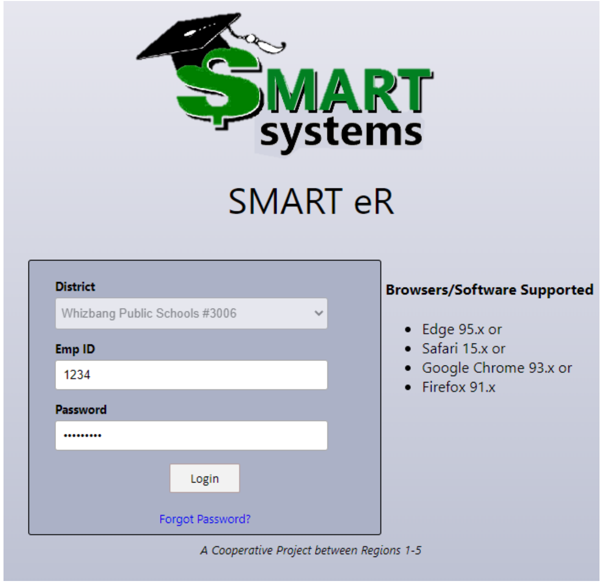
TimeTracker - Employee Instructions

https://smarter.erdc.k12.mn.us/smarter/login.aspx?dn=0484

Login Screen

Enter your employee ID and Password – click Login.


SMART systems
SMART eR
Login
Forgot Password?

District: Whizbang Public Schools #3006

Emp ID: 1234

Password: ••••••••••

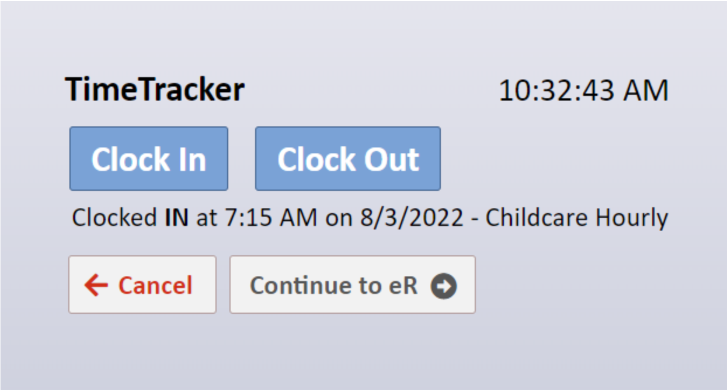
Browsers/Software Supported

- 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:

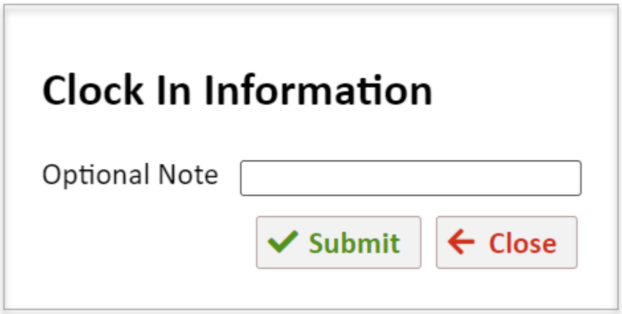

TimeTracker
10:32:43 AM
Clock In
Clock Out
Cancel
Continue to eR

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

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

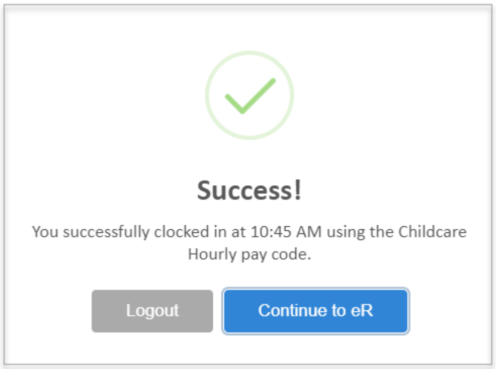
Click **Cancel** to go back to the login page displayed above.

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.



Success!

You successfully clocked in at 10:45 AM using the Childcare Hourly pay code.

