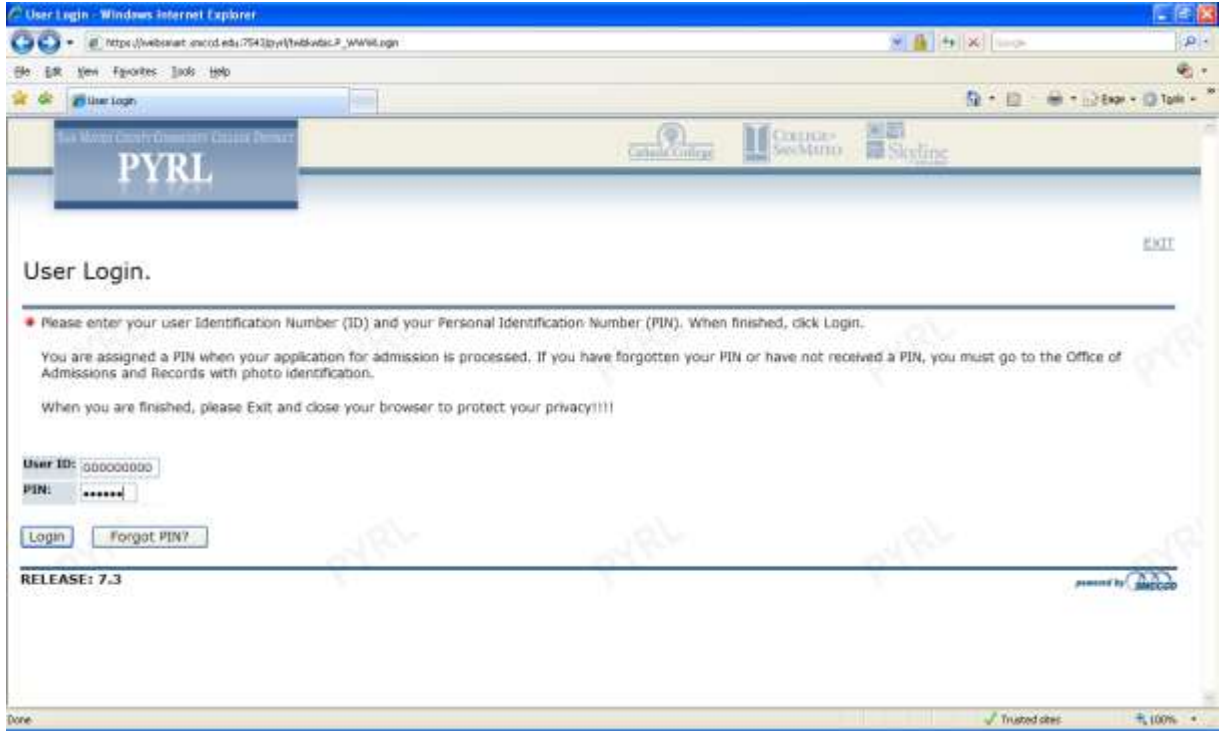
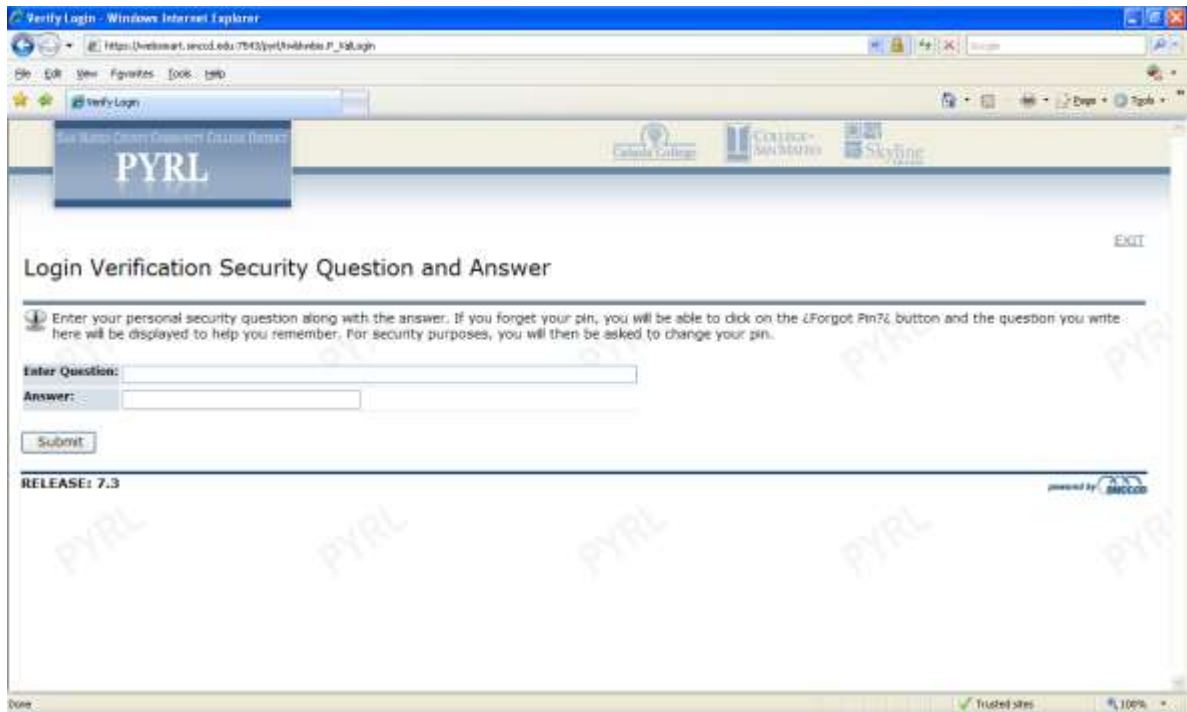


