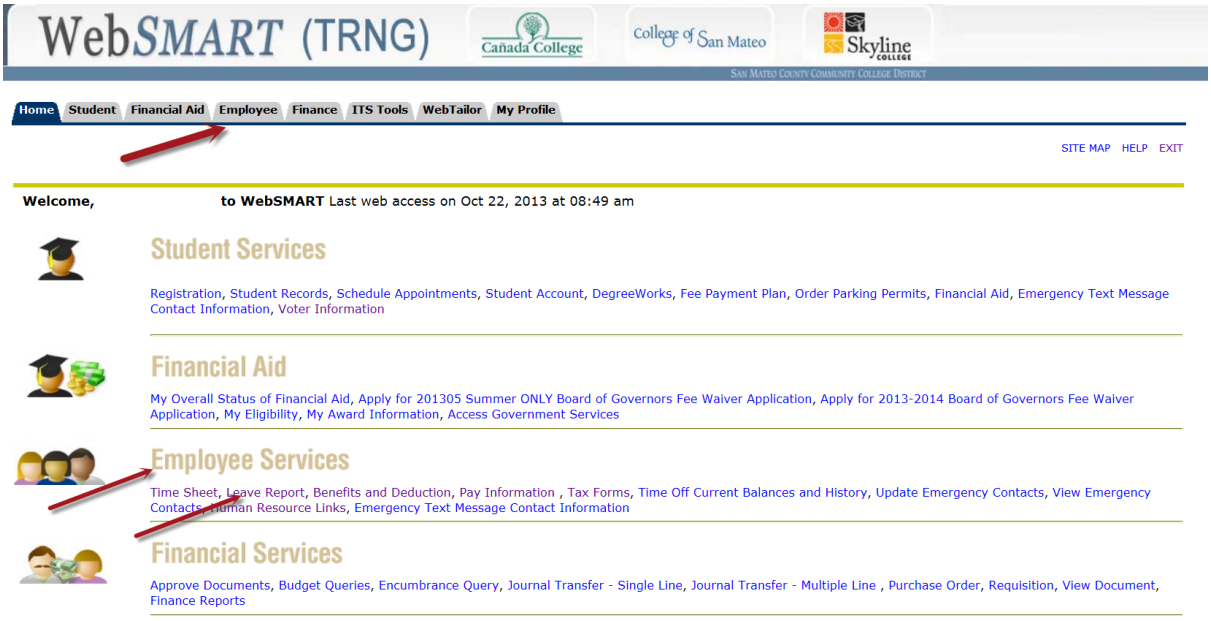
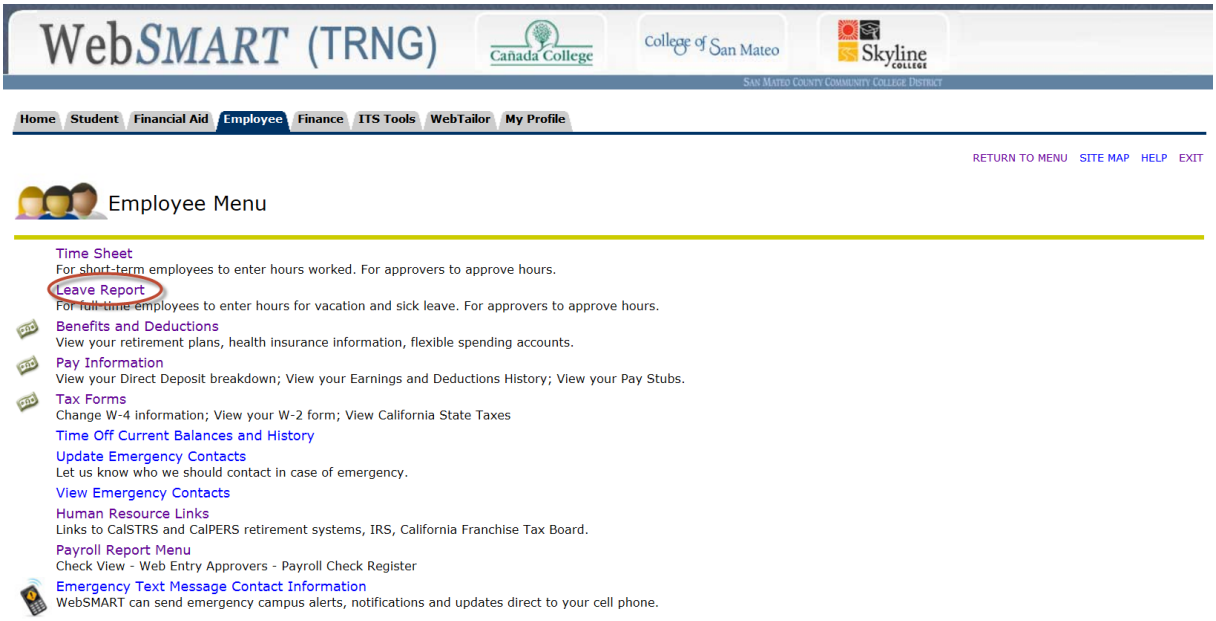
Approving Leave Using WebSMART