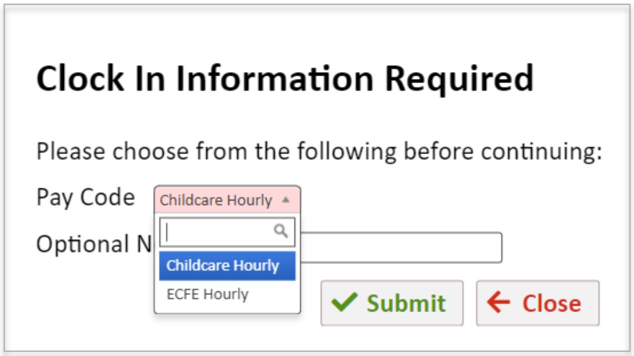
After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

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

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

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

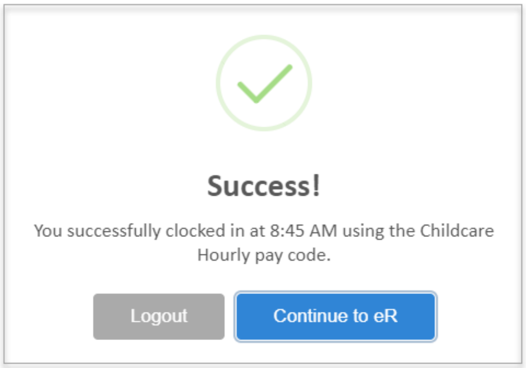
Please choose from the following before continuing:

Pay Code: Childcare Hourly

Optional N

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!

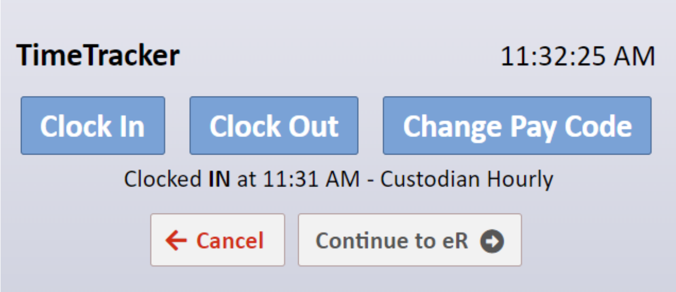
You successfully clocked in at 8:45 AM using the Childcare Hourly pay code.

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.



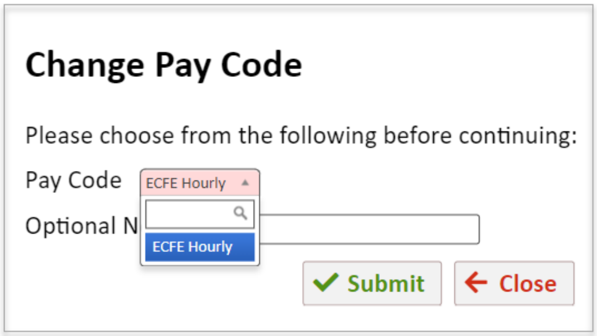
TimeTracker 11:32:25 AM

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.

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



Change Pay Code

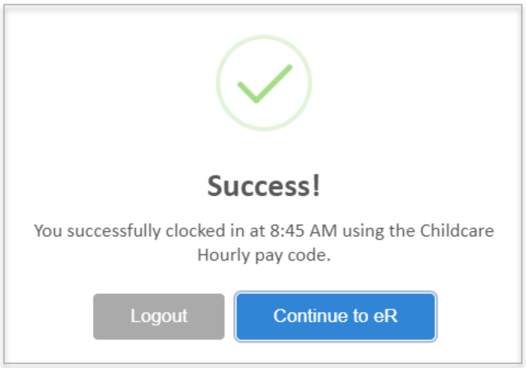
Please choose from the following before continuing:

Pay Code: ECFE Hourly

Optional N

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.

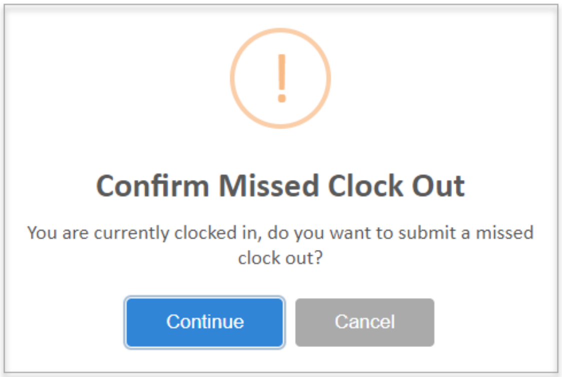
After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

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

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

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:

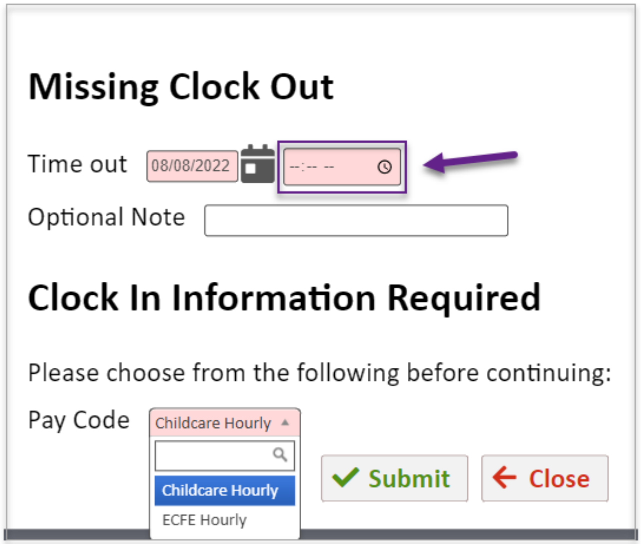


Confirm Missed Clock Out

You are currently clocked in, do you want to submit a missed clock out?

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

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



Missing Clock Out

Time out 08/08/2022 --:-- --

Optional Note

Clock In Information Required

Please choose from the following before continuing:

Pay Code Childcare Hourly

Enter the time of the missed clock in or out.

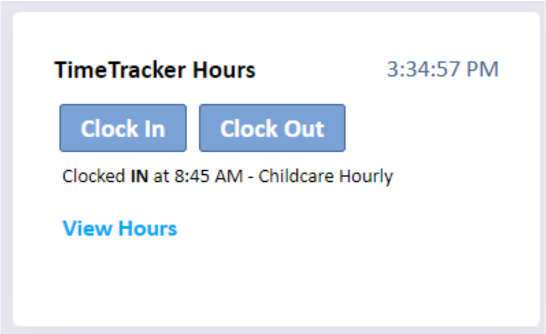
You will have the option to add a note if needed.

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.

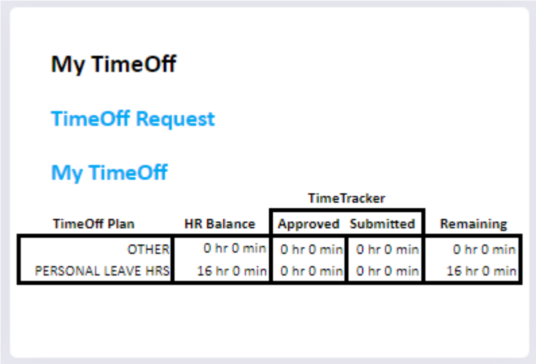
SMART eR:

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

Clocked **IN** at 8:45 AM - Childcare Hourly



My TimeOff

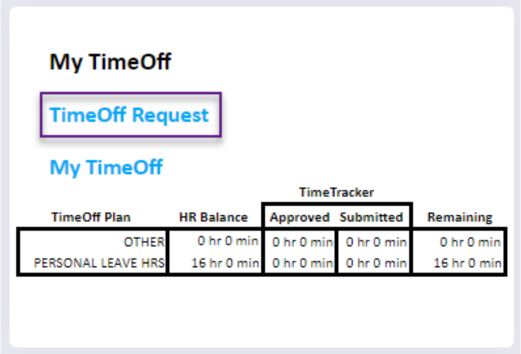
		TimeTracker		
TimeOff Plan	HR Balance	Approved	Submitted	Remaining
OTHER	0 hr 0 min	0 hr 0 min	0 hr 0 min	0 hr 0 min
PERSONAL LEAVE HRS	16 hr 0 min	0 hr 0 min	0 hr 0 min	16 hr 0 min

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

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

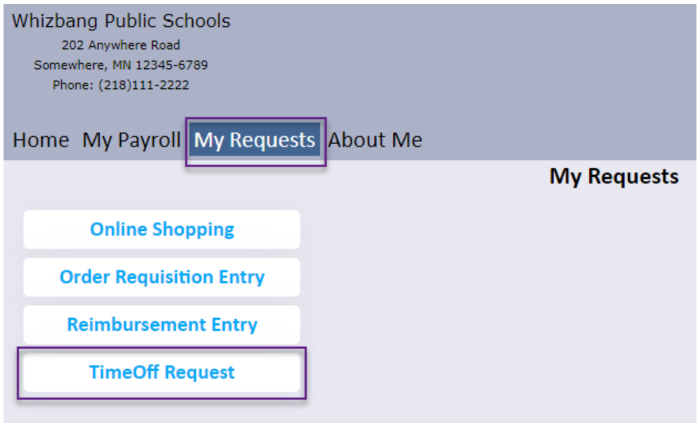
REQUESTING TIME OFF:

There are 2 ways to access the TimeOff Request window:


My TimeOff
TimeOff Request
My TimeOff

		TimeTracker		
TimeOff Plan	HR Balance	Approved	Submitted	Remaining
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

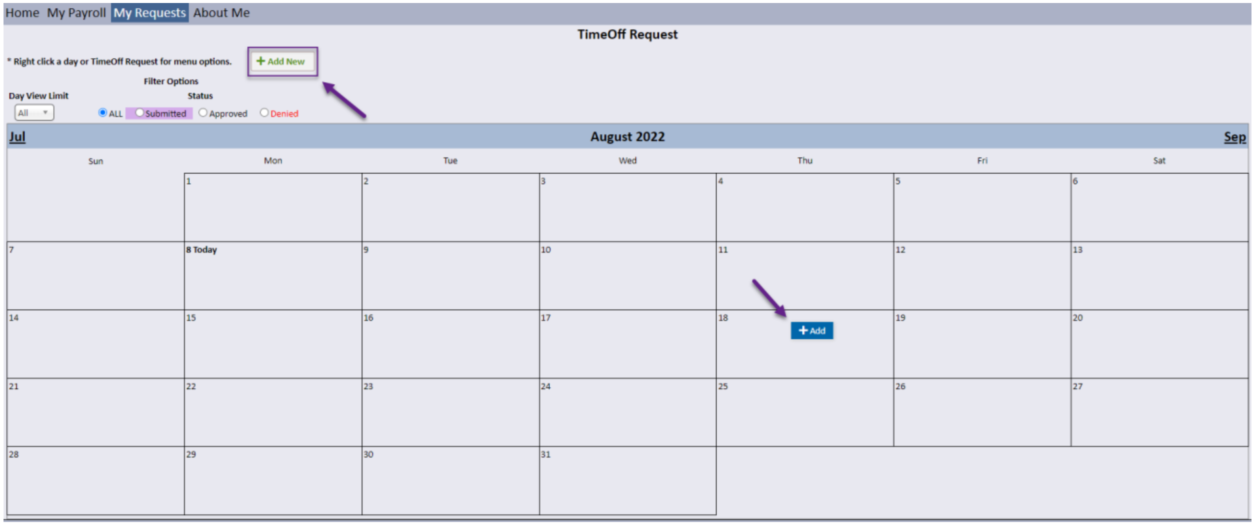
1. By clicking the **TimeOff Request** button on your home page.


Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 12345-6789
Phone: (218)111-2222
Home
My Payroll
My Requests
About Me
My Requests
Online Shopping
Order Requisition Entry
Reimbursement Entry
TimeOff Request

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

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

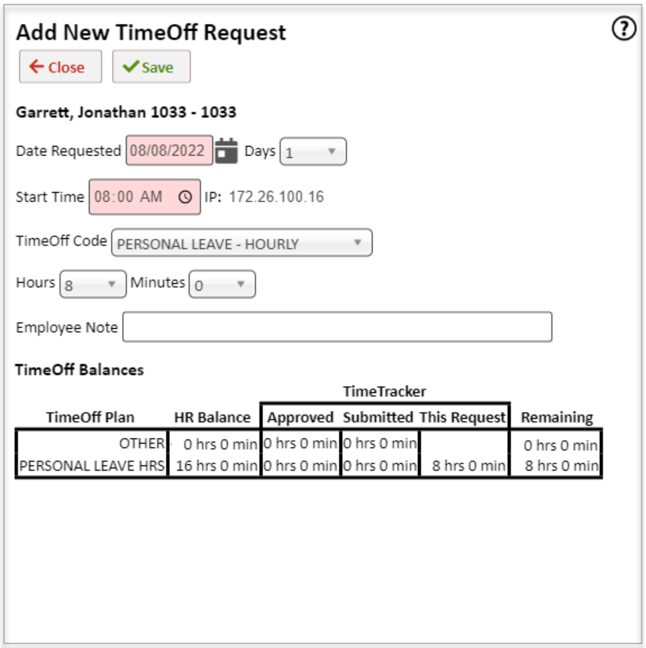
Right-click on the day you are requesting time off, then click the + Add button OR click the **Add New** button at the top of the window.


