

# TimeTracker - Employee Instructions

## LOGIN SCREEN:

You will 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

You will see the screen below:

TimeTracker 12:39:44 PM

Clock In Clock Out

Clocked IN at 2:13 PM on 12/15/2021 - Contract

Cancel Continue to eR

You can clock in or out without doing the Multifactor Authentication if you don't want to login to SMART eR completely.

If you select "Continue to SMART eR" then you will be prompted to select the phone or email to receive your Multifactor Authentication code.

Success!

You successfully clocked in at 10:24 AM using the Custodian Hourly pay code.

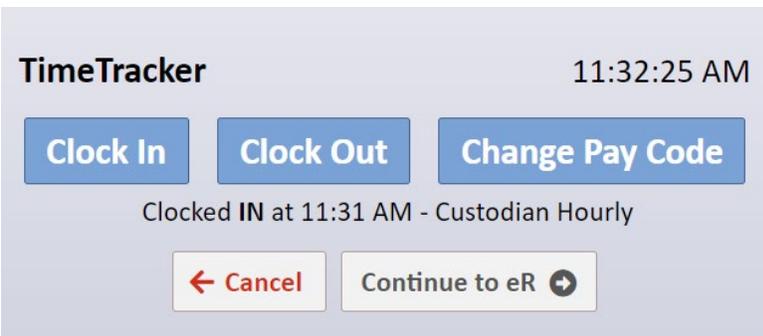
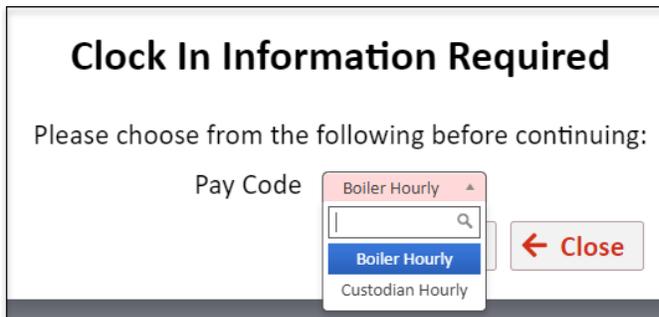
Logout Continue to eR

After clicking on "Clock In" or "Clock Out," you will see the "Success!" message confirming the punch.

From here, you can either Log out of SMARTeR or click "Continue to eR."

# TimeTracker - Employee Instructions

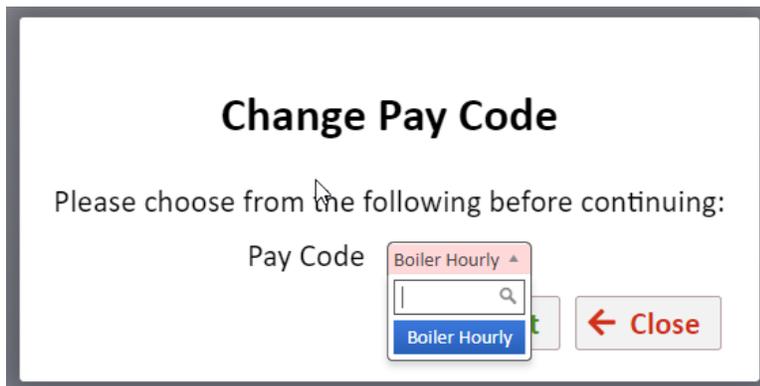
If you click “Clock In” and have **multiple pay codes** to choose from, you will be prompted with the following and will need to choose which code to clock into.



If you have more than one code available to clock into – you will have the option to “**Change Pay Code**” when switching between jobs.

This will punch you out of your current code and punch you into a different code.

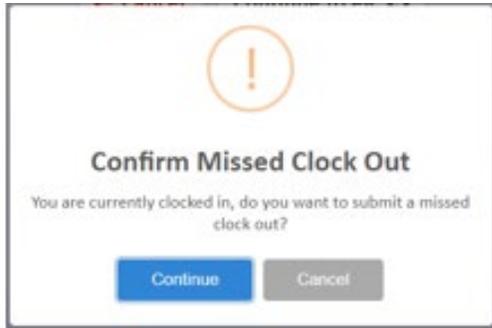
After clicking on “**Change Pay Code**” you will have the option to switch to another code as shown below:



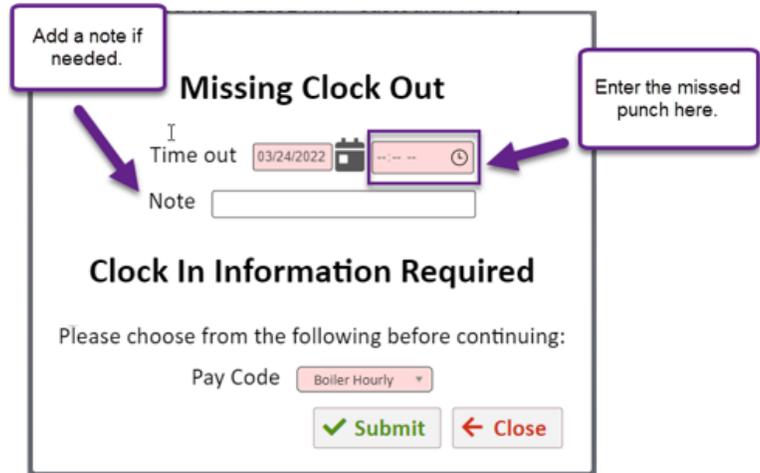
# TimeTracker - Employee Instructions

## MISSED PUNCHES:

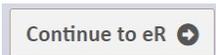
If you have missed a punch - the system will recognize the missed Clock In/Out:

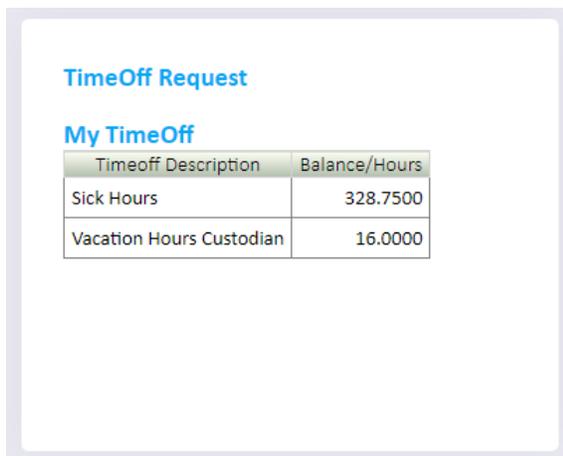


After you click "Continue" you will be able to correct the missed Clock In/Out.

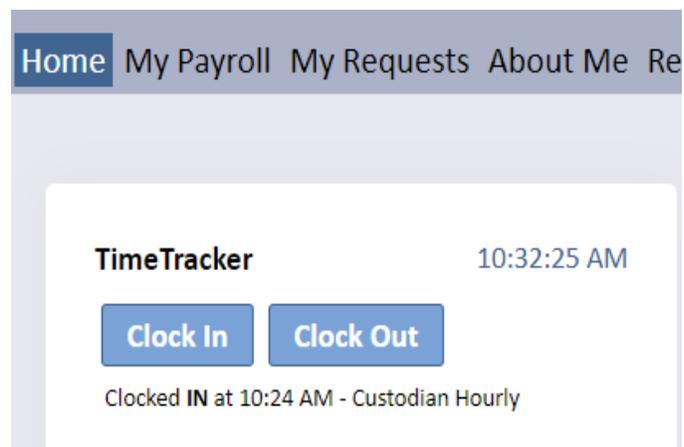


## SMART eR:

The  button will bring you to your Home page. Here you will be able to clock in and out and request time off.



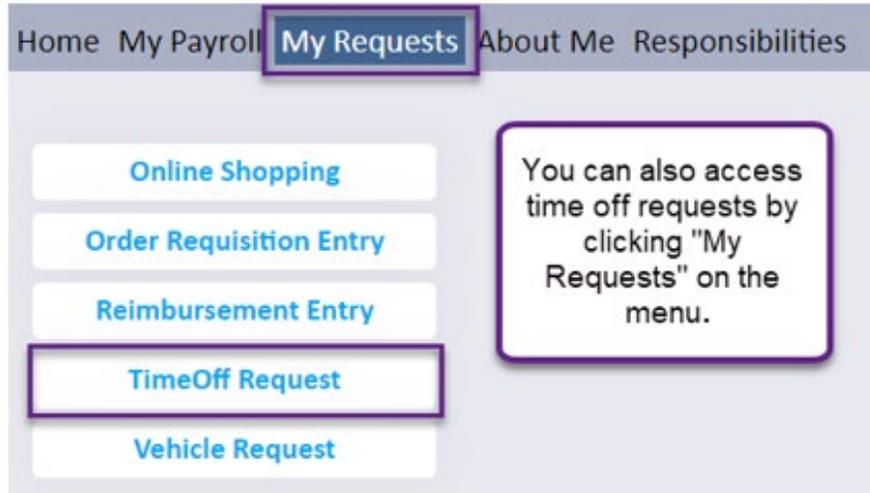
On Home page, your balance for time off will be displayed. You can request time off by clicking "TimeOff Request."