Web Time Entry – Employee

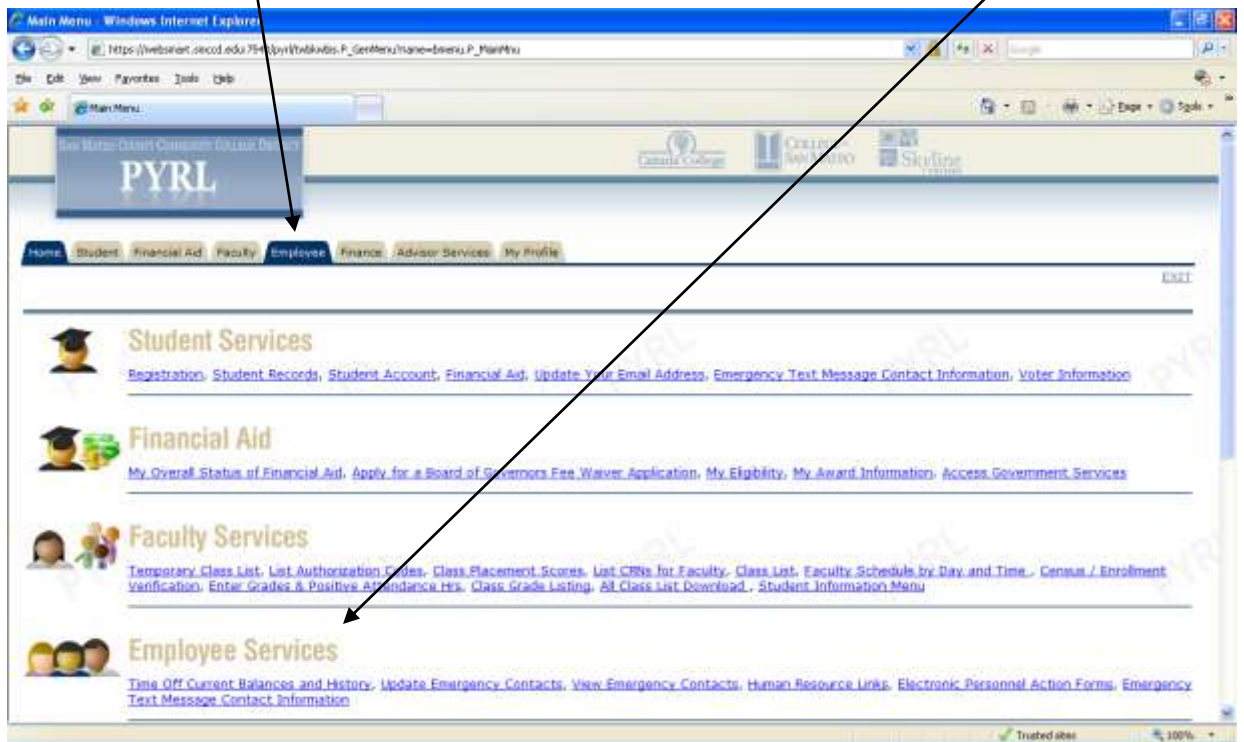
Log into WebSmart using your id (either ssn or G id) and pin