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

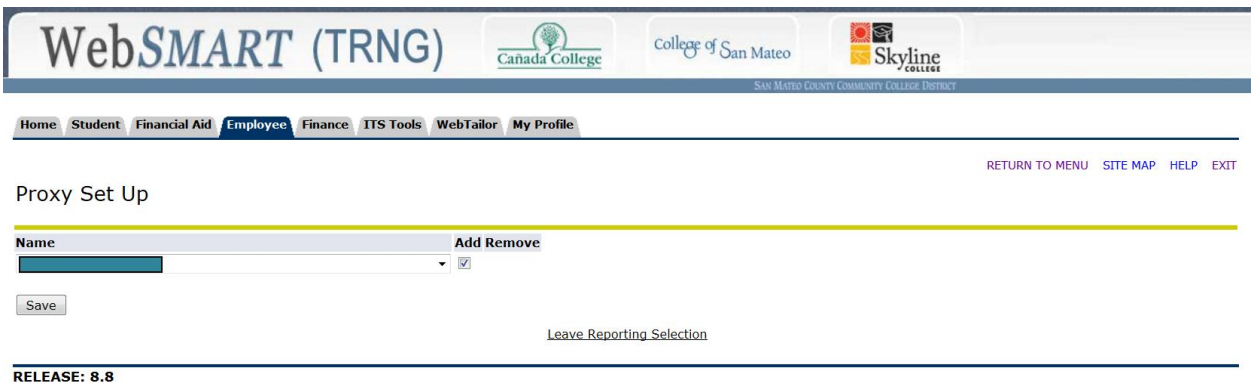


You will see the Employee Menu where you can select Leave Report. (Selecting Leave Report on the first page, takes you directly to the next page, Time Reporting Selection.)



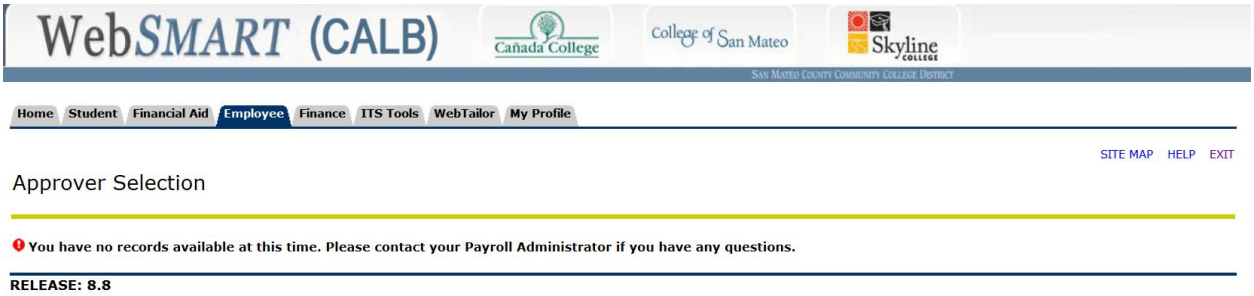
The Time Reporting Selection page gives you the option of entering your own leave or approving others' leave. You can also set up one or more proxies who will have the authority to approve your employees in your absence. It is recommended that you do this.

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.

