

Approving Leave Using WebSMART


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


WebSMART (TRNG) Canada College College of San Mateo Skyline College
SANTA RITA COUNTY COMMUNITY COLLEGE DISTRICT


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

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 **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 next page, Time Reporting Selection.)

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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 Time Reporting Selection page gives you the option of entering your own leave or approving others' leave. You can also set up one or more proxies who will have the authority to approve your employees in your absence. It is recommended that you do this.

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Time Reporting Selection

Selection Criteria

My Choice

Access my Time Sheet: ☐ enter your own leave

Access my Leave Report: ☐

Access my Leave Request: ☐ approve others

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy: Self

Act as Superuser: ☐

Select

Proxy Set Up Set up proxy

RELEASE: 8.8

To set up a proxy, select the name of your proxy from a drop-down list, click the Add box and Save. You may designate more than one proxy.

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Proxy Set Up

Name Add Remove

Save

Leave Reporting Selection

RELEASE: 8.8

Return to the Time Reporting Selection page, select Approve or Acknowledge Time and then click on the Select button.

If no one in your department has opened his Leave Report for the current period, you will see this message:



The screenshot shows the WebSMART (CALB) interface. The header includes logos for Canada College, College of San Mateo, and Skyline College, along with the text "SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT". The navigation bar has links for Home, Student, Financial Aid, Employee, Finance, ITS Tools, WebTailor, and My Profile. The "Employee" link is highlighted. Below the navigation bar, the page title is "Approver Selection". A message states: "You have no records available at this time. Please contact your Payroll Administrator if you have any questions." Below the message, it says "RELEASE: 8.8".

If at least one employee has opened his Leave Report, you will see this Approver Selection page. Select the department you approve and the leave period. Click on the Select button.

The screenshot shows the WebSMART (TRNG) interface. The header includes logos for Canada College, College of San Mateo, and Skyline College, along with the text "SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT". The navigation bar has links for Home, Employee, Finance, and My Profile. The "Employee" link is highlighted. Below the navigation bar, the page title is "Approver Selection". A section titled "Leave Report" contains a table with two columns: "Department and Description" and "My Choice Leave Period". The table has one row: "1, 1038, Information Technology Svcs" and "MO, Oct 01, 2013 to Oct 31, 2013". Below the table, there is a "Sort Order" section with a "My Choice" dropdown menu. The dropdown menu has two options: "Sort employees' records by Status then by Name" (selected) and "Sort employees' records by Name". Below the dropdown menu, there is a "Select" button. Below the "Select" button, it says "RELEASE: 8.8".

In addition to approving time for leave, some approvers also approve time for part-time workers. In that case, the Approve Selection displays both Time Sheet and Leave Report. Make the appropriate selection by clicking on the radio button and then pressing Select.

WebSMART (TRNG)



San Mateo County Community College District

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Approver Selection

Time Sheet

Department and DescriptionMy ChoicePay Period

1, 1036, Human Resources ☒ ST, Sep 01, 2013 to Sep 30, 2013 ▼

Leave Report

Department and DescriptionMy ChoiceLeave Period

1, 1036, Human Resources ☐ MO, Oct 01, 2013 to Oct 31, 2013 ▼

Sort Order

My Choice

Sort employees' records by Status then by Name: ☒

Sort employees' records by Name: ☐

Select

RELEASE: 8.8

Revised: 3/21/2014 8:58 AM

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The Summary page shows all records in your organization and their current status (Pending, In Progress, Not Started or Completed). The date by which records must be approved is also displayed.

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Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA:

1, S.M.C.C.C.D.

Department:

Leave Frequency:

MO, Monthly

Leave Period:

Oct 01, 2013 to Oct 31, 2013

Act as Proxy:

Not Applicable

Leave Period Leave Entry Status:

Open until Nov 07, 2013, 11:59 PM

Change Selection

must approve by this date

In Progress

ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
G00		.00	2.25	.00		Comments Leave Balance
G00		.00	52.50	.00		Leave Balance Warning
G00		.00	.00	.00		Leave Balance

Not Started

ID	Name, Position and Title	Other Information
G00		Extract
G00		Extract
G00		Extract
G00		Extract
G00		Extract
G00		Extract

Pay Event Transactions

Action required by all approvers:

3

Time or Leave Transactions Approved or FYI:

0

Time or Leave Transactions Awaiting Approval or FYI:

0

Total:

3

Total Days:

.00

Total Hours:

54.75

Total Units:

.00

Change Selection

RELEASE: 8.8

Employees, when entering leave, have the option of creating a comment for their approver. You will know there is a comment from your employee if you see the word *Comments* under Other Information.

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Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: 1, S.M.C.C.C.D.
Department: 1
Leave Period: Oct 01, 2013 to Oct 31, 2013
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Nov 07, 2013, 11:59 PM

Change Selection
Select All, Approve or FYI
Reset
Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
G00		Approve	.00	22.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Comments Leave Balance Warning
G004		Approve	.00	12.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance
G0		Approve	.00	30.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

In Progress

Also under Other Information, is the option of changing the employee's Leave Report or checking on his *Leave Balance*. A *Warning* indicates that the leave balance may be insufficient for the number of hours on the time sheet.