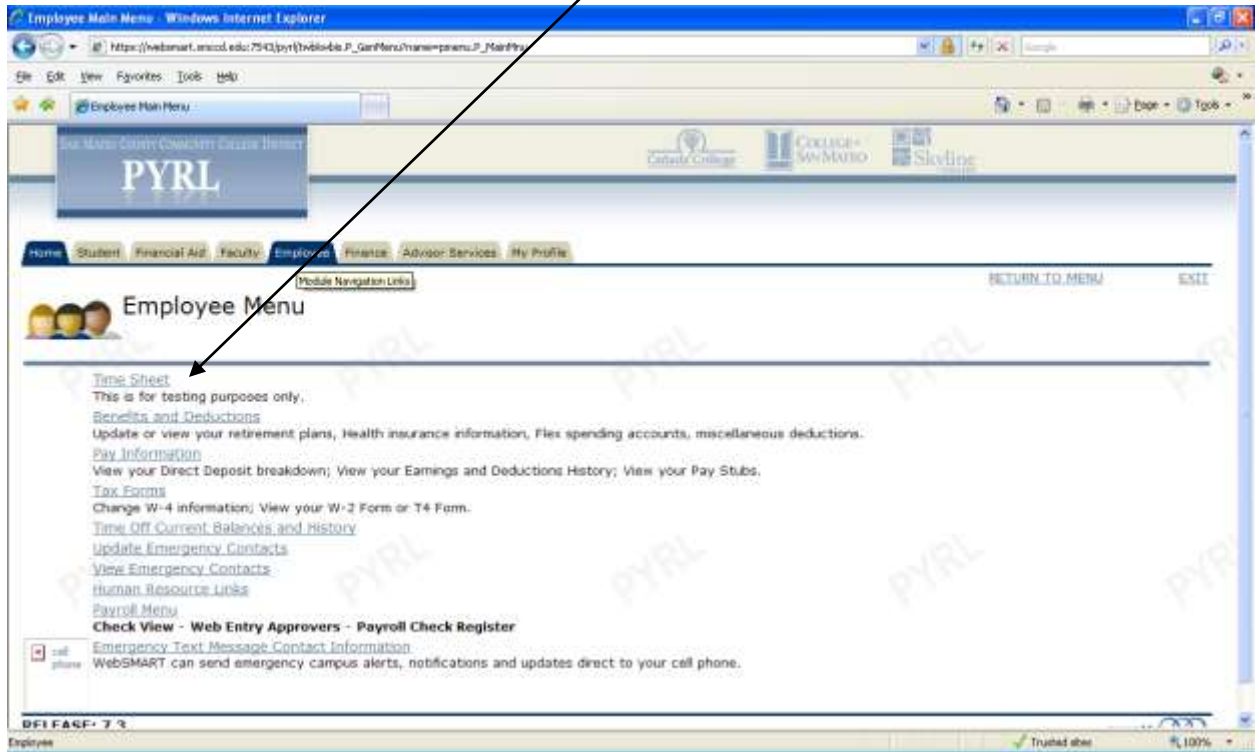
If this is the first time you have logged into WebSmart, you will get the following prompt to create and answer a security question. You will have to do this one time only.