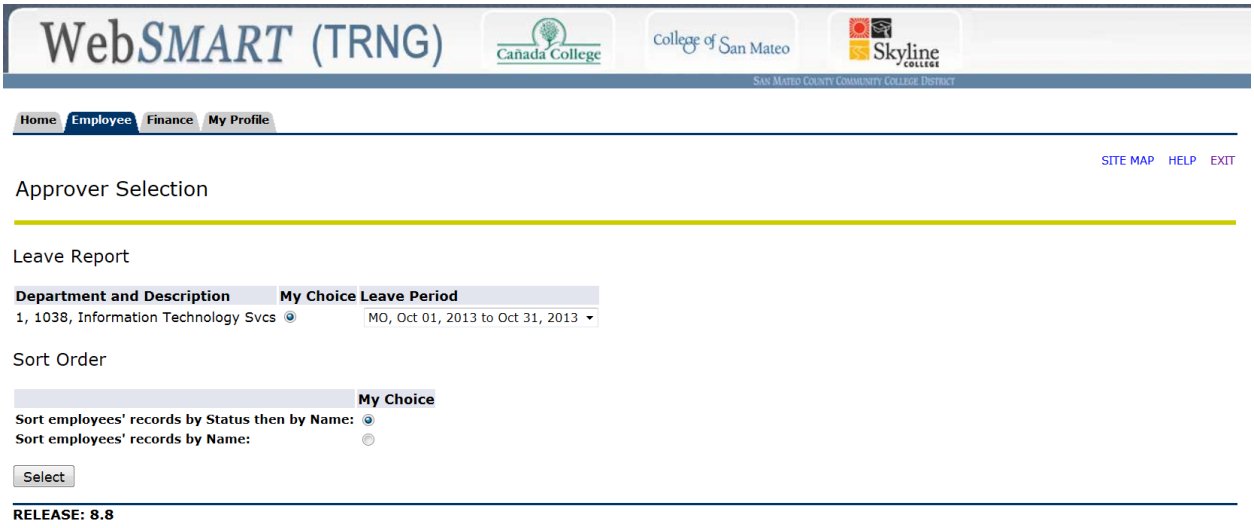


Return to the Time Reporting Selection page, select Approve or Acknowledge Time and then click on the Select button.

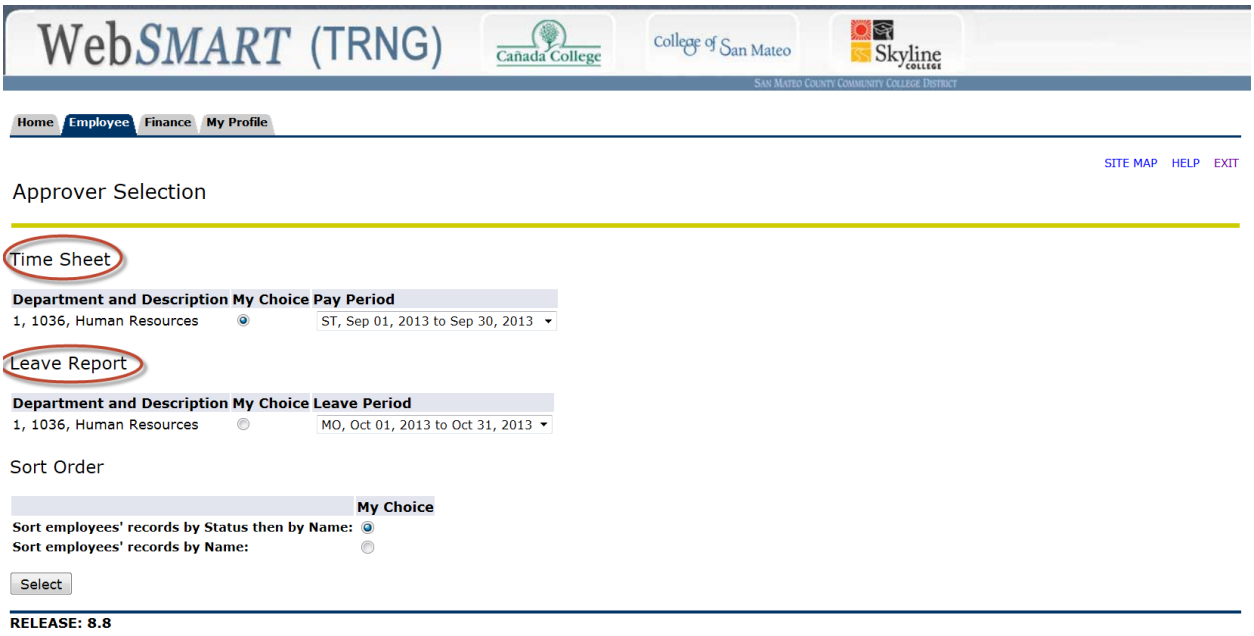
If no one in your department has opened his Leave Report for the current period, you will see this message:



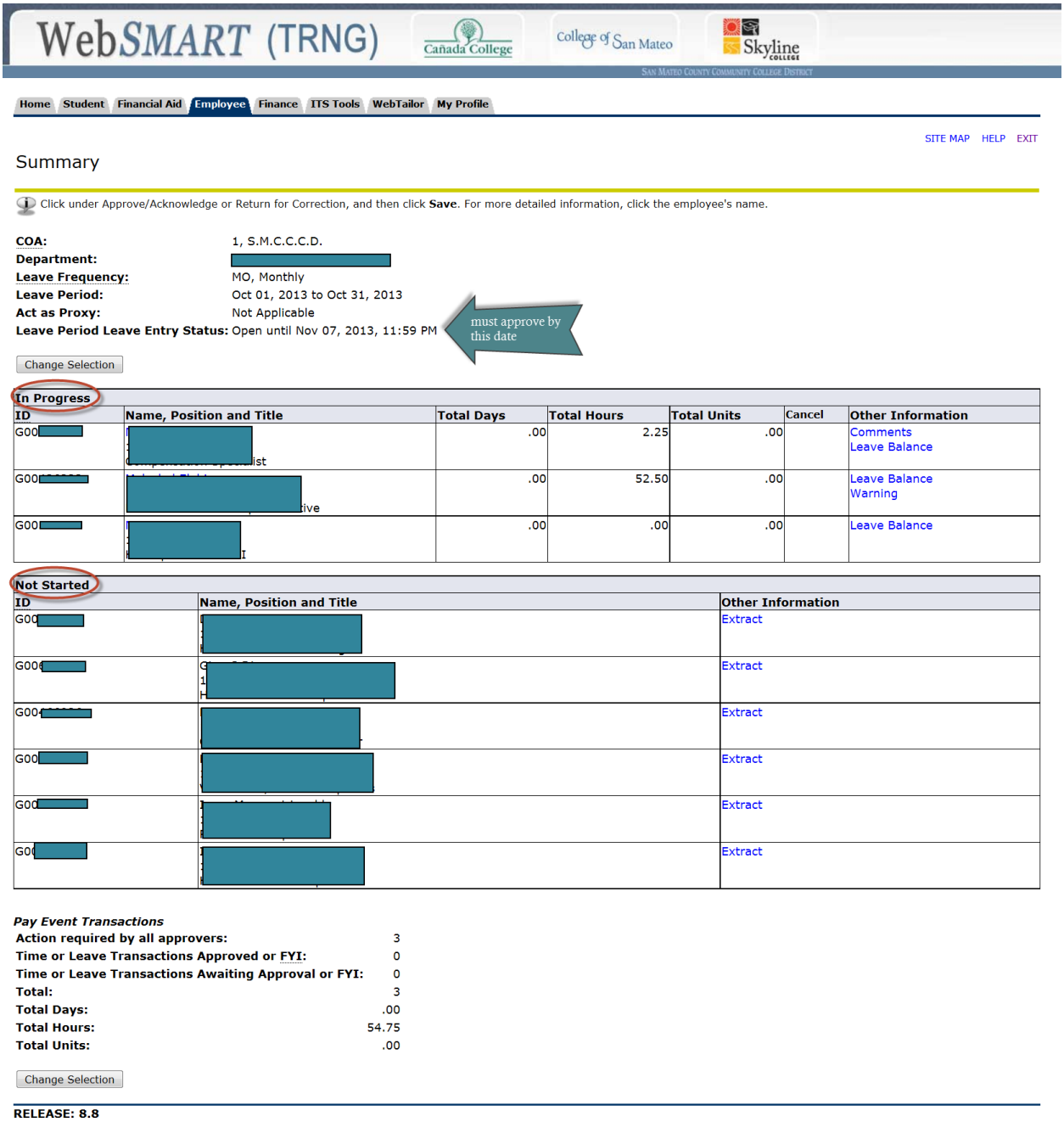
If at least one employee has opened his Leave Report, you will see this Approver Selection page. Select the department you approve and the leave period. Click on the Select button.



