

Web Time Entry – Employee

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

User Login - Windows Internet Explorer
https://websmart.smcad.edu:7543/portal/twebhrbes.P_WWWLogin

User Login

User Login.

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

You are assigned a PIN when your appointment for admission is processed. If you have forgotten your PIN or have not received a PIN, you may go to the Office of Admissions and Records with photo identification.

When you are finished, please Exit and close your browser to protect your privacy.

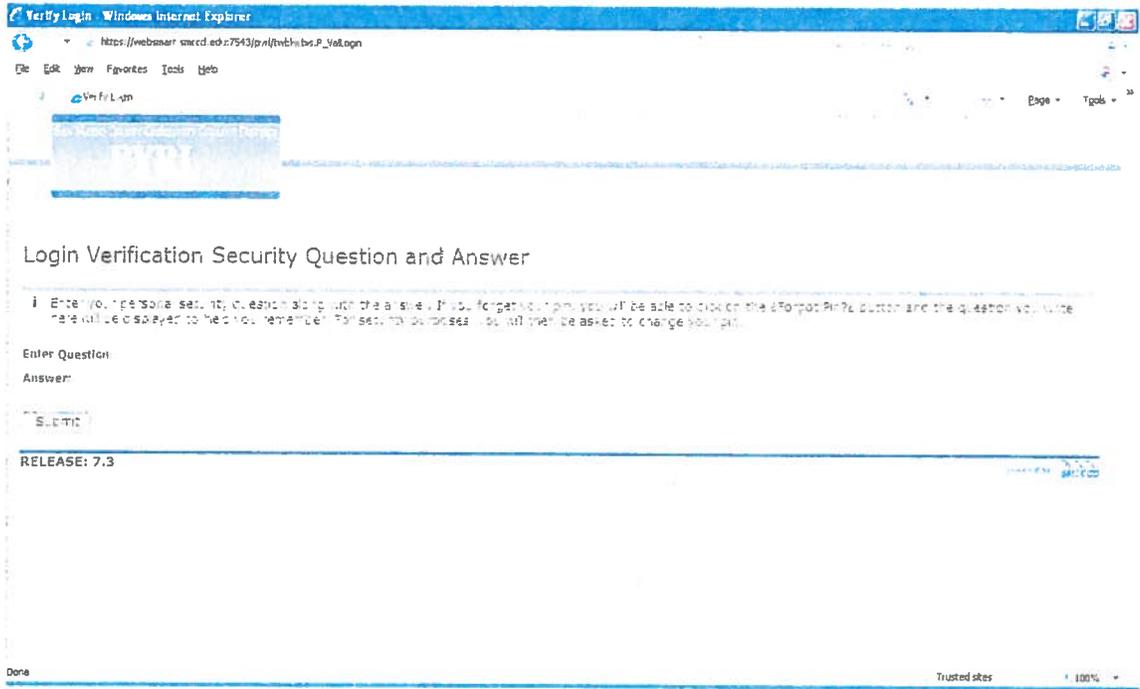
User ID: 00000000
PIN: *****

Login Forgot PIN?

