

Supervisor Approval – Web Time Entry

- Go to Del Mar Web Site and click on LINK
- Click on “Web Time Entry”
- Click on [Log In] Tab Log in –
 - Using E-mail ID and Password
- Click on “Employees” Link
- Click on **[Time Approval for Supervisors](#)**
 - If Alternate supervisor, select supervisor whose time you are approving
- Check the box for time you want to approve and click [Submit]
 - You may check more than one box; however you will need to review each one in order.
- Review time for each day
 - Supervisor are authorized to make corrections.
- Verify the employee has checked the Signature Box [yes]
- If changes were made send e-mail if email is available
- Approve/Reject using the drop down
 - Avoid “reject” by making corrections as the supervisor
- Click [Submit]
- Log Out