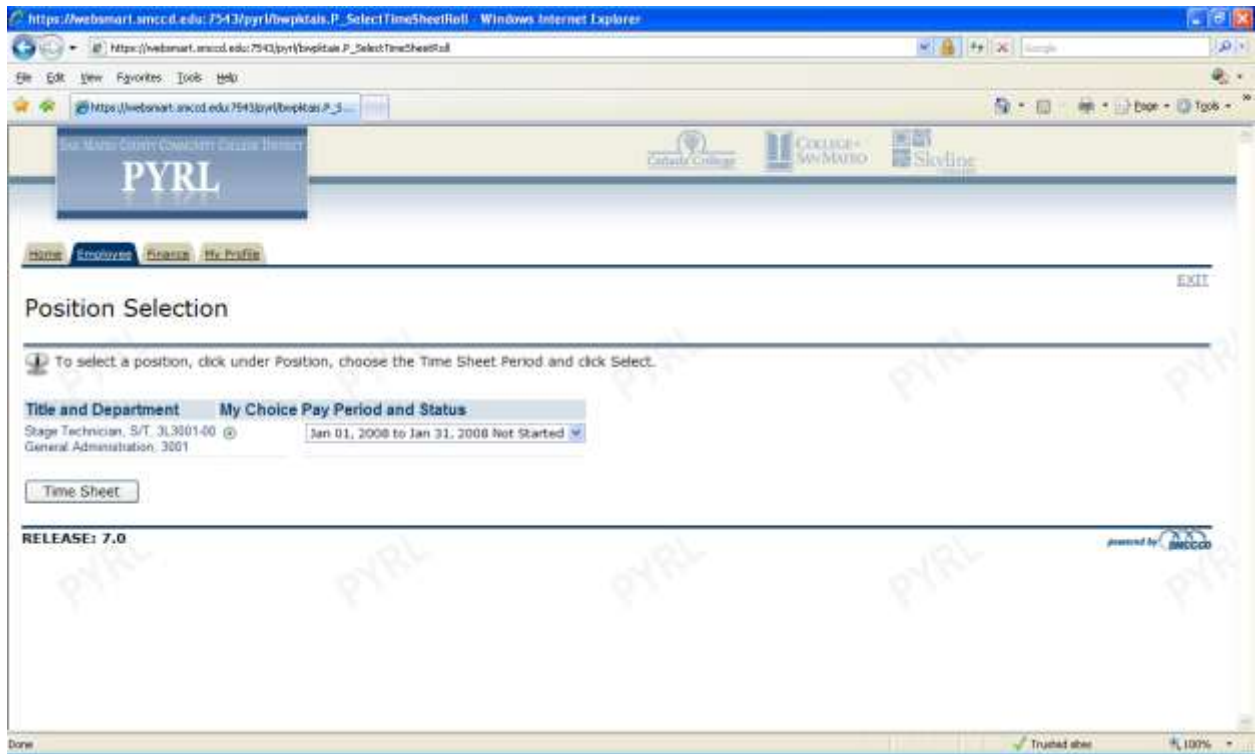
Select **Employee** from available tabs or click on **Employee Services**.



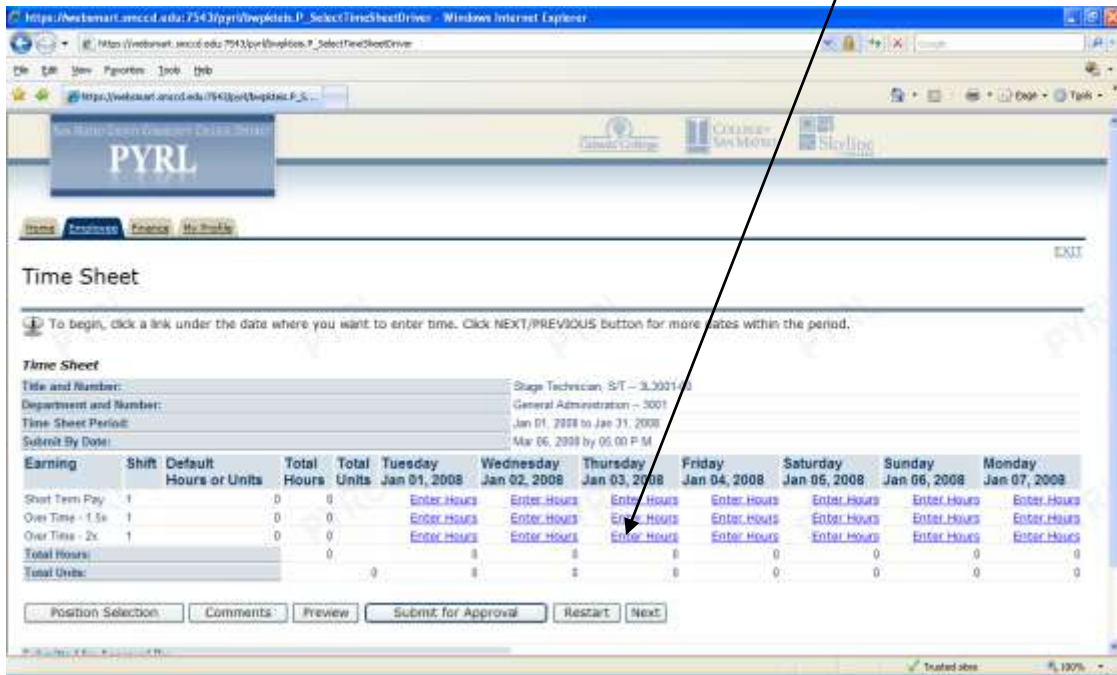
Select **Time Sheet** from the menu items.



