

TimeTracker - Employee Instructions

Your district SMARTeR URL here

Login Screen

Enter your employee ID and Password – click Login.

SMART systems

SMART eR

District: Whizbang Public Schools #3006

Emp ID: 1234

Password:

Login

Forgot Password?

Browsers/Software Supported

- Edge 95.x or
- Safari 15.x or
- Google Chrome 93.x or
- Firefox 91.x

A Cooperative Project between Regions 1-5

Clock In/Out

You will see the screen below:

TimeTracker 10:32:43 AM

Clock In Clock Out

Clocked IN at 7:15 AM on 8/3/2022 - Childcare Hourly

Cancel Continue to eR

Select the clock operation you'd like to perform, by clicking the **Clock In** or **Clock Out** buttons.

Click **Cancel** to go back to the login page displayed above.

Click **Continue to eR** to skip clocking in or out and log into SMARTeR.

***You will also have this option after clocking in or out.*

Clock In Information

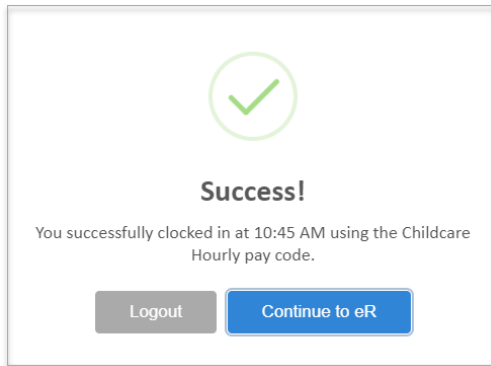
Optional Note

Submit Close

After clicking on **Clock In** or **Clock Out**, you will have the option to add a note.

When you are done, click **Submit** to finish clocking in or out OR click **Close** to go back.

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After clicking **Submit**, a “Success!” message will display to let you know that you have clocked in or out successfully.

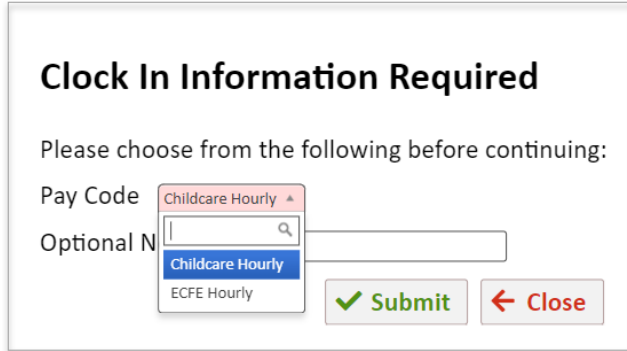
Click **Logout** to return to the login screen.

Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

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Multiple Pay Codes

If you click **Clock In** and have more than 1 pay code to choose from, you will be prompted with the following:



Clock In Information Required

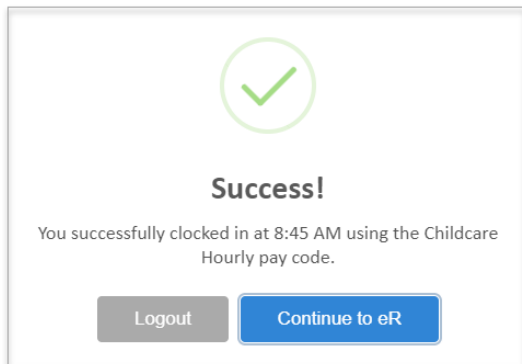
Please choose from the following before continuing:

Pay Code

Optional Note

Choose which pay code you're clocking into then you will have the option to add a note.

When you are done, click **Submit** to finish clocking in or out OR click **Close** to go back.



Success!

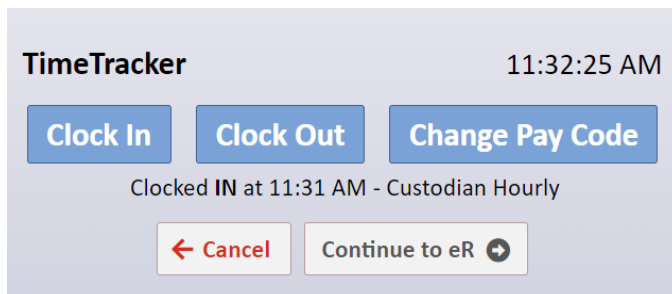
You successfully clocked in at 8:45 AM using the Childcare Hourly pay code.

After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

Click **Logout** to return to the login screen.

Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

If you have more than one pay code to clock into, you will also have the **Change Pay Code** button will also be available.



TimeTracker 11:32:25 AM

Clocked IN at 11:31 AM - Custodian Hourly

The **Change Pay Code** button can be used when switching between jobs.