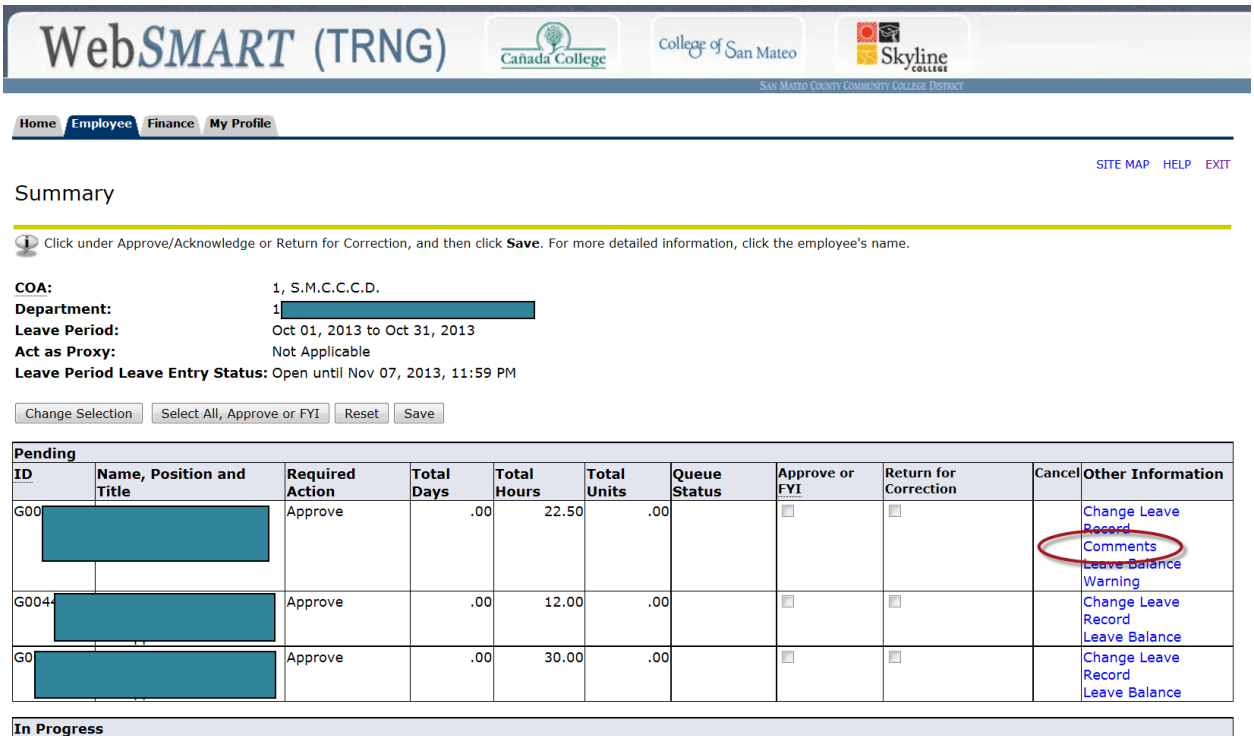
In addition to approving time for leave, some approvers also approve time for part-time workers. In that case, the Approve Selection displays both Time Sheet and Leave Report. Make the appropriate selection by clicking on the radio button and then pressing Select.



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.



