Approver’s Quick Reference Guide

Smart-Time – Quick Reference Guide for Approvers

Tips & Reminders:
- Be on the lookout for hours entered under an incorrect code i.e. ‘Extra Hours Worked’ posted under ‘Regular Hours Worked’, ‘Paid Holiday’ under ‘Regular Hours Worked’, etc.
- If hours are incorrect, please ‘Return for Correction’ with a comment if sufficient time exists to meet the deadline.
- If sufficient time does not exist to make a correction, contact Anne Campbell at 828-227-7218.
- Deadline for approving timesheets is no later than 11:30 PM the Tuesday after the pay period ends.
- Still need help? Please give us a call anytime at 828-227-7218.

To Access SmartTime Timesheet:
1. Go to www.wcu.edu and click the MyCat link.
2. Login to MyCat using your 92# and Password.
3. Click the Personal Services Tab.
4. Click the Employee Tab.
5. Click the SmartTime Bi-Weekly Timesheets and Monthly Leave Reports link.
6. Under My Choice click the radio button for Approve or Acknowledge Time (Note: If you are acting on behalf of another approver, select the appropriate name from the “Act as Proxy” dropdown box.)
7. Click the Select link.
8. Look for the correct record which will read: W, TSXXXX Time Sheet Organization and SB date of the period which is being approved.
9. Select the correct Pay Period (should default to most current). Use the down arrow to select the pay period you wish to approve.
10. Select the radio button under “My Choice” by the pay period you select.
11. Select the radio button to “Sort Employees by Status then by Name”.
12. Click the Select button.

To Review a Timesheet for Approval:
1. In the Other Information column, look for comments.
2. In the Name and Position column, click the hyperlink of the employee’s name.
3. Review the submitted timesheet in detail. Be sure to scroll right to view all the information.
   a. Pay Specific attention to the hours reported by your employee and on what day the hours were reported on.
4. To review Leave balances, scroll down the page below the hours entered.
5. Click the Approve button if the timesheet is correct.
   (Note: The page will refresh and display a message that the timesheet was approved.)
6. Click the Previous Menu button to return to the list of employees.

To Return a Timesheet for Correction:
If you find problems on a timesheet that the employee must correct, return the timesheet for correction as follows:
1. Click the Add Comment button. (Note: Add Comment must be clicked first before Return for Correction.)
2. Type a message to the employee explaining what corrections are needed for their timesheet to be approved.
3. Click the Save button.
4. Click the Previous Menu button to return to the timesheet.
5. Click the Return for Correction button.
6. Click the Previous Menu button to return to the Approver Summary Page.
7. The employee will receive an email notifying them that the timesheet has been returned to them for correction. When the employee has made the correction and resubmitted the online timesheet to you, the supervisor will also receive an email that the timesheet has been submitted again for review.

Approving time at a glance:
- Log into “MyCat”
- Click on “Personal Services Tab”
- Click on “Employee Tab”
- Click “Leave Report” Employee Only
- Select “Approve or Acknowledge Time”
- Click “Select”
- Approve hours or return time as necessary.