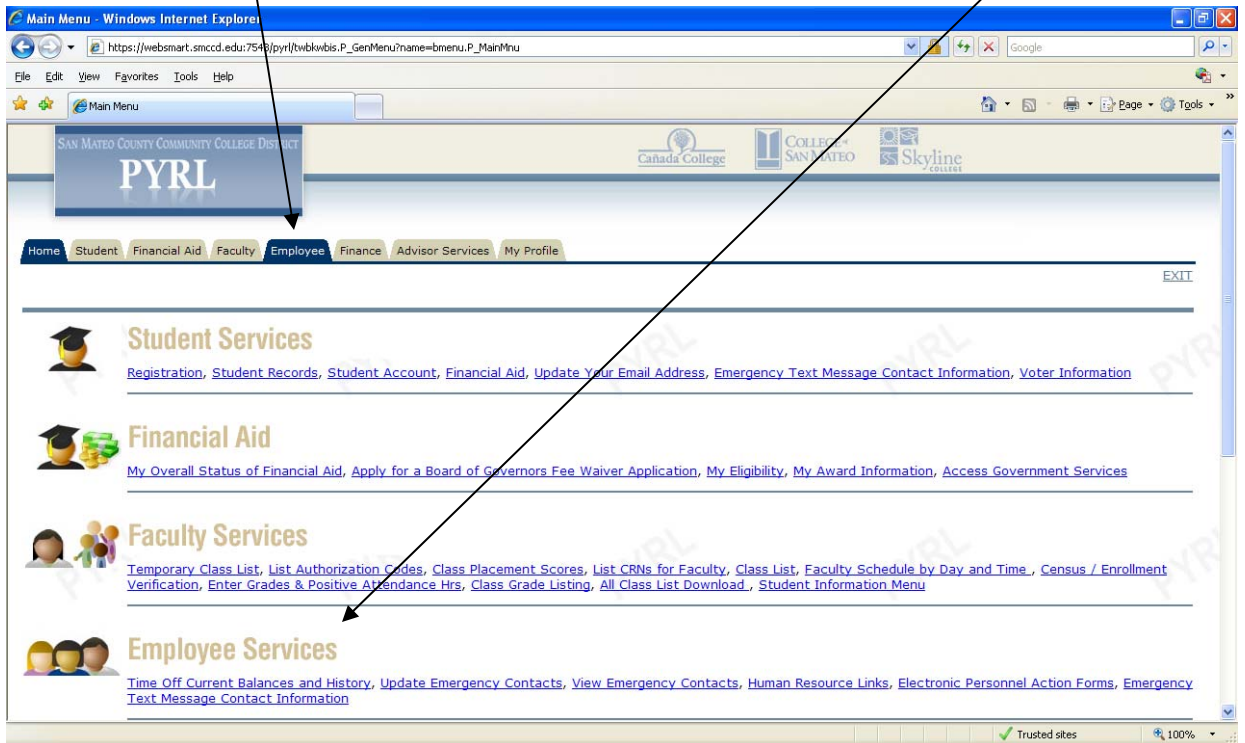
Log into WebSmart using your id (either ssn or G id) and pin



If this is the first time you have logged into WebSmart, you will get the following prompt to create and answer a security question. You will have to do this one time only.