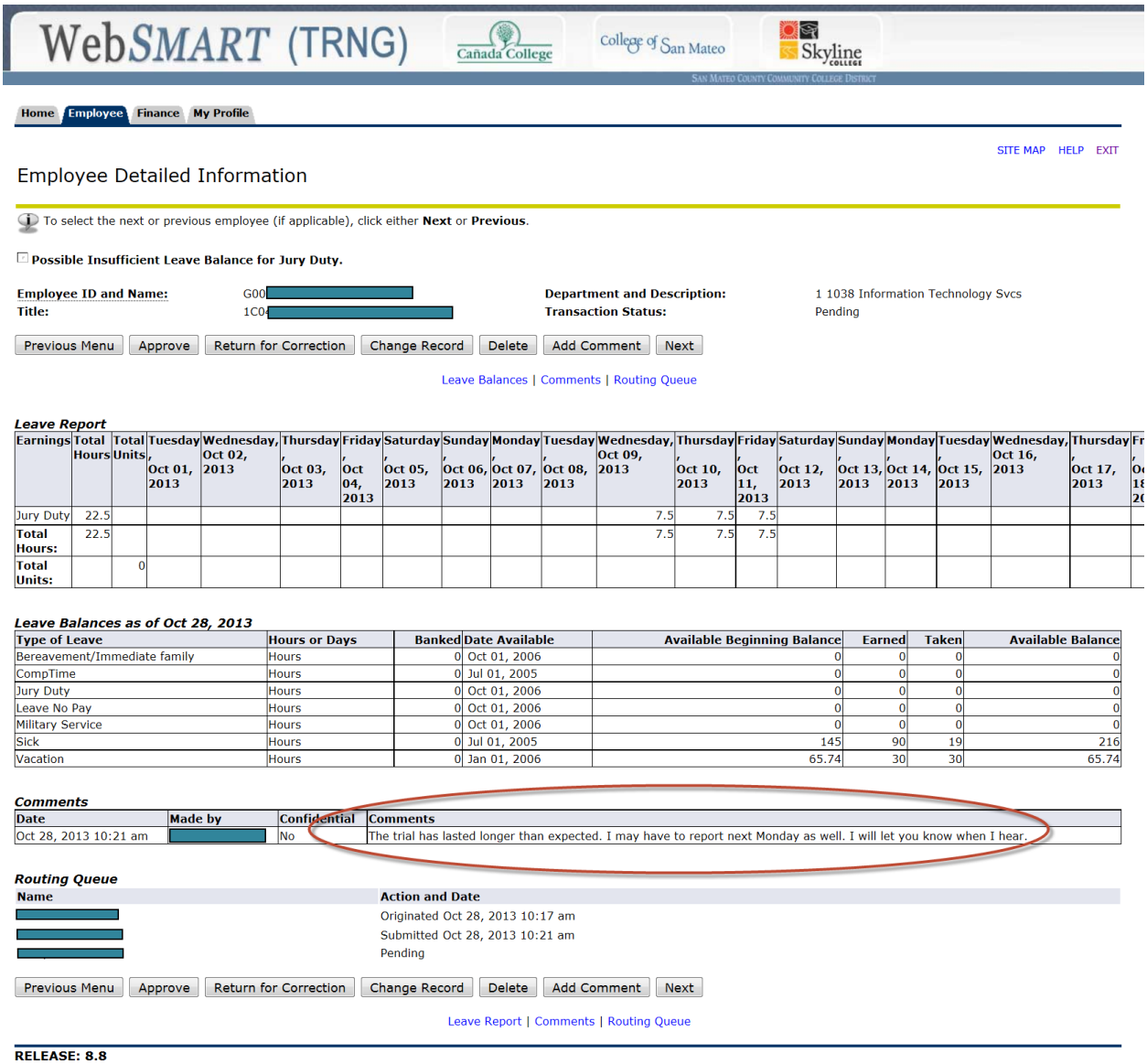
Employees, when entering leave, have the option of creating a comment for their approver. You will know there is a comment from your employee if you see the word *Comments* under Other Information.



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.



WebSMART (TRNG)

Canada College | College of San Mateo | Skyline College

San Mateo County Community College District

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SITE MAP HELP EXIT

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[redacted]
Title: 1C0[redacted]
Department and Description: 1 1038 Information Technology Svcs
Transaction Status: Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Leave Balances | Comments | Routing Queue

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	Fr, Oc 18 20
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	0
CompTime	Hours	0	Jul 01, 2005	0	0	0	0
Jury Duty	Hours	0	Oct 01, 2006	0	0	0	0
Leave No Pay	Hours	0	Oct 01, 2006	0	0	0	0
Military Service	Hours	0	Oct 01, 2006	0	0	0	0
Sick	Hours	0	Jul 01, 2005	145	90	19	216
Vacation	Hours	0	Jan 01, 2006	65.74	30	30	65.74

