Home

Clocking in and out will be available if TimeTracker is setup in SMART HR. *An employee will not need to log into SMART eR completely to punch in.* Only people that have pay codes setup for clock in/out will have access to the clock buttons. If an employee has multiple clock codes, they will need to choose one when they clock in. If not, it will automatically choose the one code setup for them. The same is true for locations. TimeTracker allows multiple locations to be assigned to an employee. If they have multiple locations, they will be prompted to choose a location when clocking in.
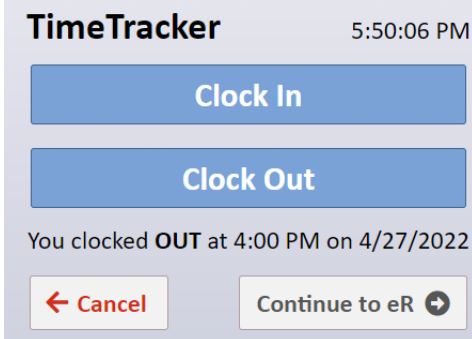
1. **Clock In.** This button is viewable if user is required and setup to clock in.
    Note: If early restrictions flag is enabled, a message will display if an employee tries to clock in earlier than allowed:
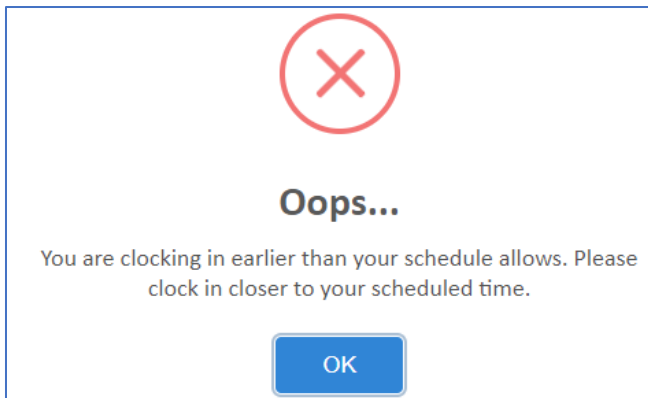
2. **Clock Out.** This button is viewable if user is required and setup to clock in.
3. **Change Pay Code.** This button is viewable if user is setup for multiple clock pay codes and has the option enabled.

Change Pay Code

Please choose from the following before continuing:

Pay Code [Food Service (default) ▼]

Location [Elem school 200 ▼]

Optional Note [   ]

[✔ Submit] [← Close]

4. A status reminder will display under the buttons for quick reference.

Clock In

1. Click on [**Clock In**] if required to clock in. *The system has a two-minute time limit to clock in for safety or in case someone forgets to exit.*
2. A note can be optional or required by the district. If a note needs to be entered it will have a colored background and say Required Note. In most cases it is not, so it will say Optional Note and look similar to the following:

Clock In Information

Optional Note [   ]

[✔ Submit] [← Close]

3. Scenarios that might require additional information:
    a. If assigned to multiple clock codes, a specific pay code must be chosen (unless using schedules, then it will use the one from there). *Also, if a default pay code is setup, it will say default and be selected from the list.*

Clock In Information Required

Please choose from the following before continuing:

Pay Code [Misc. ▼]

[✔ Submit] [← Close]

    b. If assigned to multiple locations, a specific location must be chosen. That list will display under the pay code.

c. If using a substitute list, a specific employee being subbed for must be chosen. It will only show for employees that are setup with sub in a pay code they can choose.

Clock In Information Required

Please choose from the following before continuing:
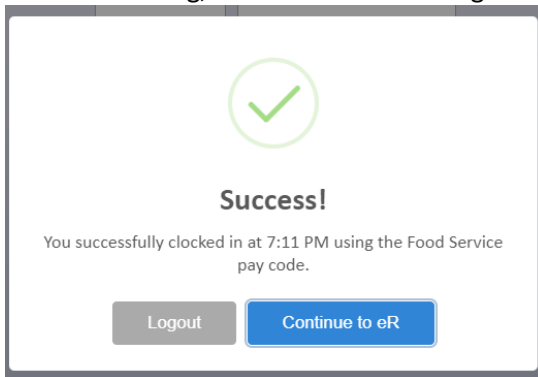
Pay Code [Food Serv Sub Hourly (default) ▼]

Choose the person you are subbing for:

[▼]

Location [Elem school 200 ▼]

Optional Note [   ]

✔ Submit   ← Close

4. Click on [✔ Submit] to continue, or [← Close] to exit this process.
5. After submitting, a confirmation message will display if successful.

