

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.

WebSMART (TRNG) Canada College College of San Mateo Skyline COLLEGE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Home Student **Financial Aid** **Employee** Finance ITS Tools WebTailor My Profile

WELCOME to WebSMART Last web access on Oct 22, 2013 at 08:49 am

Student Services
Registration, Student Records, Schedule Appointments, Student Account, DegreeWorks, Fee Payment Plan, Order Parking Permits, Financial Aid, Emergency Text Message Contact Information, Voter Information

Financial Aid
My Overall Status of Financial Aid, Apply for 201305 Summer ONLY Board of Governors Fee Waiver Application, Apply for 2013-2014 Board of Governors Fee Waiver Application, My Eligibility, My Award Information, Access Government Services

Employee Services
Time Sheet, Leave Report, Benefits and Deduction, Pay Information, Tax Forms, Time Off Current Balances and History, Update Emergency Contacts, View Emergency Contacts, Human Resource Links, Emergency Text Message Contact Information

Financial Services
Approve Documents, Budget Queries, Encumbrance Query, Journal Transfer - Single Line, Journal Transfer - Multiple Line, Purchase Order, Requisition, View Document, Finance Reports

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.)

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[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Menu

- [Time Sheet](#)
For short-term employees to enter hours worked. For approvers to approve hours.
- [Leave Report](#)**
For full-time employees to enter hours for vacation and sick leave. For approvers to approve hours.
-  [Benefits and Deductions](#)
View your retirement plans, health insurance information, flexible spending accounts.
-  [Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
-  [Tax Forms](#)
Change W-4 information; View your W-2 form; View California State Taxes
- [Time Off Current Balances and History](#)
- [Update Emergency Contacts](#)
Let us know who we should contact in case of emergency.
- [View Emergency Contacts](#)
- [Human Resource Links](#)
Links to CalSTRS and CalPERS retirement systems, IRS, California Franchise Tax Board.
- [Payroll Report Menu](#)
Check View - Web Entry Approvers - Payroll Check Register
-  [Emergency Text Message Contact Information](#)
WebSMART can send emergency campus alerts, notifications and updates direct to your cell phone.

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.

The screenshot shows the WebSMART (TRNG) interface. At the top, there are logos for Canada College, College of San Mateo, and Skyline College, with the text "SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT" below them. A navigation bar includes links for Home, Student, Financial Aid, Employee, Finance, ITS Tools, WebTailor, and My Profile. The page title is "Leave Report Selection" with links for SITE MAP, HELP, and EXIT. Below the title, there are two columns: "Title and Department" and "My Choice Leave Report Period and Status". Under "Title and Department", there is a radio button selected next to "Information Technology Svcs, 1038". Under "My Choice Leave Report Period and Status", there is a dropdown menu showing "Oct 01, 2013 to Oct 31, 2013 Not Started". A "Leave Report" button is located below the first column, with a red arrow pointing to it. At the bottom left, it says "RELEASE: 8.8".

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

The screenshot shows the WebSMART (TRNG) interface with two job options. The navigation bar and logos are the same as in the previous screenshot. The "Leave Report Selection" page has two rows under the "Title and Department" column. The first row has a radio button selected next to "Administrative Services, 1035". The second row has a radio button next to "Administrative Services, 1035". Both rows have a dropdown menu under "My Choice Leave Report Period and Status" showing "Oct 01, 2013 to Oct 31, 2013 Not Started". A "Leave Report" button is located below the first row, with a red arrow pointing to it. A red box with a red border contains the text "Make sure to click the radio button for the current job." with a red arrow pointing to the radio button in the second row. At the bottom left, it says "RELEASE: 8.8".

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.

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.

Leave Report

Title and Number:

Senior Programmer II -- 1C0323-00

Department and Number:

Information Technology Svcs -- 1038

Leave Report Period:

Oct 01, 2013 to Oct 31, 2013

Submit By Date:

Nov 05, 2013 by 11:59 PM

Earning:

Sick Leave, Employee Illness

Date:

Oct 04, 2013

Hours:

1.75

Save Copy

Earning	Total Hours	Total Units	Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Vacation	0		Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Employee Illness	5.75		Enter Hours	Enter Hours	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Personal Necessity	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Family Illness	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Bereav Dis Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Imm Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Service	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	5.75		0	0	1.75	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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

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.