Home
My Payroll
My Requests
About Me
TimeOff Request
+ Add New
Filter Options
Day View Limit
All
Status
● ALL
○ Submitted
○ Approved
○ Denied
Jul
August 2022
Sep
+ Add

* Right click a day or TimeOff Request for menu options.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Today	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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



Garrett, Jonathan 1033 - 1033

Date Requested 08/08/2022 Days 1

Start Time 08:00 AM IP: 172.26.100.16

TimeOff Code PERSONAL LEAVE - HOURLY

Hours 8 Minutes 0

Employee Note

TimeOff Balances

		TimeTracker			
TimeOff Plan	HR Balance	Approved	Submitted	This Request	Remaining
OTHER	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.

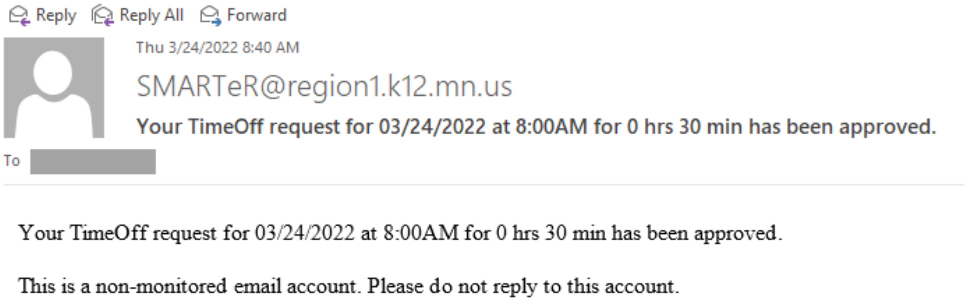
Employee Note – Enter a note.

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.



Thu 3/24/2022 8:40 AM

SMARTeR@region1.k12.mn.us

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

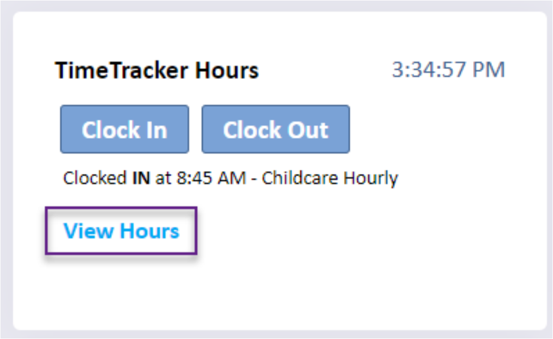
To [redacted]

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.

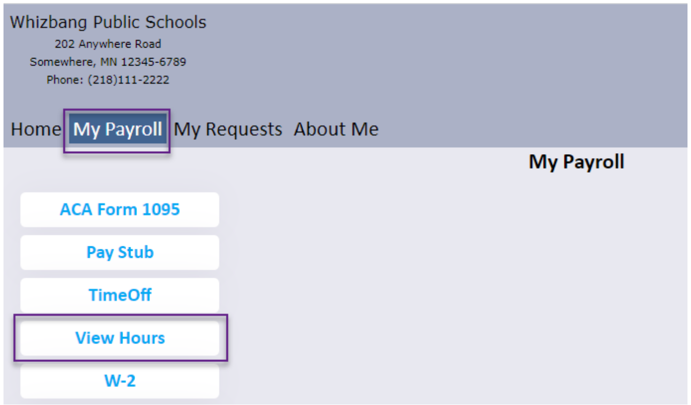
VIEW HOURS:

There are 2 ways to view your hours:


TimeTracker Hours
3:34:57 PM
Clock In
Clock Out
View Hours

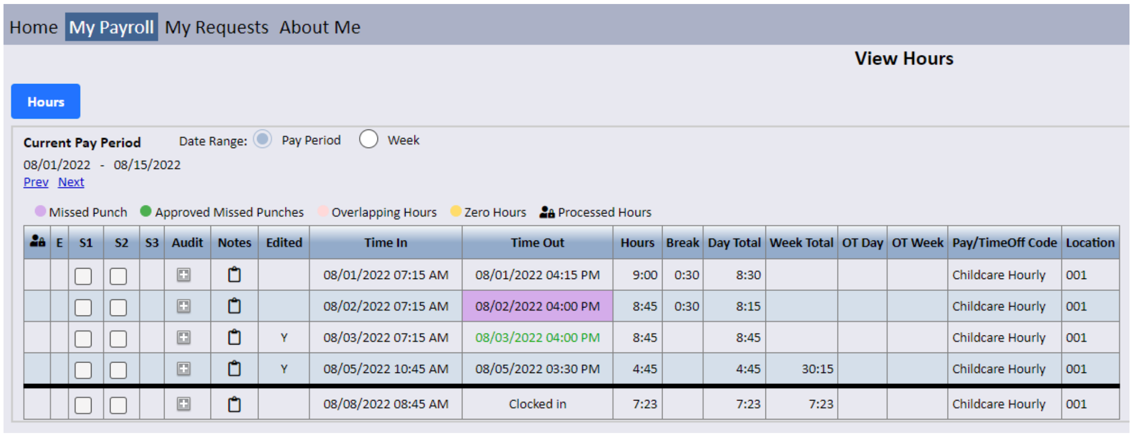
Clocked **IN** at 8:45 AM - Childcare Hourly