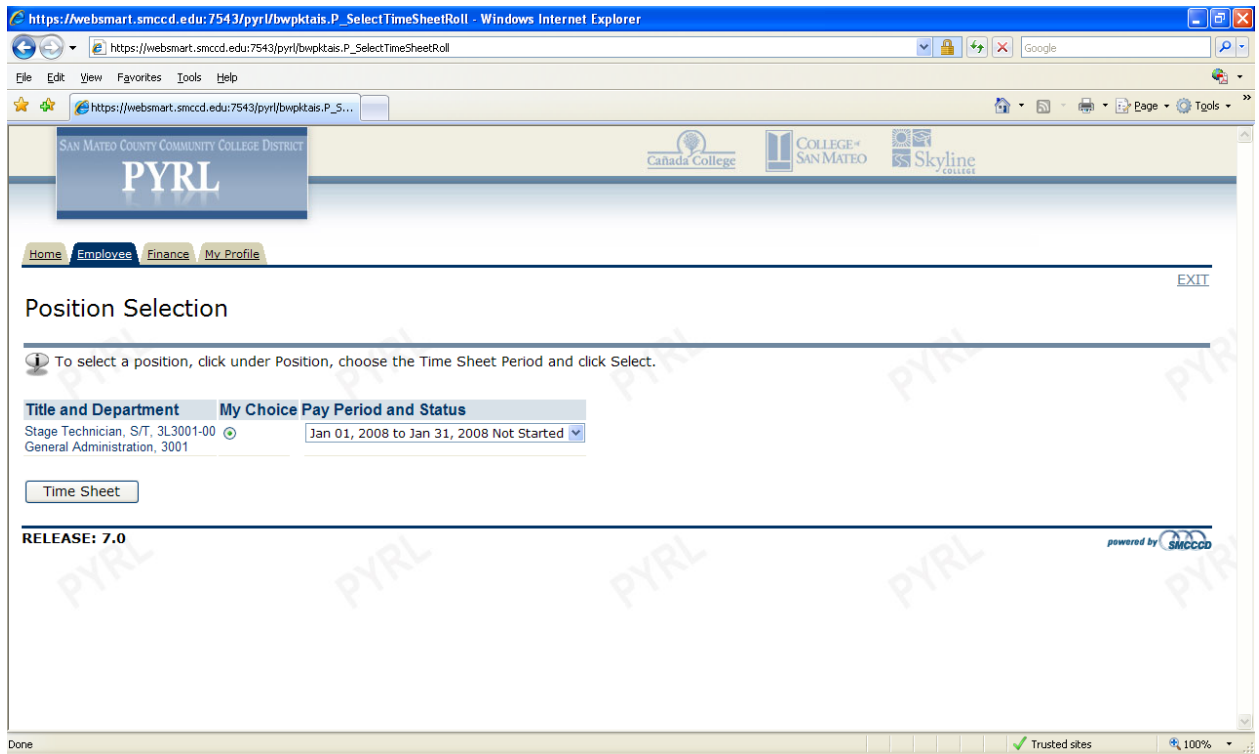
Select **Employee** from available tabs or click on **Employee Services**.



Select **Time Sheet** from the menu items.

The screenshot shows a web browser window titled "Employee Main Menu - Windows Internet Explorer". The address bar shows the URL: https://websmart.smccd.edu:7543/pyrl/twbkwbis.P_GenMenu?name=pmenu.P_MainMenu. The page header includes the PYRL logo and logos for Canada College, College of San Mateo, and Skyline College. A navigation bar contains links for Home, Student, Financial Aid, Faculty, Employee, Finance, Advisor Services, and My Profile. Below the navigation bar is the "Employee Menu" section, which lists several links: [Time Sheet](#), [Benefits and Deductions](#), [Pay Information](#), [Tax Forms](#), [Time Off Current Balances and History](#), [Update Emergency Contacts](#), [View Emergency Contacts](#), [Human Resource Links](#), and [Payroll Menu](#). A red arrow points to the "Time Sheet" link. Below the menu items, there is a section titled "Check View - Web Entry Approvers - Payroll Check Register" and a "cell phone" icon with the text "Emergency Text Message Contact Information" and "WebSMART can send emergency campus alerts, notifications and updates direct to your cell phone." The status bar at the bottom shows "Employee" and "Trusted sites".

Select department and pay period and then click on **Time Sheet**. Initially, the status of your timesheet will be 'Not Started'. This status will change as you start entering time.



Select the day and date for which you want to enter hours.