Leave Report

Title and Number: [Redacted] 00
Department and Number: Information Technology Svcs -- 1038
Leave Report Period: Oct 01, 2013 to Oct 31, 2013
Submit By Date: Nov 05, 2013 by 11:59 PM
Earning: Sick Leave, Employee Illness
Date: Oct 01, 2013
Hours:

Earning	Total Hours	Total Units	Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Vacation	0		Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Employee Illness	13.25		Enter Hours	Enter Hours	1.75	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Personal Necessity	0		Enter Hours						
Sick Leave, Family Illness	0		Enter Hours						
Sick Leave, Bereav Dis Family	0		Enter Hours						
Comp Time Taken	0		Enter Hours						
Leave without pay	0		Enter Hours						
Bereavement Imm Family	0		Enter Hours						
Jury Duty	0		Enter Hours						
Military Service	0		Enter Hours						
Total Hours:	13.25		0	0	1.75	7.5	0	0	0
Total Units:		0	0	0	0	0	0	0	0

to see next days

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.8

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.

The screenshot displays the WebSMART (TRNG) interface. At the top, there is a navigation bar with logos for Canada College, College of San Mateo, and Skyline College, along with the text 'SANTA MATEO COUNTY COMMUNITY COLLEGE DISTRICT'. Below this is a menu with options: Home, Student, Financial Aid, Employee (highlighted), Finance, and My Profile. On the right side of the menu, there are links for SITE MAP, HELP, and EXIT. The main content area is titled 'Comments'. A yellow horizontal line separates the header from the content. Below the line, there is an information icon and a note: 'To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.' The form fields are: 'Made By:' with the value 'You'; 'Comment Date:' with the value 'Oct 23, 2013'; and 'Enter or Edit Comment:' with a text area containing the text: 'This is an example of a text message. Your approver will see it after you have submitted your time sheet for approval. When you have finished typing, click the Save button.' At the bottom of the form, there are two buttons: 'Save' and 'Previous Menu'.

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.

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.

Leave Report

Title and Number: [Redacted] 00
Department and Number: Information Technology Svcs -- 1038
Leave Report Period: Oct 01, 2013 to Oct 31, 2013
Submit By Date: Nov 05, 2013 by 11:59 PM

Earning: Vacation
Date: Oct 03, 2013
Hours: 0

Earning	Total Hours	Total Units	Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Vacation	0		Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Employee Illness	13.25		Enter Hours	Enter Hours	1.75	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Personal Necessity	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Family Illness	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Bereav Dis Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Imm Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Service	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	13.25		0	0	1.75	7.5	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.8

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.

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SITE MAP HELP EXIT

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN:
 Submit

RELEASE: 8.8

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

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Home Student Financial Aid **Employee** Finance ITS Tools WebTailor My Profile

SITE MAP HELP EXIT

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 leave report was submitted successfully.

Leave Report
Title and Number: [redacted] 00
Department and Number: Information Technology Svcs -- 1038
Leave Report Period: Oct 01, 2013 to Oct 31, 2013
Submit By Date: Nov 05, 2013 by 11:59 PM

Earning	Total Hours	Total Units	Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Vacation	0		Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Employee Illness	13.25		Enter Hours	Enter Hours	1.75	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Personal Necessity	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Family Illness	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Bereav Dis Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Imm Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Service	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	13.25		0	0	1.75	7.5	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By: You on Oct 22, 2013
 Approved By: [redacted] 
 Waiting for Approval From: [redacted]

RELEASE: 8.8

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

WebSMART (TRNG)

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Home Student Financial Aid **Employee** Finance ITS Tools WebTailor My Profile
SITE MAP HELP EXIT

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.

Leave Report
Title and Number: [redacted] 00
Department and Number: Information Technology Svcs -- 1038
Leave Report Period: Oct 01, 2013 to Oct 31, 2013
Submit By Date: Nov 05, 2013 by 11:59 PM

Earning	Total Hours	Total Units	Tuesday Oct 01, 2013	Wednesday Oct 02, 2013	Thursday Oct 03, 2013	Friday Oct 04, 2013	Saturday Oct 05, 2013	Sunday Oct 06, 2013	Monday Oct 07, 2013
Vacation	0		Enter Hours	Enter Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Employee Illness	13.25		Enter Hours	Enter Hours	1.75	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Personal Necessity	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Family Illness	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave, Bereav Dis Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Imm Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Service	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	13.25		0	0	1.75	7.5	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Oct 22, 2013

Approved By: [redacted] on Oct 22, 2013

Waiting for Approval From:

RELEASE: 8.8

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.