Supervisor Approval – Web Time Entry

 Go to Del Mar Web Site and click on Top right corner



Click on

Log on to WebDMC

- Log in Using E-mail ID and Password (For most supervisors log on is preset)
- Locate "My Bridge"
 Scroll down to the bottom of the page
 On the right



Click <u>Time Entry and Approvat</u>

- Click on **Time Approval (for Supervisors)**
- If Alternate supervisor, select supervisor whose time you are approving from drop down.
- Time Entry and Approval

 Time entry

 Time History

 Time approval (for supervisors)

 Employee History (for supervisors)

Period Approve

02/28/12

End

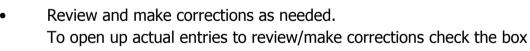
Start

Date

01/30/12 02/12/12

02/13/12 02/26/12

- Check the box for time you want to review/approve and click [Submit]
- You may check more than one box; however you will need to review each one in order.





Verify the employee has checked the Signature Box.

 Employee has electronically signed the time entry as complete. Yes.

- If corrections were made notify employee of change.
- Approve/Reject using the drop down
 Supervisor Decision

 Approve
- Avoid "reject" by making corrections as the supervisor
- Click [Submit]
- Log Out. You may review previous time by selecting "Employee History (for supervisors)"