This will punch you out of the current code you're clocked into and punch you into a different code.

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After clicking on **Change Pay Code**, you will have the option to select another code as shown below:

Change Pay Code


Please choose from the following before continuing:

Pay Code

Optional Note

Choose which pay code you're switching to then you will have the option to add a note.

When you are done, click **Submit** to finish clocking in or out OR click **Close** to go back.



Success!

You successfully clocked in at 8:45 AM using the Childcare Hourly pay code.

After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

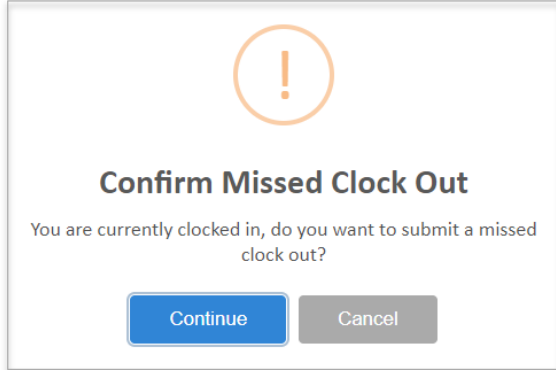
Click **Logout** to return to the login screen.

Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

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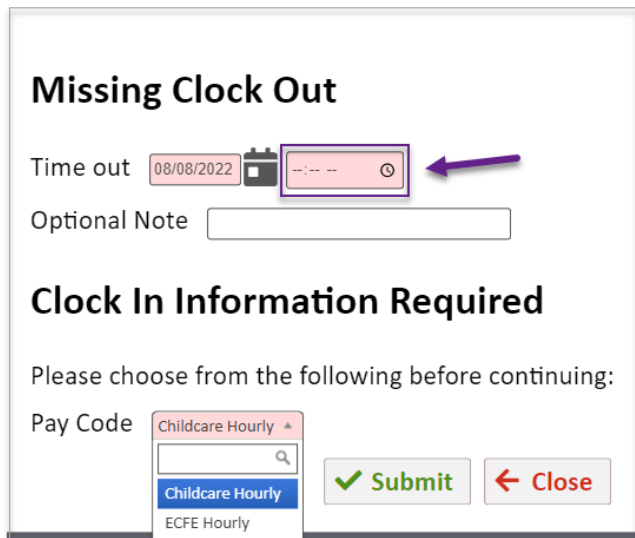
MISSED PUNCHES:

If you have missed a clock in/out, you will be prompted to enter the clock in/out that was missed. For example, if you clock in twice in a row, the following message will display:



Click **Continue** to enter the missed clock in/out information.

Click **Cancel** to return to the Clock In/Clock Out screen.

A screenshot of a form titled "Missing Clock Out". The form has two main sections. The first section, "Missing Clock Out", includes a "Time out" field with a date picker set to "08/08/2022" and a time picker set to "12:00". A purple arrow points to the time picker. Below this is an "Optional Note" text input field. The second section, "Clock In Information Required", includes the instruction "Please choose from the following before continuing:". Below this is a "Pay Code" dropdown menu with "Childcare Hourly" selected. Below the dropdown are two buttons: a green "Submit" button with a checkmark and a red "Close" button with a left arrow.

Enter the time of the missed clock in or out.

You will have the option to add a note if needed.

If you have more than one code available, you will need to select the code you are clocking into.

When you are done, click **Submit** to finish clocking in or out and submit the missed clock in/out OR click **Close** to go back.

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SMART eR:

Continue to eR →

The [Continue to eR](#) button will bring you to your Home page. Here you will be able to clock in and out and request time off.

TimeTracker Hours 3:34:57 PM

[Clock In](#) [Clock Out](#)

Clocked IN at 8:45 AM - Childcare Hourly

[View Hours](#)

The **Clock In** and **Clock Out** buttons are also available from the Home page.

My TimeOff

[TimeOff Request](#)

[My TimeOff](#)

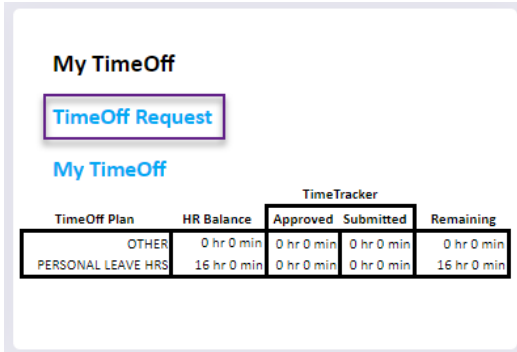
| TimeOff Plan | HR Balance | TimeTracker | | Remaining |
|--------------------|-------------|-------------|------------|-------------|
| | | Approved | Submitted | |
| OTHER | 0 hr 0 min | 0 hr 0 min | 0 hr 0 min | 0 hr 0 min |
| PERSONAL LEAVE HRS | 16 hr 0 min | 0 hr 0 min | 0 hr 0 min | 16 hr 0 min |

On the Home page, your TimeOff balances will be displayed. You can request time off by clicking the **TimeOff Request** button.

