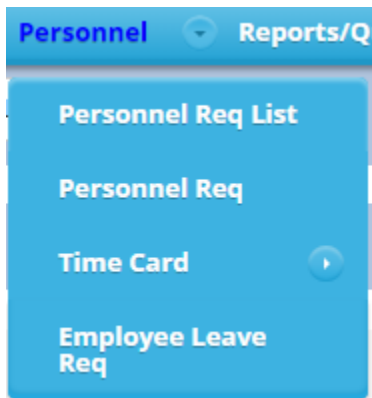


# Closing Out the Payroll Month on Smarte

Once all the extra time and leave information has been entered, the first thing to do is to verify the entries.

## Verifying Leave Entries

The best way to verify your leave entries is to print the requisition(s) you entered them on. To do this, retrieve the leave requisition you made the entries on using the Leave Requisition Search page. This can be found by clicking on Employee Leave Req in the Personnel menu.



The below screen will appear. Click the select button next to the req you used to enter the leaves.

Additional Search Options:

Employee Number:  Employee First/Last Name Contains:  Time Report Loc: - None -

Employee Leave Requisitions								
Refresh Export Search... Clear Filter Clear Sorting Column Chooser								
Drag a column header here to group by that column								
	Req Number	Req Name	Leave Process Period	Current Step	Request Site	Requester Name	Date Entered	Req Status
<input type="button" value="Apply"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Select"/>	LV1900011	July IT Leave	2018 July	Dept - Information Technology Services	Information Technology Services	Robert burks test	07/18/2018	Pending Approval
<input type="button" value="Select"/>	LV1900009	July Leave for IT	2018 July	Payroll - Processed	Information Technology Services	Robert burks test	07/11/2018	Processed
<input type="button" value="Select"/>	LV1900008	July IT leave	2018 July	Team - Information Technology Services	Information Technology Services	Robert burks test	07/10/2018	Pending My Approval

The requisition will appear. Click on the print button. This will produce a report of the leaves you entered on this req. This report can be used to verify your entries.

frmDisplayReport.aspx - Google Chrome  
Secure | https://smarte.bcsd.com/reports/frmDisplayReport.aspx?reportcount=1&reporttype=PDF

frmDisplayReport.aspx 1 / 1

Print Date: 07/31/2018 **Bakersfield City Training HR** Page 1 of 1  
Time Off Requisition

Req Number: LV1900011 Current Step: Dept - Information Technology Services Status: Open Process Date:  
Req Desc: July IT Leave Request Site: Information Technology Services  
Requested By: Robert burks test Leave Process Period: Pay Cycle 1  
Comment:

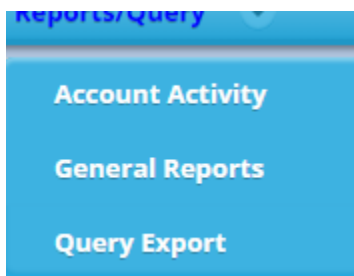
Time Off Entries							
Employee	ActionName	StartDate	EndDate	Day Count	Units	Total Units	Comment
Burks, Robert Michael (1992-0185 )	Vacation	2018-07-18	2018-07-19	2	8.00	16.00	

Total Entries: 1

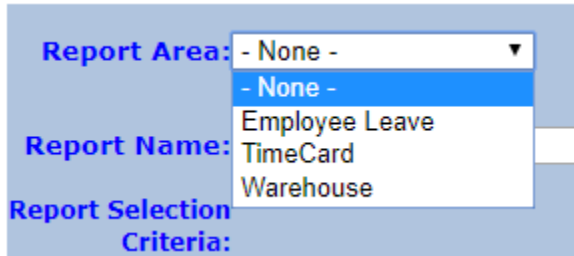
Once verified, go to the requisition again and send the requisition for approval. The approval stop will start with Sch or Dept. If you see one that starts with Team. You will have to send it to Team first and then to the Sch or Dept stop. The Sch or Dept stop is where your Principal/Director will approve the requisition and send it to Payroll.

## Verifying Extra time Entries

The best way to verify extra time entries is to use a report called Site Time Card Pay Period Entries (OVT01, SWK01). You get to this report by going to Reports/Query and clicking General Reports.

