

Fiscal Activity Log – Hourly Rate Instructions

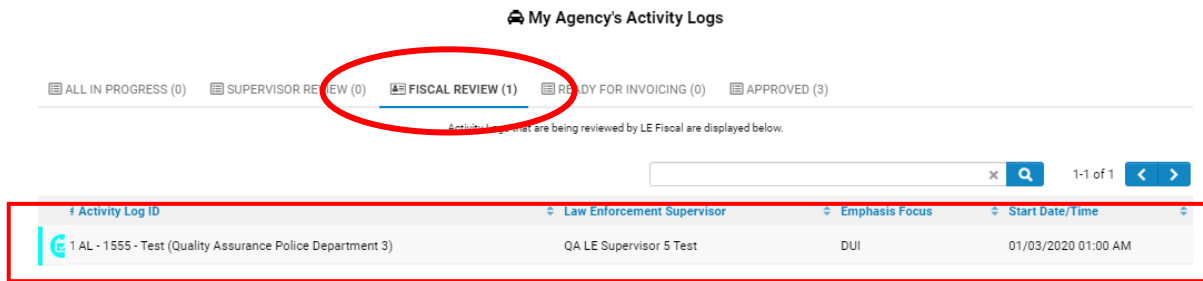
Step 1: Go to <https://wtsc.smartsimple.com> and log in. Contact your TZM if you have not already registered.

Step 2: Make sure that you are in the Activity Log portal. Click on the Activity Log button at the top of the screen if you do not see the Activity Log blue banner.



You can find all activity logs for your agency in the tabs at the bottom of this screen. Select the Fiscal Review tab to find activity logs that have been approved by a supervisor and need to have an hourly rate inputted.

Step 3: After clicking on the Fiscal Review tab, you will see all activity logs ready for you to input the hourly rate. Click on each activity log to open and review it. After opening the activity log, you may review all information by clicking on the tabs displayed under the activity log ID.



Step 4: On the Main tab, use the Hourly Rate field to enter the officer’s hourly rate for this activity. You can enter up to 3 decimals for the rate. When done, click **Save**. A new field will appear next to the hourly rate that displays the Total Amount. Next, click **Ready For Invoicing** to move to the next step.

*** Total Hours:**

Click Save Draft after updating. 4.000

*** Hourly Rate:**

Revision Comments

NEXT >

If the officer worked on straight time paid by your department, input \$0.00 as the hourly rate.

If your records do not match what is shown on the Activity Log (such as the date or the number of hours), you may return the activity log to the supervisor for revisions by adding a note in the Revision Comments box and clicking on Revisions Requested.