✓

Success!

You successfully clocked in at 7:11 PM using the Food Service pay code.

[Logout]   [Continue to eR]

6. Click on [Logout] to logout of SMART eR or click on [Continue to eR] to login in SMART eR.
7. If continuing in SMART eR, there will be an authentication step to verify your identity.
8. Once logged into SMART eR successfully, it will now display the clock in on the dashboard.

| Home | My Payroll | My Requests | About Me |

Home

TimeTracker Hours   5:56:09 PM

[Clock In]   [Clock Out]

[Change Pay Code]

Clocked **IN** at 5:54 PM - Breakfast

View Hours

Timesheets

My Frequent Places

My Payroll

Pay Stub

TimeOff

W-2

Year To Date Pay

My Pay

Pay Stub
For the week of 02/28/2022

Paycheck Date	Amount
02/28/2022	$994.99

View YTD Pay
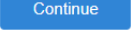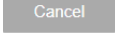
Missed Clock Out

1. If a previous clock out was missed, the following message will display:
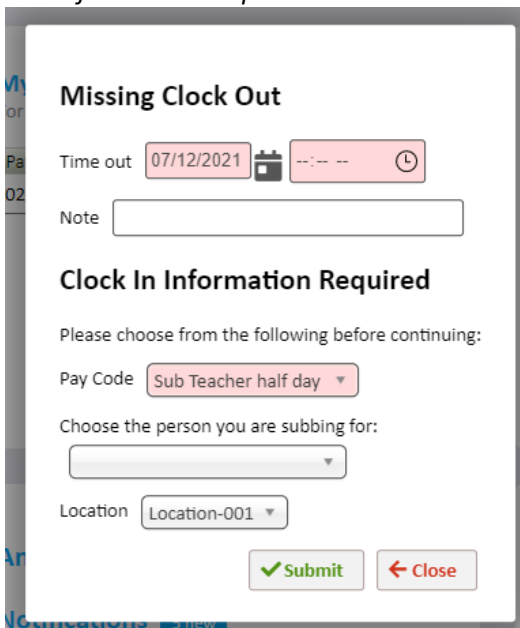
2. Click on [Continue] to enter the missed in time or click on [Cancel] to return to the *Home* page.

3. **Time Out**. Enter the missed time in.
4. **Note**. Then enter a note to the Supervisor if desired.

   Note: If a person has multiple locations and/or pay codes, they will get additional choices since this was based on trying to Clock In. If the user only has one pay code or location to clock into, the additional clock in information will not display.
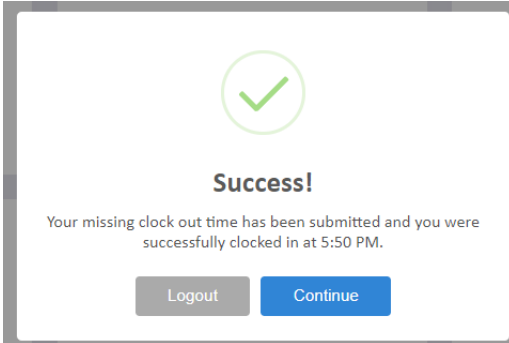
Clock In Information Required

a. **Pay Code.** Choose the option from the list to clock into *(will show only if multiples per employee).*
b. **Location.** Choose the option from the list to clock into *(will show only if multiples per employee).*
c. **Sub List.** Choose the option from the list *(will show only if setup).*

5. Click on ✓Submit to continue, or ←Close to exit this process.

6. After submitting, a confirmation message will display if successful. At this point, user will be successfully logged out and the missed in time will have been completed.

✓

Success!

Your missing clock out time has been submitted and you were successfully clocked in at 5:50 PM.