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


Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 12345-6789
Phone: (218)111-2222
Home
My Payroll
My Requests
About Me
My Payroll
ACA Form 1095
Pay Stub
TimeOff
View Hours
W-2

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.


Home
My Payroll
My Requests
About Me
View Hours
Hours
Prev
Next

Current Pay Period Date Range: ● Pay Period ○ Week

08/01/2022 - 08/15/2022

● Missed Punch ● Approved Missed Punches ● Overlapping Hours ● Zero Hours Processed Hours

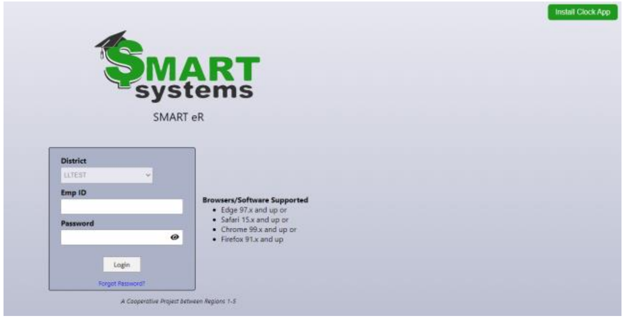
	E	S1	S2	S3	Audit	Notes	Edited	Time In	Time Out	Hours	Break	Day Total	Week Total	OT Day	OT Week	Pay/TimeOff Code	Location
		☐	☐		⊞	📋		08/01/2022 07:15 AM	08/01/2022 04:15 PM	9:00	0:30	8:30				Childcare Hourly	001
		☐	☐		⊞	📋		08/02/2022 07:15 AM	08/02/2022 04:00 PM	8:45	0:30	8:15				Childcare Hourly	001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

Installing the Time Tracker App

Key Notes

- The app is strictly for clocking in/out purposes.
- There is NO access to entering in time off.
- A staff member will NOT be able to continue to smart ER.

Installation on a Computer


Install Clock App
SMART systems
SMART eR
District
Emp ID
Password
Login
Forgot Password?

District: LLTEST

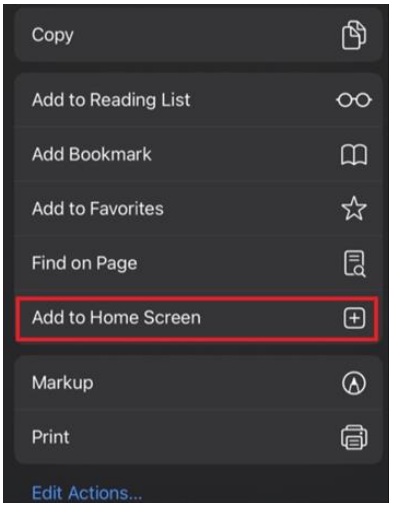
Browsers/Software Supported
- Edge 97.x and up or
- Safari 15.x and up or
- Chrome 99.x and up or
- Firefox 91.x and up

A Cooperative Project between Regions 1-5

- Got to your district's Time Tracker login page.
- In the top right corner of the login page is the "*Install Clock App*" button
- Click the button and select install on the popup.
- This will bring up the new app window.

Install Clock App

Installation on Mobile Devices


Copy
Add to Reading List
Add Bookmark
Add to Favorites
Find on Page
Add to Home Screen
Markup
Print
Edit Actions...

- Got to your district's Time Tracker login page via browser

For Apple users

- Select the share button at the bottom of your screen.
- Navigate to *Add to Home Screen*
- An edit screen will pop up for you to update the name of the app. Select *Add* when done.
- For more instructions select the "*Install Clock App*" in the top right corner.

For Android users

- Select the "*Install Clock App*" in the top right corner.
- You will be prompted to a setup screen where you are able to add a name. Select "Add" and save it to your phone.