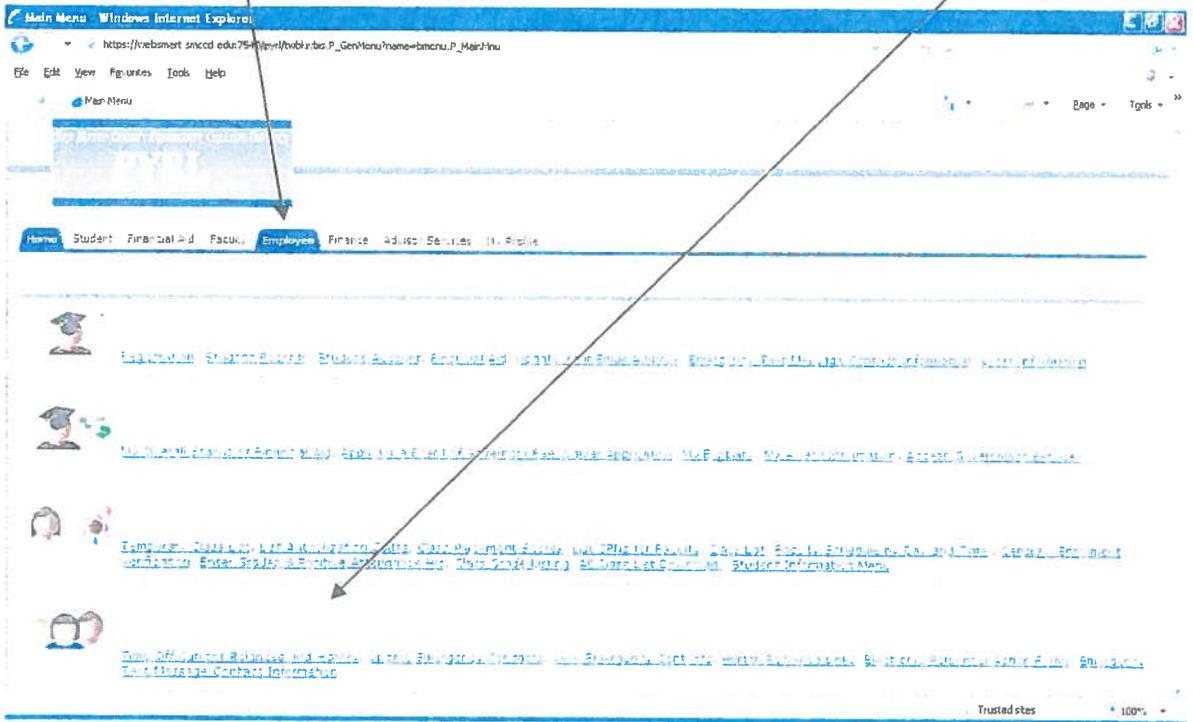
RELEASE: 7.3

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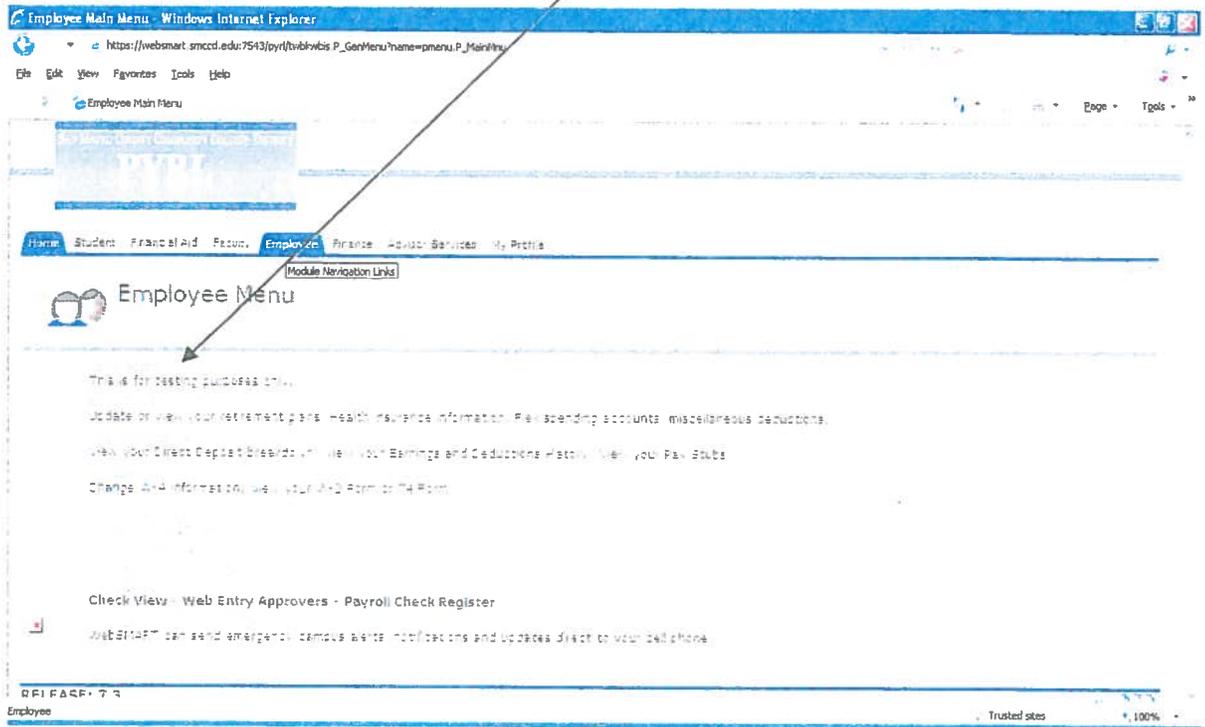
If this is the first time you have logged into WebSmart, you will get the following prompt to create and answer a security question. You will have to do this one time only.



