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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:

\mathbf{X}
Oops
You are clocking in earlier than your schedule allows. Please clock in closer to your scheduled time.
ОК

- 2. Clock Out. Clock Out This button is viewable if user is required and setup to clock in.
- 3. **Change Pay Code.** Change Pay Code This button is viewable if user is setup for multiple clock pay codes and has the option enabled.

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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.

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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:		
The second secon		
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 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
TimeTracker Hours	5:56:09 PM	My Frequent Places	My Pay
Clock In Clock Out		My Payroll	Pay Stub
		Pay Stub	For the week of 02/28/2022
Change Pay Code			Paycheck Date Amount
Clocked IN at 5:54 PM - Breakfast		TimeOff	02/28/2022 \$994.99
View Hours		W-2	
Timesheets		Year To Date Pay	View YTD Pay

Missed Clock Out

1. If a previous clock out was missed, the following message will display:

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	(
	Confirm Missed Clock Out
	You are currently clocked in, do you want to submit a missed clock out?
	Continue Cancel
2.	Click on Continue to enter the missed in time or click on Cancel to return to the Home bage.
	Missing Clock Out
	Time out 05/05/2022
	Optional Note
2	✓ Submit ← Close
3.	Optional Note Submit Close Fime 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
M iy or	Missing Clock Out
Pa	Time out 07/12/2021
02	Note
	Clock In Information Required
	Please choose from the following before continuing:
	Pay Code Sub Teacher half day 🔻
	Choose the person you are subbing for:
	Location Location-001 •
Ar	Submit Close
VGU	

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- *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 \checkmark submit to continue, or \leftarrow 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!		
	successfully clocked in at 5:50 PM.		
	Logout Continue		
7.	Click on Logout to logout of SMART eR o	r click on	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:

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Missed Clock In

If a previo	us clock in was missed, the follo	owing mes	sage will dis	splay:	
	(!)				
Co	onfirm Missed Clock In				
You are curren	ntly clocked out, do you want to submit a missed clock in?				
	Continue				
5. Click d	on Continue to enter the miss	ed in time	e or click on	Cancel	to return to the <i>Home</i>
page. Hycneck	Date Amount				
N	Aissing Clock In				
т	ime in 07/12/2021				
N	ote				
	✓ Submit ← C	Close			

- 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:

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Missing Clock In				
Time in 09/20/2022 🚔 🕚				
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 *				
✓ Submit ← Close				

- 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.

Success!		
Your missing clock in time has been submitted and you were successfully clocked out at 5:43 PM.	ne	
Logout	din .	
10. Click on Logout to logout of SMART eR of	or click on	to stay in SMART eR.

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