At this time, you have the option of Returning for Correction which will re-open the time sheet. You will have to inform the employee of this action by phone or email. The employee can correct his time sheet and again submit it for approval.

Clicking on any of the links under Other Information will bring up the Employee Detailed Information page. You will see the employee's Leave Report hours, his Leave Balances and any Comments.

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Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

☐ Possible Insufficient Leave Balance for Jury Duty.

Employee ID and Name:

G00

Department and Description:

1 1038 Information Technology Svcs

Title:

1C0

Transaction Status:

Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

Next

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Leave Report

Earnings	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	Tuesday Oct 08, 2013	Wednesday Oct 09, 2013	Thursday Oct 10, 2013	Friday Oct 11, 2013	Saturday Oct 12, 2013	Sunday Oct 13, 2013	Monday Oct 14, 2013	Tuesday Oct 15, 2013	Wednesday Oct 16, 2013	Thursday Oct 17, 2013	Friday Oct 18, 2013
Jury Duty	22.5										7.5	7.5	7.5							
Total Hours:	22.5										7.5	7.5	7.5							
Total Units:		0																		

Leave Balances as of Oct 28, 2013

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement/Immediate family	Hours	0	Oct 01, 2006		0	0	0
CompTime	Hours	0	Jul 01, 2005		0	0	0
Jury Duty	Hours	0	Oct 01, 2006		0	0	0
Leave No Pay	Hours	0	Oct 01, 2006		0	0	0
Military Service	Hours	0	Oct 01, 2006		0	0	0
Sick	Hours	0	Jul 01, 2005		145	90	19
Vacation	Hours	0	Jan 01, 2006		65.74	30	30
							65.74

Comments

Date	Made by	Confidential	Comments
Oct 28, 2013 10:21 am		No	The trial has lasted longer than expected. I may have to report next Monday as well. I will let you know when I hear.

Routing Queue

Name	Action and Date
	Originated Oct 28, 2013 10:17 am
	Submitted Oct 28, 2013 10:21 am
	Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

Next

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RELEASE: 8.8

When you are satisfied that an employee's leave entries are correct, check the box labeled Approve or FYI and click on Save. The employee's leave balances will then be adjusted. (To approve all of your employees in one step, click on the *Select All, Approve All or FYI* button.)

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Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: 1, S.M.C.C.C.D.
Department: 1038, Information Technology Svcs
Leave Period: Oct 01, 2013 to Oct 31, 2013
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Nov 07, 2013, 11:59 PM

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
G0	1C IT	Approve	.00	22.50	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Comments Leave Balance Warning
G0	1C IT	Approve	.00	12.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance
G0	1C IT	Approve	.00	30.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance


In Progress

The Summary Page will now look like this example which has records in three statuses. Three records are *Completed* (approved), one is *Not Started* and five are *In Progress*.

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Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: 1, S.M.C.C.C.D.
Department: 10
Leave Period: Oct 01, 2013 to Oct 31, 2013
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Nov 07, 2013, 11:59 PM

Change Selection

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
G00		.00	18.80	.00		Leave Balance
G00		.00	.00	.00		Leave Balance
G00		.00	.00	.00		Leave Balance
G00		.00	.00	.00		Leave Balance
G00		.00	15.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
G		

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
G00			.00	22.50	.00	Approved				Comments Leave Balance Leave Updated Warning
G00			.00	12.00	.00	Approved				Leave Balance Leave Updated
G00			.00	30.00	.00	Approved				Leave Balance Leave Updated

Pay Event Transactions
Action required by all approvers: 5
Time or Leave Transactions Approved or FYI: 3
Time or Leave Transactions Awaiting Approval or FYI: 0
Total: 8
Total Days: .00
Total Hours: 98.30
Total Units: .00

Change Selection

RELEASE: 8.8

To aid in approving your employee's leave records, there is a Banner report available called NQRLVCK, Leave Report Check List. It is run through Banner Job Submission.

This report provides a list of employee names, the status of the employee's leave report and the hours that have been entered. You can use this list to reconcile your employee's hours with what he requested. This will be helpful during that narrow window of time between when the employee submits his timesheet for approval and before the records are actually approved by the approver.

A sample of NQRLVCK, Leave Hours Check List

NQRLVCK 8.8		San Mateo County Community College District								02/18/2014	
dedo		Leave Hours Check List								Page 1 of 1	
		Pay Year: 2014	Pay Id: MO	Pay No: 2	Orgn: 1038						
Name	Id	Status	VACN	SICK	LVNP	BEREV	JURY	MIL	COMP	TOTAL	
Ar	GP	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
I	C	In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
I	C	In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C	C	In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
J	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
I	C	In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
I	C	In Progress	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	
I	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E	C	In Progress	0.00	15.00	0.00	0.00	0.00	0.00	0.00	15.00	
I	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S	L C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
T	C	Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
T	GP	In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

The deadline to approve leave is the 7th of the following month.