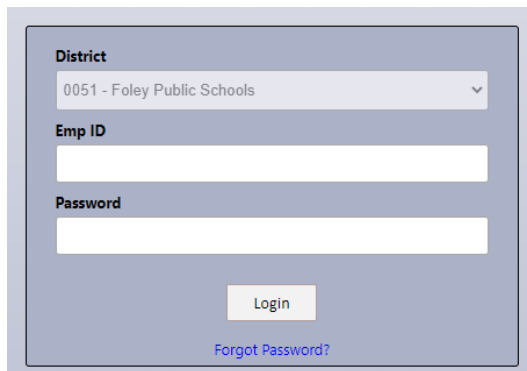


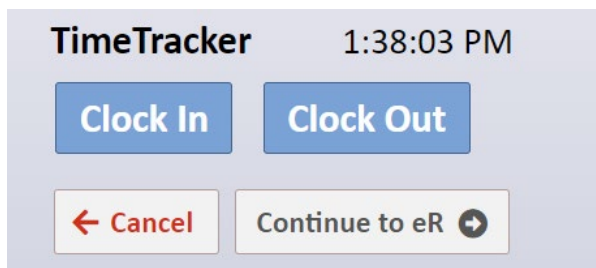
TimeTracker – in SMART eR

- Go to SMART eR: <https://smarter.erc.k12.mn.us/SMARTeR/Login.aspx?acct=logout&dn=0051>



The login form is titled "District" and contains a dropdown menu with "0051 - Foley Public Schools" selected. Below this are two input fields labeled "Emp ID" and "Password". A "Login" button is positioned below the password field, and a "Forgot Password?" link is at the bottom.

- You will need to log in using your Employee 4-digit number and password. If you do not remember your PW please call or email Ashley Legatt 320-968-8603 ext. 4103 OR alegatt@apps.isd51.org
- Once logged in you will see a punch in/out screen: You can punch in and out **without** the two-step authentication but if you hit "Continue to eR" you will need your email or phone accessible.



The screen is titled "TimeTracker" and shows the time "1:38:03 PM". It features two blue buttons: "Clock In" and "Clock Out". Below these are two white buttons: "Cancel" with a red left arrow and "Continue to eR" with a blue right arrow.

- If you Continue to eR you can also clock in and out on your dashboard, see paystubs, enter leaves, get tax forms etc....
- If you want to view your hours worked, on your dashboard under TimeTracker Hours click View Hours or by going to My Payroll and view hours

TimeTracker Hours 1:59:02 PM



Two blue buttons labeled "Clock In" and "Clock Out" are displayed side-by-side.

[View Hours](#)

- **To enter leaves**, you can go to **My Request**
- TimeOff Request
- Right click on the calendar day you want time off for and hit add OR select the **+ Add New**
- Here you can select your start time for your leave, your TimeOff Code, the total hours you will be out, you can add a note and see your leave balances.
- To toggle back and forth between months on the calendar just look to the upper left and right; See example:



- **To view your Paystubs**
- Go to My Payroll
- Paystub
- The most current paystub should pop up along with a summary for a YTD snapshot.
- You can hit \$ Other Pay Stubs to view the rest in consecutive order.