Comments

Date	Made by	Confidential	Comments
Oct 28, 2013 10:21 am	[redacted]	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

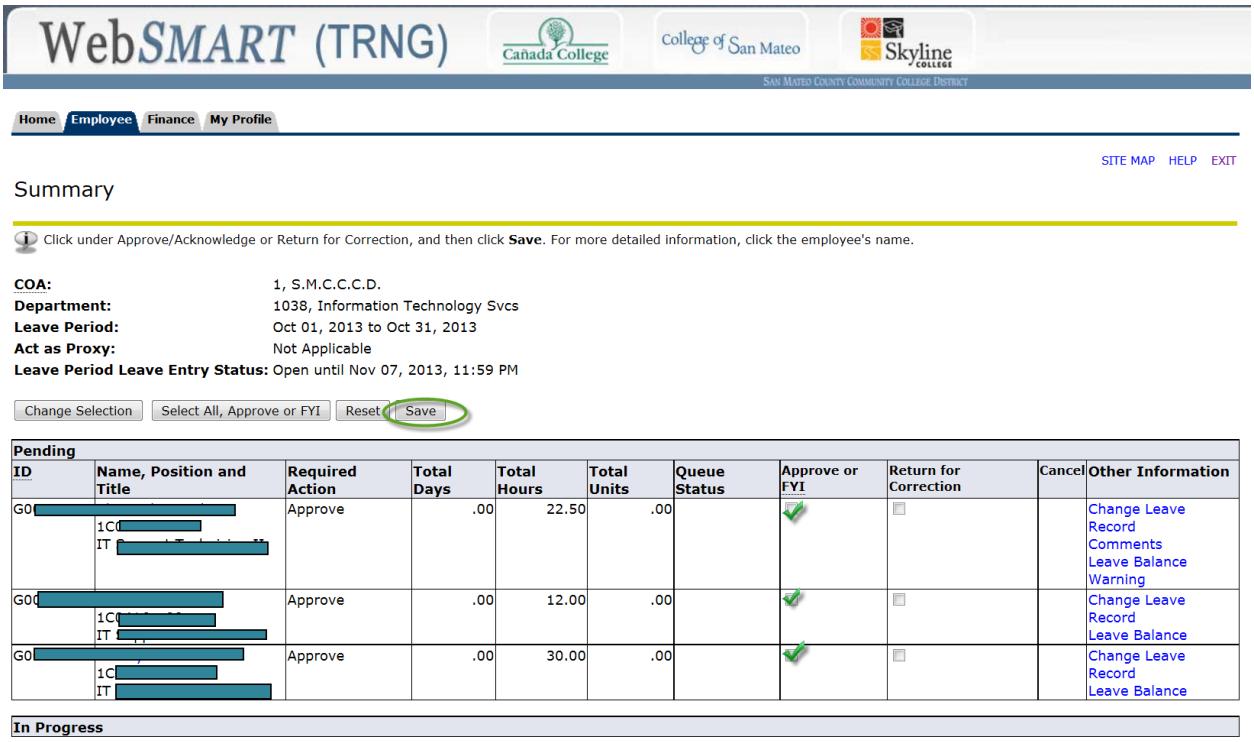
Name	Action and Date
[redacted]	Originated Oct 28, 2013 10:17 am
[redacted]	Submitted Oct 28, 2013 10:21 am
[redacted]	Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