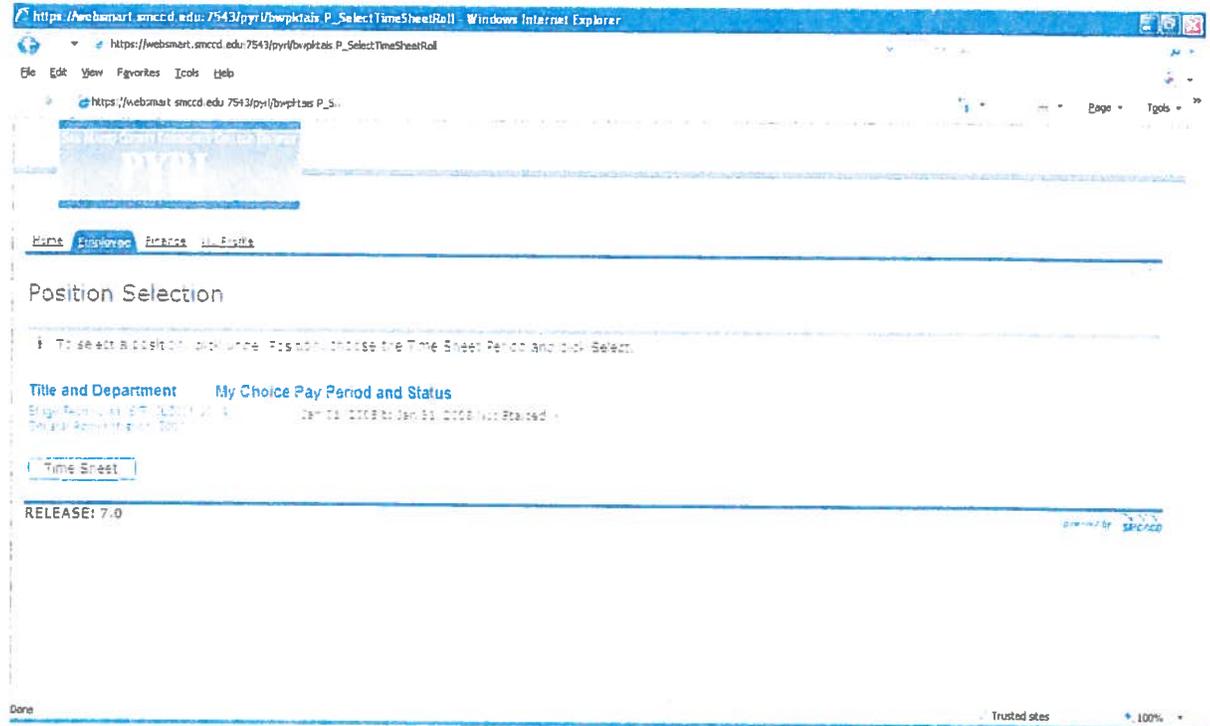
Select **Employee** from available tabs or click on **Employee Services**.



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.