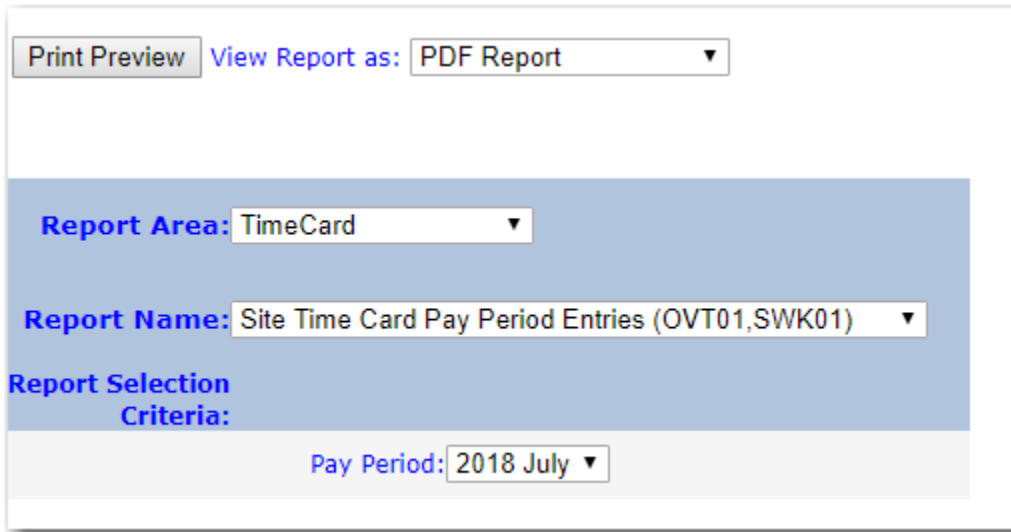


You will be taken to the General Reports page. Select Time Card from the Report Area selection.



The screenshot shows a web interface with a blue header. On the left, the text "Report Area:", "Report Name:", "Report Selection", and "Criteria:" is displayed in blue. A dropdown menu is open for "Report Area:", showing options: "- None -", "- None -", "Employee Leave", "TimeCard", and "Warehouse".

Chose Site Time Card Pay Period Entries (OVT01, SWK01) from the Report Name selection. Once you do, Select the proper pay period and click the Print Preview button.



The screenshot shows the same web interface as above, but with all fields filled. At the top left, there is a "Print Preview" button and a "View Report as:" dropdown menu set to "PDF Report". The "Report Area:" dropdown is set to "TimeCard". The "Report Name:" dropdown is set to "Site Time Card Pay Period Entries (OVT01,SWK01)". The "Report Selection" and "Criteria:" labels are present but empty. At the bottom, there is a "Pay Period:" dropdown menu set to "2018 July".

This will run the report and have all the entries made for the time period. Use this report to verify your entries.

## Closing Out Leave

Once your Principal/Director has approved the leave and sent the requisition(s) to payroll, you need to run the Monthly Absence Employee Signature Report. IT IS IMPORTANT THAT YOUR PRINCIPAL/DIRECTOR HAS SENT THE REQUISITION TO PAYROLL BEFORE YOU RUN THIS. This report is found in the General Reports\Employee Leave area.

### General Reports

View Report as:

**Report Area:**

**Report Name:**

**Report Selection Criteria:**

Year:

Month:

Site:

Department:


Employee:

Employee Type:

Pay Type:

Time Report Location:

Pay Cycle:

Mth From Date:  

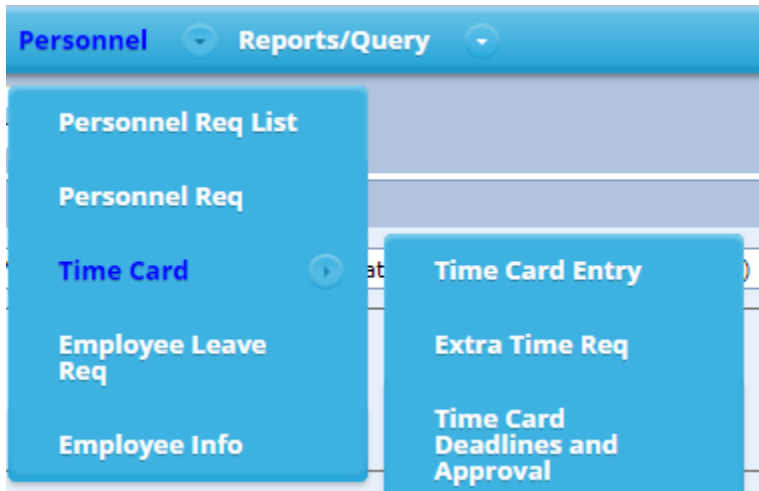
Mth To Date:  

Entries Processed After:  

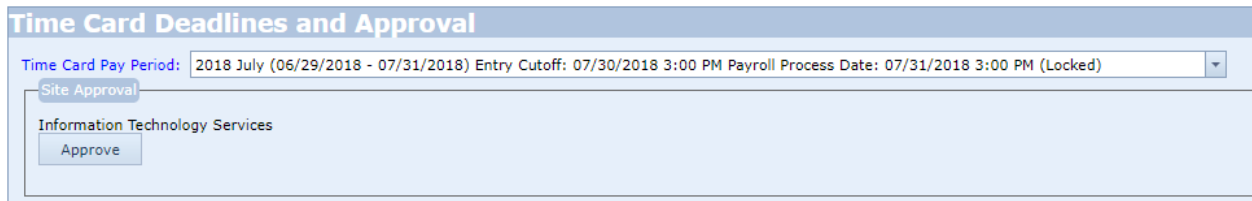
To be sure, set the site to your site. Most will only see their own site, but some people will have expanded access, so it is best to set this site. Choose the month you are processing. Now click the Print Preview button. This will produce the report that your Principal/Director must sign and turn into Payroll.

## Closing out Extra Time

To close out extra time. First you go to Personnel\Time Card and click on Time Card Deadlines and Approvals.



Click on the Approve button. This will lock your month and will no longer be able to make changes, so be sure you have verified your entries beforehand.



Repeat the steps in the Verifying Extra Time section to run the final report your Principal/Director must sign and turn into Payroll.