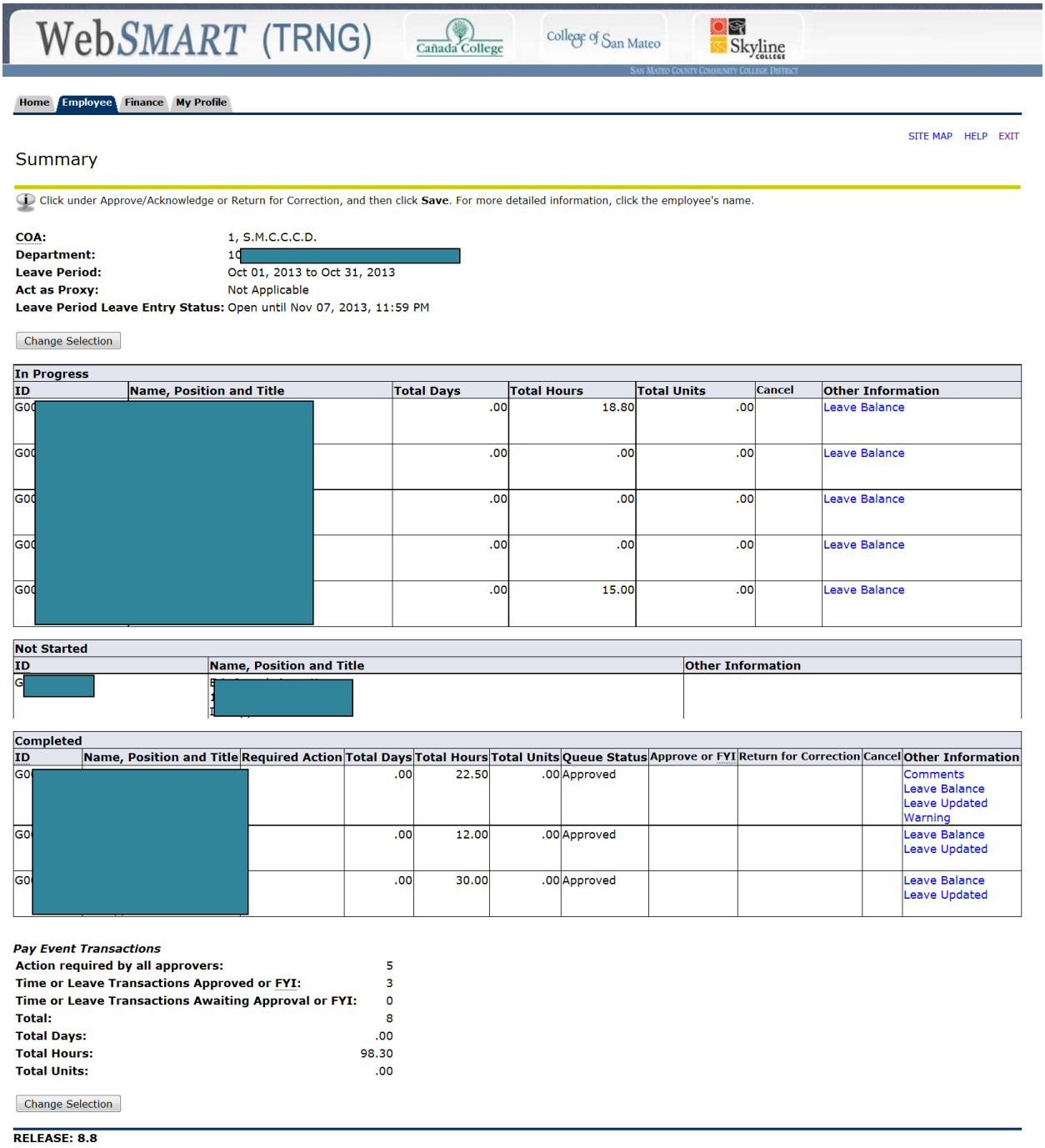
Leave Report | Comments | Routing Queue

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.)



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*.



WebSMART (TRNG) — Cañada College — College of San Mateo — Skyline College — San Mateo County Community College District

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SITE MAP HELP EXIT

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[redacted]
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
G0[redacted]		.00	18.80	.00		Leave Balance
G0[redacted]		.00	.00	.00		Leave Balance
G0[redacted]		.00	.00	.00		Leave Balance
G0[redacted]		.00	.00	.00		Leave Balance
G0[redacted]		.00	15.00	.00		Leave Balance

Not Started

ID	Name, Position and Title	Other Information
G[redacted]	[redacted]	

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
G0[redacted]			.00	22.50	.00	Approved				Comments Leave Balance Leave Updated Warning
G0[redacted]			.00	12.00	.00	Approved				Leave Balance Leave Updated
G0[redacted]			.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
[redacted]		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		In Progress	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		In Progress	0.00	15.00	0.00	0.00	0.00	0.00	0.00	15.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Not Started	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		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.