The screenshot shows the PYRL Time Sheet application. At the top, there are navigation tabs: Home, Employee, Finance, and My Profile. The main heading is "Time Sheet" with an "EXIT" link. Below this, a message says: "To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period." The "Time Sheet" section includes the following details:

- Title and Number: Stage Technician, S/T -- 3L3001-00
- Department and Number: General Administration -- 3001
- Time Sheet Period: Jan 01, 2008 to Jan 31, 2008
- Submit By Date: Mar 06, 2008 by 05:00 P.M.

The main table for entering hours is as follows:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2008	Wednesday Jan 02, 2008	Thursday Jan 03, 2008	Friday Jan 04, 2008	Saturday Jan 05, 2008	Sunday Jan 06, 2008	Monday Jan 07, 2008
Short Term Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Over Time - 1.5x	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Over Time - 2x	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

At the bottom of the table, there are buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, and Next.

Enter hours worked and click Save. To move to the next days, press **Next** at the bottom of the page (not visible in this screen print).

The screenshot shows the "Enter Hours" screen for the date Jan 02, 2008. The details are:

- Title and Number: Stage Technician, S/T -- 3L3001-00
- Department and Number: General Administration -- 3001
- Time Sheet Period: Jan 01, 2008 to Jan 31, 2008
- Submit By Date: Mar 06, 2008 by 05:00 P.M.

The "Earning" section is set to "Short Term Pay". The "Date" is "Jan 02, 2008". The "Shift" is "1" and "Hours" is "7.5". There are buttons for "Save", "Copy", and "Account Distribution".

The table for entering hours is identical to the one in the previous screenshot, but the "Enter Hours" links are now active for the selected date (Jan 02, 2008).

To enter the same hours for other days, use **Copy** command and click on days that have the same hours. Click **Copy** again to save.

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Short Term Pay, Shift 1
 Date and Hours to Copy: Jan 02, 2008, 7.5 Hours
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:

Copy by date:

Tuesday Jan 01, 2008	Wednesday Jan 02, 2008	Thursday Jan 03, 2008	Friday Jan 04, 2008	Saturday Jan 05, 2008	Sunday Jan 06, 2008	Monday Jan 07, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Copy was successful.

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

⚠ Your hours have been copied successfully.

Earnings Code: Short Term Pay, Shift 1
 Date and Hours to Copy: Jan 02, 2008, 7.5 Hours
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:

Copy by date:

Tuesday Jan 01, 2008	Wednesday Jan 02, 2008	Thursday Jan 03, 2008	Friday Jan 04, 2008	Saturday Jan 05, 2008	Sunday Jan 06, 2008	Monday Jan 07, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on **Timesheet** to return to the original view of your timesheet. Additional functions allow you to select a different **Position**, enter **Comments** that your approver will read, **Preview** this timesheet or **Restart** this timesheet.

When all hours have been entered for the entire pay period, click **Submit for Approval**. (If you enter your hours day by day, just **Save** and leave the form. Do not submit for approval until all of your hours have been entered.)

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Stage Technician, S/T -- 3L3001-00
Department and Number: General Administration -- 3001
Time Sheet Period: Jan 01, 2008 to Jan 31, 2008
Submit By Date: Mar 06, 2008 by 05:00 P.M.