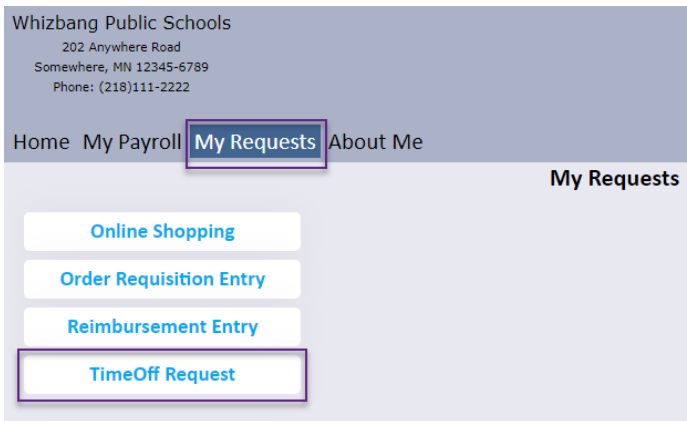
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REQUESTING TIME OFF:

There are 2 ways to access the TimeOff Request window:




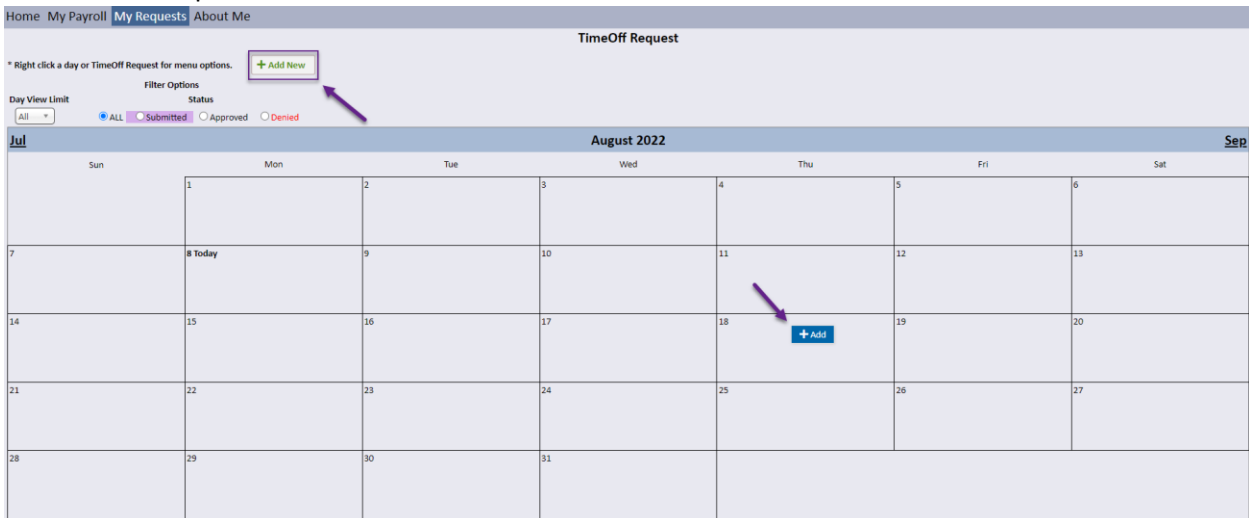
1. By clicking the **TimeOff Request** button on your home page.



2. By clicking on **My Requests** in the menu then selecting **TimeOff Request**.

In the TimeOff Request window, a calendar will be displayed.

Right-click on the day you are requesting time off, then click the  button OR click the **Add New** button at the top of the window.



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A new box will open to enter the details of the request:

Add New TimeOff Request ?

← Close ✓ Save

Garrett, Jonathan 1033 - 1033

Date Requested

Start Time IP: 172.26.100.16

TimeOff Code

Hours Minutes

Employee Note

TimeOff Balances

| TimeOff Plan | HR Balance | TimeTracker | | | Remaining |
|--------------------|--------------|-------------|-------------|--------------|-------------|
| | | Approved | Submitted | This Request | |
| OTHER | 0 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min |
| PERSONAL LEAVE HRS | 16 hrs 0 min | 0 hrs 0 min | 0 hrs 0 min | 8 hrs 0 min | 8 hrs 0 min |

Date Requested – Enter the date of the request.

Days – If the leave is for multiple consecutive days and for the same reason and amount of time, you can enter the number of days. If your request spans a weekend, you must enter a new request for the next week.