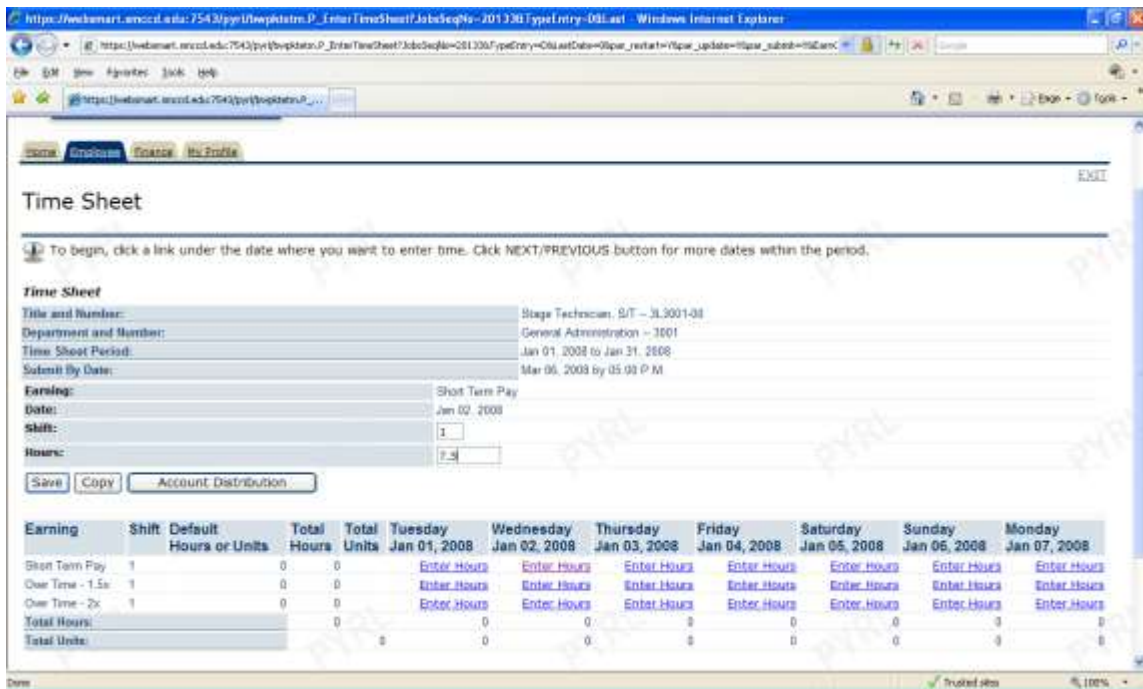
Select department and pay period and then click on **Time Sheet**. Initially, the status of your timesheet will be 'Not Started'. This status will change as you start entering time.