Earning: Short Term Pay
Date: Jan 02, 2008
Shift: 1
Hours: 7.5

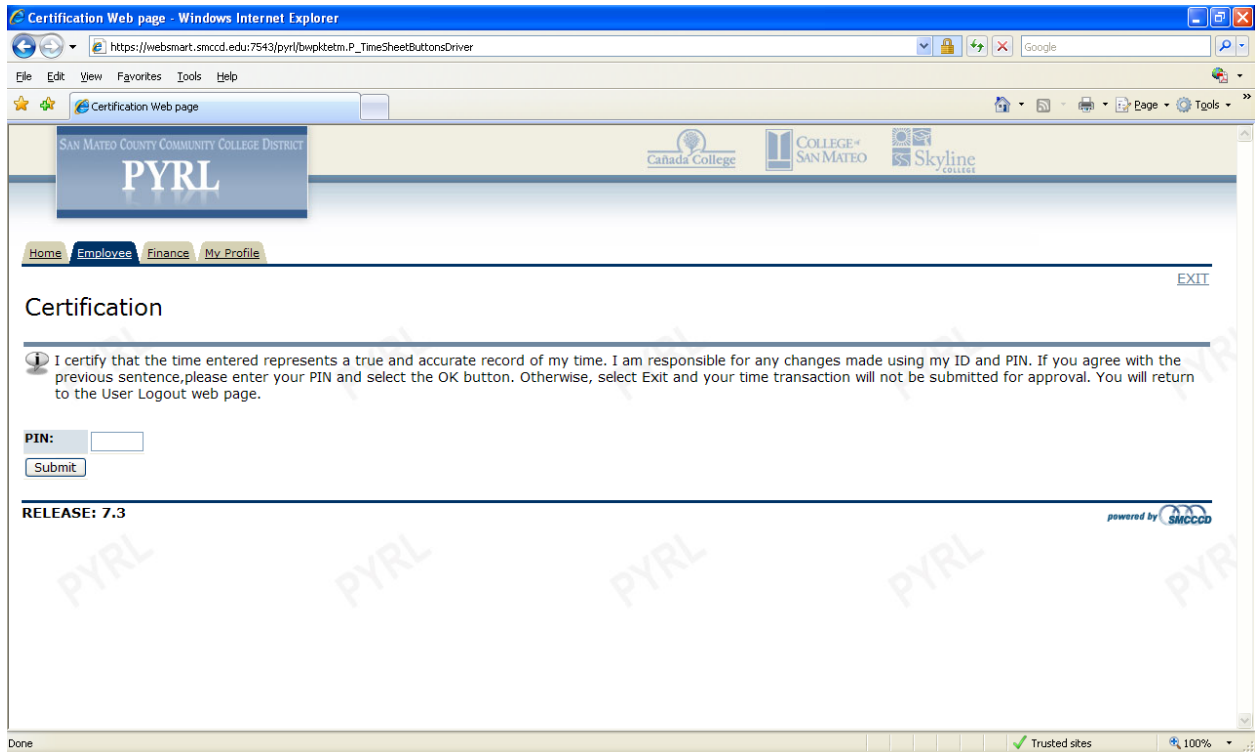
Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2008	Wednesday Jan 02, 2008	Thursday Jan 03, 2008	Friday Jan 04, 2008	Saturday Jan 05, 2008	Sunday Jan 06, 2008	Monday Jan 07, 2008
Short Term Pay	1	0	97.5	0	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours	7.5
Over Time - 1.5x	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Over Time - 2x	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			97.5	0	0	7.5	0	7.5	0	0	7.5
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:
 Approved By:

When you submit for approval, you will be asked to reenter your pin. This serves as an electronic signature.



Successfully submitted time sheet:

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Stage Technician, S/T -- 3L3001-00
 Department and Number: General Administration -- 3001
 Time Sheet Period: Jan 01, 2008 to Jan 31, 2008
 Submit By Date: Mar 06, 2008 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2008	Wednesday Jan 02, 2008	Thursday Jan 03, 2008	Friday Jan 04, 2008	Saturday Jan 05, 2008	Sunday Jan 06, 2008	Monday Jan 07, 2008
Short Term Pay	1	0	97.5		Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours	7.5
Over Time - 1.5x	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Over Time - 2x	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			97.5		0	7.5	0	7.5	0	0	7.5
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By: You on Feb 14, 2008
 Approved By:
 Waiting for Approval From: Victoria Nunes

RELEASE: 7.2.1.1 powered by SMCCCD

Your time sheet is now in 'Pending' status. The status will change to 'Approved' when your approver has approved your time. It will change to 'Complete' when the payroll process has run.