

Supervisor Approval – Web Time Entry

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



- Locate "My Bridge" and Click here



- Click [Log In](#) tab at top right



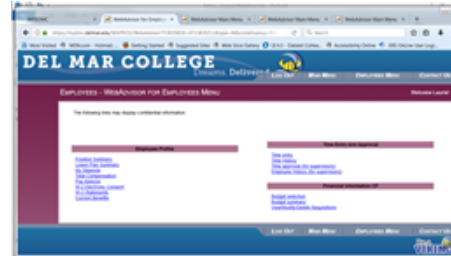
- Log In using Email ID and Password- click submit

- Click on [Employees](#)



- Click on [Time Approval \(for Supervisors\)](#)

- If Alternate supervisor, select supervisor whose time you are approving from drop down.



- Check the box for time you want to review/ approve and click [Submit]

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/30/12	02/12/12	02/15/12 11:59PM
<input type="checkbox"/>	<input type="checkbox"/>	02/13/12	02/26/12	02/28/12 11:59PM

- You may check more than one box; however you will need to review each one in order.

- Review and make corrections as needed. To open up actual entries to review/make corrections check the box

The employee has time in/out data. To review it, check the box

- 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

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