The screenshot shows a web browser window with the URL https://webmart.smccl.edu/7543/pyr/0wvplk1e1s_P_SelectTimeSheetDriver. The page title is "Time Sheet". Below the title, there are instructions: "To begin, click on a date under the date where you want to enter time. Click NEXT PREVIOUS button for the dates within the period." The form includes fields for "Title and Number", "Department and Number", "Time Sheet Period", and "Submit By Date". Below these fields is a table with columns for "Earning", "Shift", "Default Hours or Units", "Total Hours", "Total Units", and days of the week from "Tuesday Jan 01, 2008" to "Monday Jan 07, 2008". A red arrow points to the "Tuesday Jan 01, 2008" column header. At the bottom of the form, there are buttons for "Previous", "Next", "Submit for Approval", and "Reset".

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 a web browser window with the URL https://webmart.smccl.edu/7543/pyr/0wvplk1e1s_P_EnterTimeSheet?JobSeqNo=2013361TypeEntry=DEL&st. The page title is "Time Sheet". Below the title, there are instructions: "To begin, click on a date under the date where you want to enter time. Click NEXT PREVIOUS button for the dates within the period." The form includes fields for "Title and Number", "Department and Number", "Time Sheet Period", "Submit By Date", "Earning", "Date", "Shift", and "Hours". The "Hours" field is filled with "1.25". Below these fields is a table with columns for "Earning", "Shift", "Default Hours or Units", "Total Hours", "Total Units", and days of the week from "Tuesday Jan 01, 2008" to "Monday Jan 07, 2008". At the bottom of the form, there are buttons for "Save", "Cancel", "Account Distribution", "Previous", "Next", "Submit for Approval", and "Reset".

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 Period: Start Date: 1/1/2008 14:00:00

Date and Hours to Copy
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
Tuesday Jan 08, 2008	Wednesday Jan 09, 2008	Thursday Jan 10, 2008	Friday Jan 11, 2008	Saturday Jan 12, 2008	Sunday Jan 13, 2008	Monday Jan 14, 2008
Tuesday Jan 15, 2008	Wednesday Jan 16, 2008	Thursday Jan 17, 2008	Friday Jan 18, 2008	Saturday Jan 19, 2008	Sunday Jan 20, 2008	Monday Jan 21, 2008
Tuesday Jan 22, 2008	Wednesday Jan 23, 2008	Thursday Jan 24, 2008	Friday Jan 25, 2008	Saturday Jan 26, 2008	Sunday Jan 27, 2008	Monday Jan 28, 2008
Tuesday Jan 29, 2008	Wednesday Jan 30, 2008	Thursday Jan 31, 2008				

Done Trusted sites 100%

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 Period: Start Date: 1/1/2008 14:00:00

Date and Hours to Copy
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
Tuesday Jan 08, 2008	Wednesday Jan 09, 2008	Thursday Jan 10, 2008	Friday Jan 11, 2008	Saturday Jan 12, 2008	Sunday Jan 13, 2008	Monday Jan 14, 2008
Tuesday Jan 15, 2008	Wednesday Jan 16, 2008	Thursday Jan 17, 2008	Friday Jan 18, 2008	Saturday Jan 19, 2008	Sunday Jan 20, 2008	Monday Jan 21, 2008
Thursday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday

Done Trusted sites 100%

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 buttons for more dates within the period.

Time Sheet
 Title and Number
 Department and Number
 Time Sheet Period
 Submit By Date
 Earning:
 Date:
 Shift:
 Hours:

[Save] [Copy] [Account Distribution]