Logout   Continue

7. Click on Logout to logout of SMART eR or click on Continue to stay in SMART eR.

Clock Out

1. Click on Clock Out if required to clock out.
2. An information box will display with the option to enter a note. If the background is colored, it is required, but in most cases it is not. If not, it will look like this:
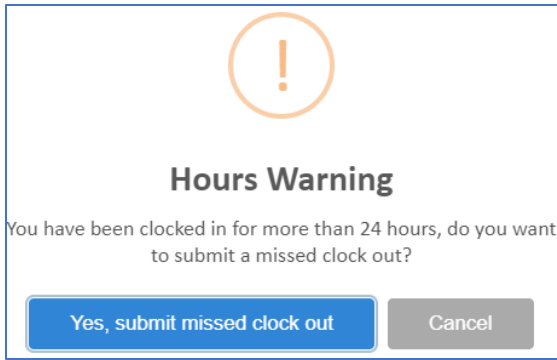
Clock Out Information

Optional Note [   ]

✓Submit   ←Close
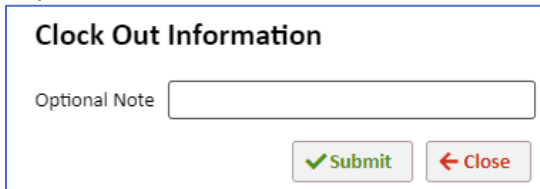
3. A message will display stating the clock out was successful:

✓

Success!

You successfully clocked out at 5:51 PM.

Logout   Continue
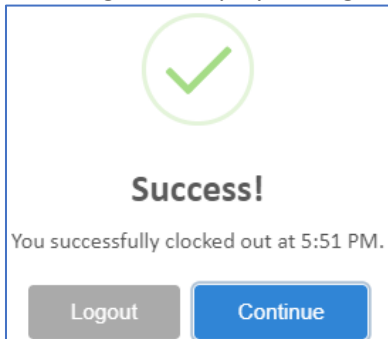
4. If a punch out and a punch in were both missed, then the following warning will appear:

Missed Clock In

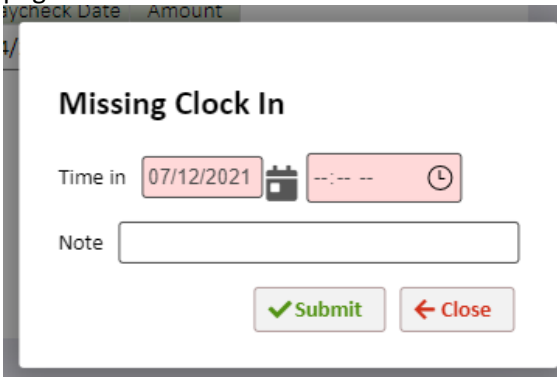If a previous clock in was missed, the following message will display:
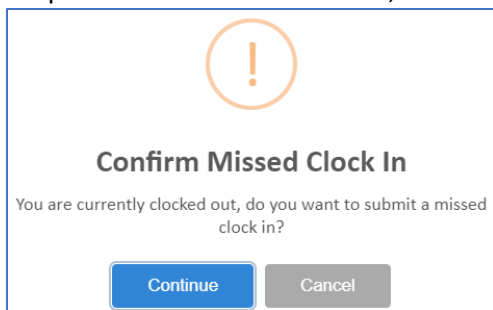
5. Click on **Continue** to enter the missed in time or click on **Cancel** to return to the *Home* page.
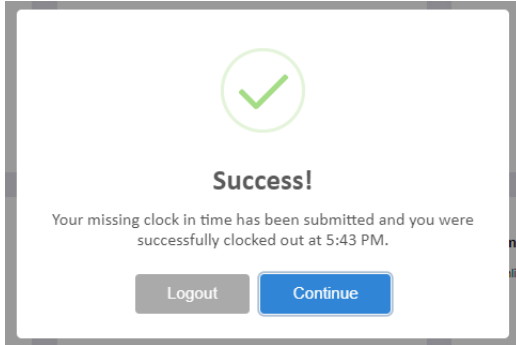

6. **Time In**. Enter the missed time in.
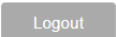7. **Note**. *Optional.* Enter a note to the Supervisor if desired.

    Note: *If a person has multiple locations or multiple web clock pay codes, they will get additional choices. If they are logging in as a substitute for someone, that optional may also display. This example has all three options:*

a. **Pay Code.** Choose the option from the list to clock into.
b. **Substitute.** Choose the person you are subbing for.
c. **Location.** Choose the option from the list to clock into.

8. Click on [✓ Submit] to continue, or [← Close] to exit this process.

9. After submitting, a confirmation message will display if successful. At this point, user will be successfully logged out and the missed in time will have been completed.

10. Click on [Logout] to logout of SMART eR or click on [Continue] to stay in SMART eR.