

# TimeTracker - Employee Instructions

<https://smarter.ercd.k12.mn.us/smarter/login.aspx?dn=0484>

## 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**

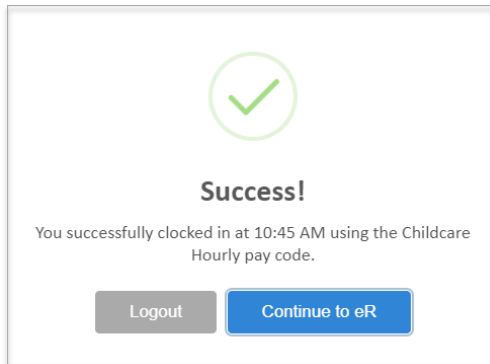
Optional Note

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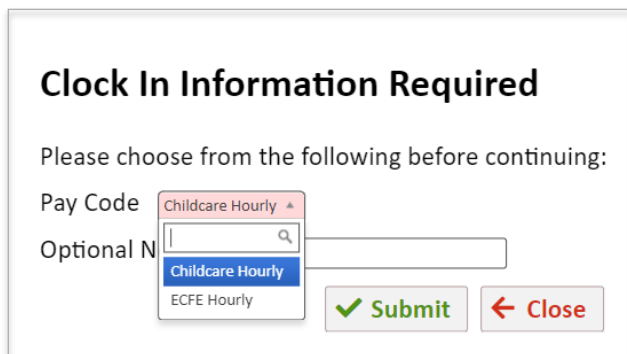
After clicking **Submit**, a “Success!” message will display to let you know that you have clocked in or out successfully.

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

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

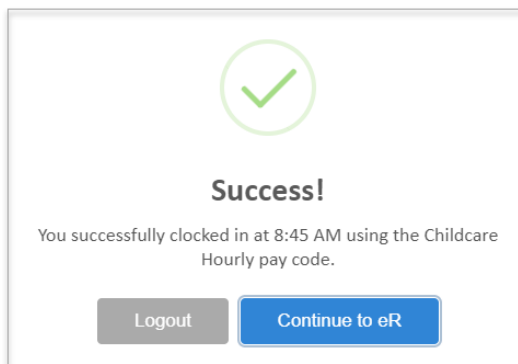
## Multiple Pay Codes

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



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.

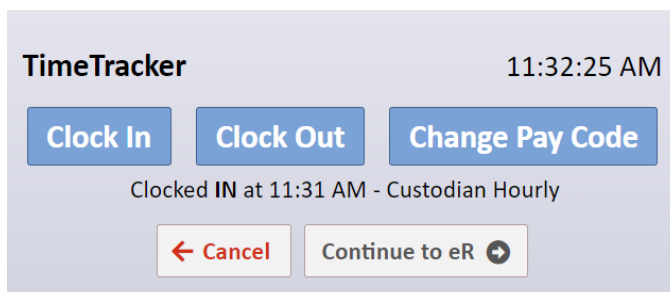


After clicking **Submit**, a “Success!” message will display to let you know that you have clocked in or out successfully.

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.

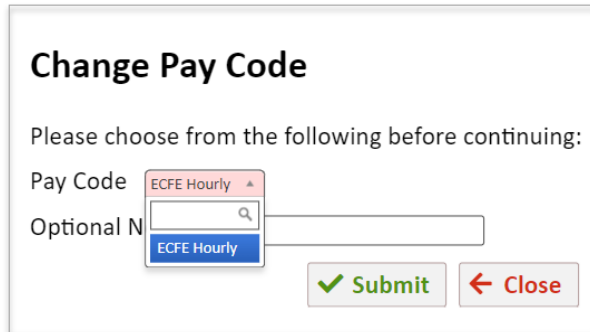


The **Change Pay Code** button can be used when switching between jobs.

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

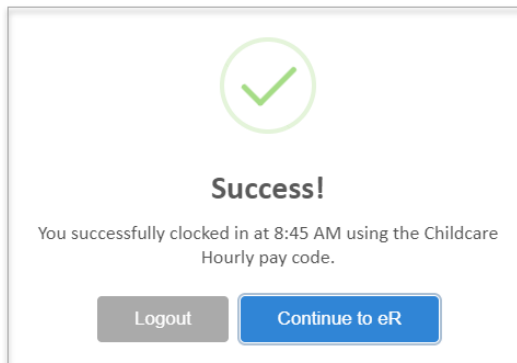
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After clicking on **Change Pay Code**, you will have the option to select another code as shown below:



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.



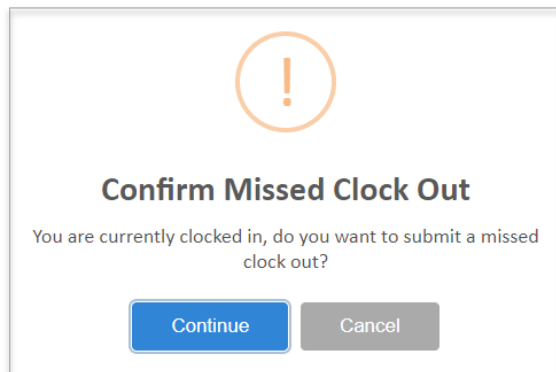
After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

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:



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

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

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**Missing Clock Out**

Time out 08/08/2022 [Calendar] [Time Selection] ←

Optional Note

**Clock In Information Required**

Please choose from the following before continuing:

Pay Code Childcare Hourly

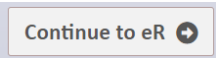
Enter the time of the missed clock in or out.

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  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

[View Hours](#)

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



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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**

Current Pay Period    Date Range:  Pay Period     Week  
08/01/2022 - 08/15/2022  
[Prev](#)   [Next](#)

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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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

## Installing the Time Tracker App

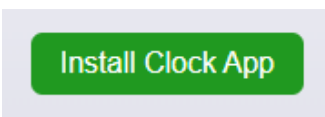
### Key Notes

- 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



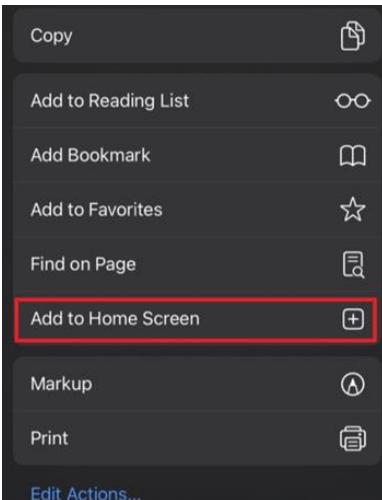
- Got to your district's Time Tracker login page.
- In the top right corner of the login page is the "Install Clock App" button
- Click the button and select install on the popup.
- This will bring up the new app window.



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## Installation on Mobile Devices



- 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.