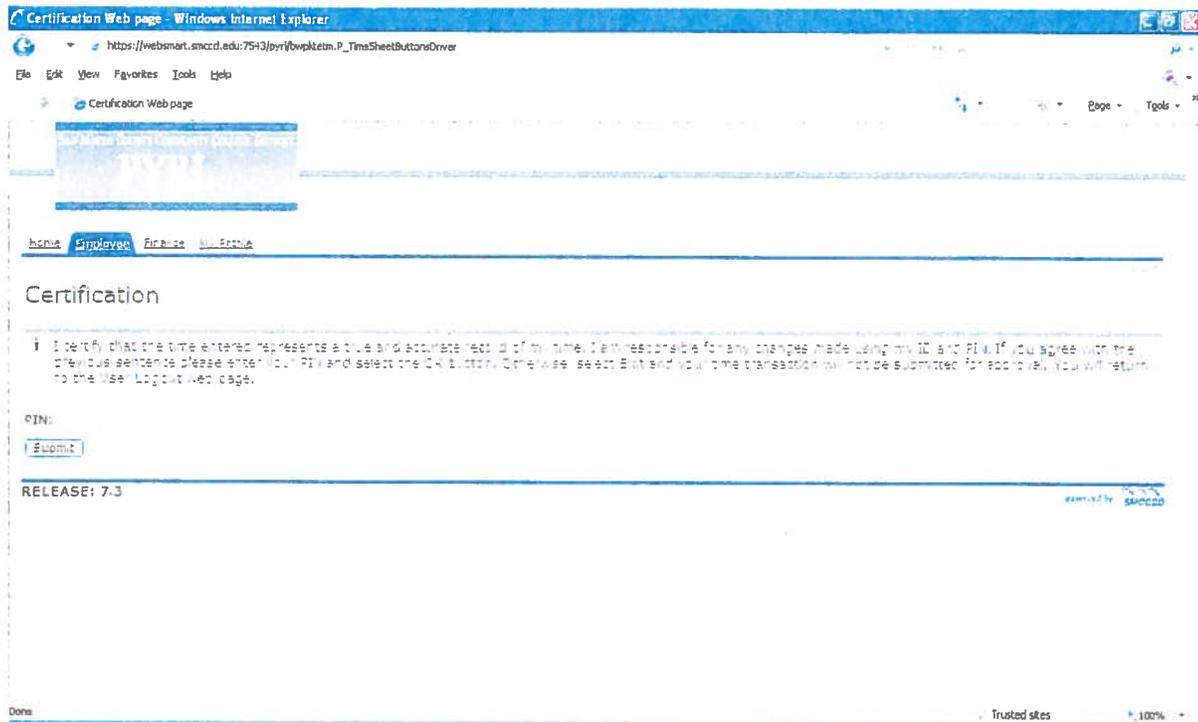
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jan 01, 2008	Wednesday Jan 02, 2008	Thursday Jan 03, 2008	Friday Jan 04, 2008	Saturday Jan 05, 2008	Sunday Jan 06, 2008	Monday Jan 07, 2008
Shift Title: Ps		9	7.5		Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours	7.5
Day Title: 17		9	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Day Title: 2		9	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			22.5		7.5	7.5	7.5	7.5	7.5	7.5	7.5
Total Units:			20.25		7.5	7.5	7.5	7.5	7.5	7.5	7.5

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Exit]

Submitted for Approval By:
 Approved By:

bwpltdm.P_TimeSheetButtonsDriver

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



Successfully submitted time sheet:

https://websmart.smccd.edu:7543/pyr/Ubwpklesh.P_CertificationDriver - Windows Internet Explorer

https://websmart.smccd.edu:7543/pyr/Ubwpklesh.P_CertificationDriver

File Edit View Favorites Tools Help

https://websmart.smccd.edu:7543/pyr/Ubwpklesh.P_...

Time Sheet

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

Your time sheet was submitted successfully.

Time Sheet

Title and Number: Stage Technician SM 2007 01
 Department and Number: Technical Admin 2007 0001
 Time Sheet Period: Jan 01, 2008 to Jan 07, 2008
 Submit By Date: Monday, 1/06/2008 11:30 AM

Earning	Shift	Default	Total	Total	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
		Hours or Units	Hours	Units	Jan 01, 2008	Jan 02, 2008	Jan 03, 2008	Jan 04, 2008	Jan 05, 2008	Jan 06, 2008	Jan 07, 2008
Shift Total			7.5		Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours	7.5
Rate Total					Enter Hours						
OT Total					Enter Hours						
Total Hours			7.5			7.5		7.5			7.5
Total Units											

Position Selector | Comments | Previous | Next

Submitted for Approval By: [Name]
 Approved By: [Name]
 Waiting for Approval From: [Name]

RELEASE: 7.2.1.1

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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.