Start Time – Enter the time the leave will start.

TimeOff Code – Choose the reason for leave.

Hours & Minutes – Enter the length of the leave.

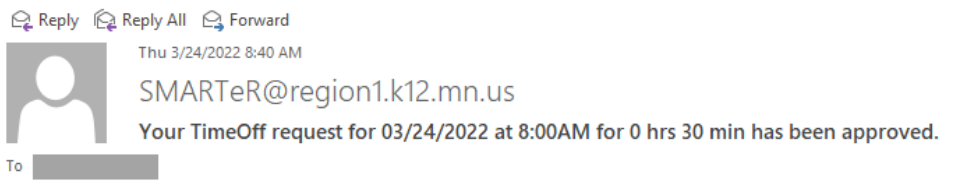
Employee Note – Enter a note.

TimeOff Balances – Balances for each of your TimeOff plans will be listed. The Remaining balance will adjust based on the request being entered.

Click **Save** when you have entered all information to submit the TimeOff request.

Click **Close** to go back to the TimeOff Request window without saving.

When the request has been approved, denied or changed by the supervisor, you will receive an email notification.



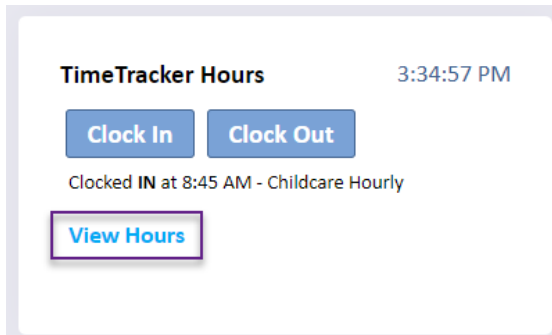
Your TimeOff request for 03/24/2022 at 8:00AM for 0 hrs 30 min has been approved.

This is a non-monitored email account. Please do not reply to this account.

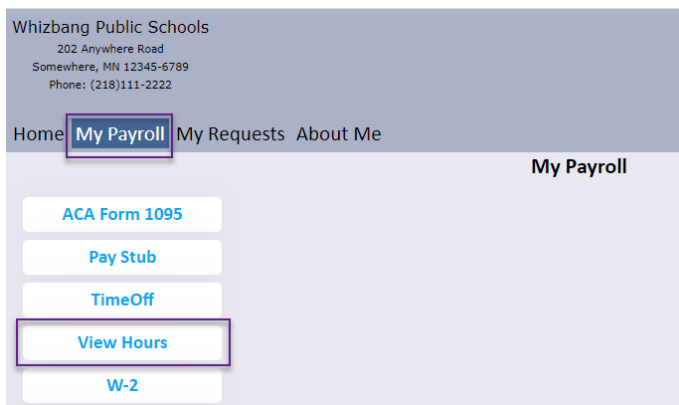
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VIEW HOURS:

There are 2 ways to view your hours:



1. By clicking the **View Hours** button on your home page.



2. By clicking on **My Payroll** in the menu then selecting **View Hours**.

You can choose to view your hours by the pay period or by the Week. The clock in and out times will be color-coded based on the legend.

The screenshot shows the "View Hours" page with a navigation menu and a "Hours" button. Below the button, there are options for "Current Pay Period" and "Date Range" (Pay Period selected). The date range is "08/01/2022 - 08/15/2022". A legend indicates: Missed Punch (purple), Approved Missed Punches (green), Overlapping Hours (orange), Zero Hours (yellow), and Processed Hours (blue). The table below shows the following data:

| | E | S1 | S2 | S3 | Audit | Notes | Edited | Time In | Time Out | Hours | Break | Day Total | Week Total | OT Day | OT Week | Pay/TimeOff Code | Location |
|--|--------------------------|--------------------------|----|----|--------------------------|-------|--------|---------------------|---------------------|-------|-------|-----------|------------|--------|---------|------------------|----------|
| | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | | | 08/01/2022 07:15 AM | 08/01/2022 04:15 PM | 9:00 | 0:30 | 8:30 | | | | Childcare Hourly | 001 |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | | | 08/02/2022 07:15 AM | 08/02/2022 04:00 PM | 8:45 | 0:30 | 8:15 | | | | Childcare Hourly | 001 |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | | Y | 08/03/2022 07:15 AM | 08/03/2022 04:00 PM | 8:45 | | 8:45 | | | | Childcare Hourly | 001 |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | | Y | 08/05/2022 10:45 AM | 08/05/2022 03:30 PM | 4:45 | | 4:45 | 30:15 | | | Childcare Hourly | 001 |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | | | 08/08/2022 08:45 AM | Clocked in | 7:23 | | 7:23 | 7:23 | | | Childcare Hourly | 001 |