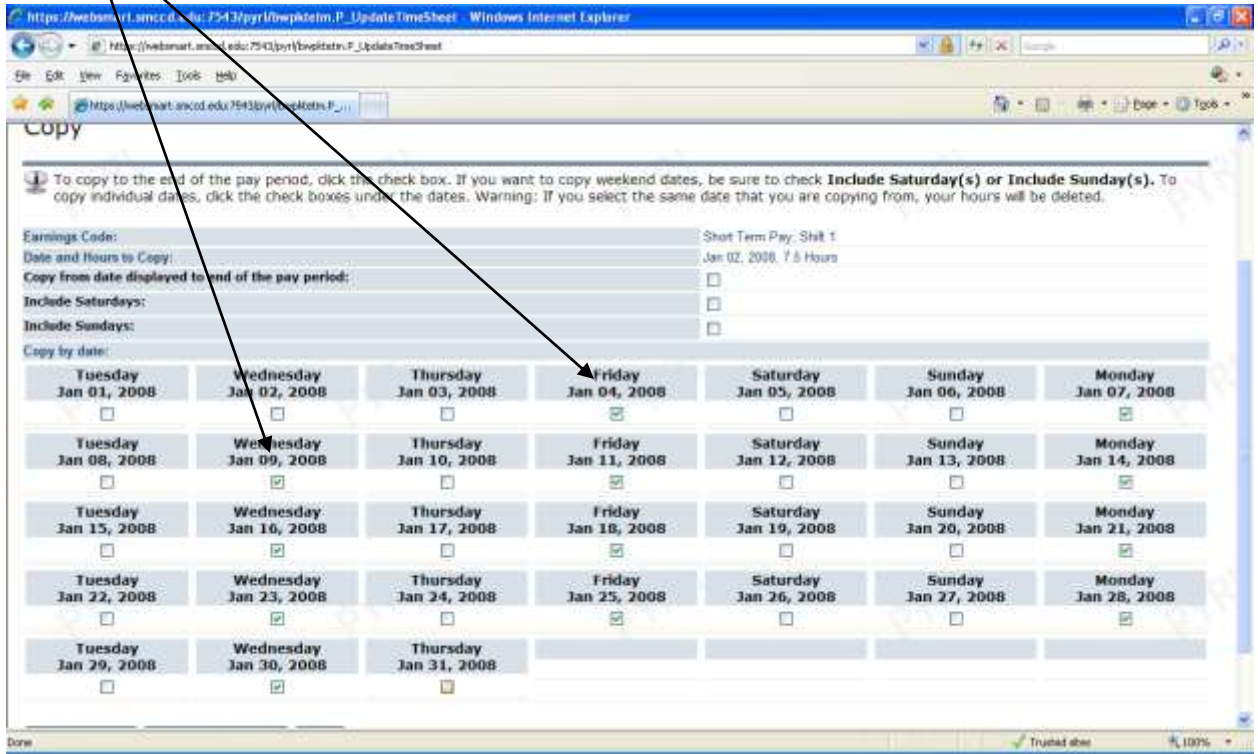
Select the day and date for which you want to enter hours.



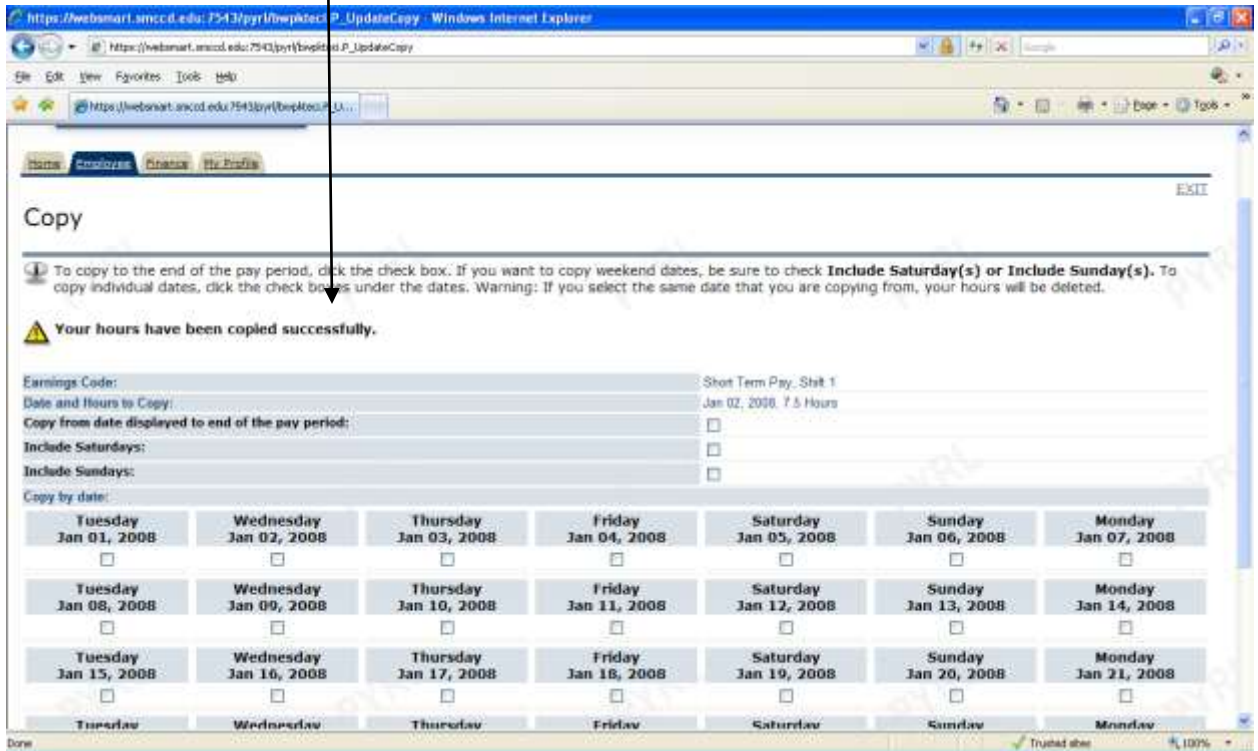
Enter hours worked and click Save. To move to the next days, press **Next** at the bottom of the page (not visible in this screen print).