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

# TimeTracker - Employee Instructions

## REQUESTING TIME OFF:



In The TimeOff Request window, A Calendar will be displayed – You will need to “right click” on the day or days you are requesting time off, then click the  button.

The screenshot shows the 'TimeOff Request' interface. At the top, there is a navigation bar with 'Home', 'My Payroll', 'My Requests', 'About Me', and 'Responsibilities'. Below this is the title 'TimeOff Request' and a '+ Add New' button. A note says '\* Right click a day or TimeOff Request for menu options.' Below the note are 'Filter Options' for 'Day View Limit' (set to 'All') and 'Status' (radio buttons for 'ALL', 'Submitted', 'Approved', and 'Denied'). The main area is a calendar for 'March 2022'. The calendar shows days from 27 to 26. On the 23rd, there is a purple box with text: '8:00AM 4 hrs 30 min Submitted - Hrly Cust Sick Hours-Medical'. On the 24th, there is a red box with text: '8:00AM 1 hr Denied - Hrly Cust Vac Hours'. On the 25th, it says '25 Today'. A blue '+ Add' button is visible on the 26th, with a mouse cursor hovering over it.

# TimeTracker - Employee Instructions

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

### Add New TimeOff Request

[← Close](#) [✓ Save](#)

██████████ - 121

Date Requested   Days

Start Time   IP: 172.26.100.35

TimeOff Code

Hours  Minutes

Employee Note

**TimeOff Balances**

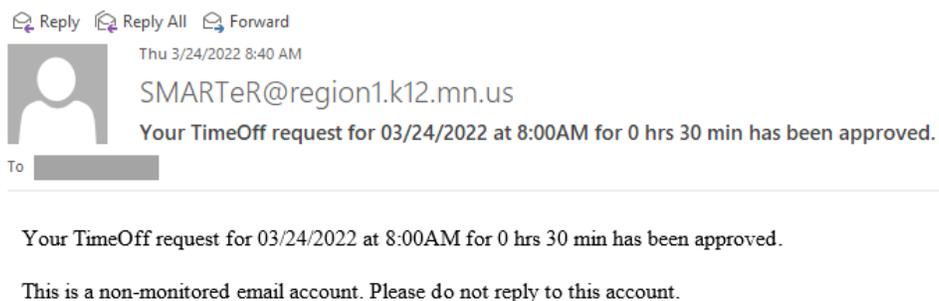
TimeOff Plan	HR Balance	Time Tracking			Remaining
		Approved	Submitted	This Request	
PERSHRS-CUST	8 hrs 0 min	0 hrs 0 min	0 hrs 0 min		8 hrs 0 min
SICKHRS-CUST	328 hrs 45 min	0 hrs 0 min	4 hrs 30 min		324 hrs 15 min
VACHRS-CUST	16 hrs 0 min	0 hrs 0 min	0 hrs 0 min		16 hrs 0 min

**You can pick multiple days in a row to be requested off.** <sup>?</sup>

**You will be required to pick the total # of Hours and Minutes being requested.**

**Here you will be able to see your time off plan balances.**

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



# TimeTracker - Employee Instructions

## VIEW HOURS:

Home **My Payroll** My Requests About Me Responsibilities

ACA Form 1095

Fiscal Benefits Summary

Pay Stub

TimeOff

**View Hours (3)**

You can view hours worked by clicking on "My Payroll" in the menu.

Home **My Payroll** My Requests About Me Responsibilities

**View Hours**

Hours

Current Week  
03/20/2022 - 03/26/2022  
[Prev](#) [Next](#)

Missed Punch Approved Missed Punches Overlapping Hours Processed Hours

	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"/>					03/23/2022 11:19 AM	03/23/2022 02:48 PM	3:29		3:29				Custodian Hourly	001
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Y	03/24/2022 07:00 AM	03/24/2022 12:00 PM	5:00		5:00	12:59			Custodian Hourly	001

## Employee Approval

Home **My Payroll** My Requests About Me Responsibilities

**View Hours**

Hours

Current Week  
03/20/2022 - 03/26/2022  
[Prev](#) [Next](#)

Missed Punch Approved Missed Punches Overlapping Hours Processed Hours

This is where the you would approve your time card by checking the boxes, if required by your District.

	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"/>					03/23/2022 11:19 AM	03/23/2022 02:48 PM	3:29		3:29				Custodian Hourly	001
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Y	03/24/2022 07:00 AM	03/24/2022 12:00 PM	5:00		5:00	12:59			Custodian Hourly	001