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 was successful.



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, SrT - 3L3001-00
Department and Number: General Administration - 3801
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

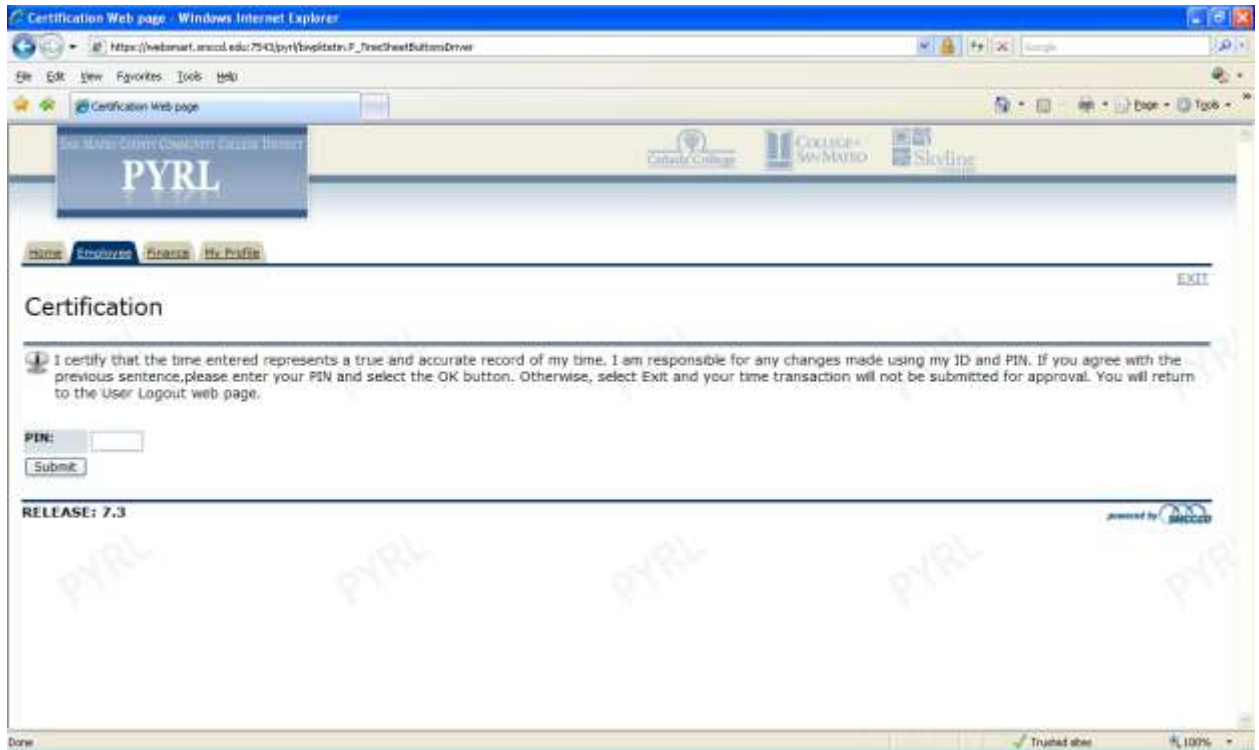
Save Copy Account Distribution

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		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	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, ST - 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 05:40 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
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	7.5
Total Units:					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 Flores

RELEASE: 7.2.1.1

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.