



TimeTracker

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SMART Systems Development

1

Today's Agenda

- TimeTracker -what is it?
 - Entering TimeOff Requests
 - Hours Tracking
 - Approval Options
- Commonly misunderstood concepts
- Underutilized features
- Coming Soon
- Questions/Comments?

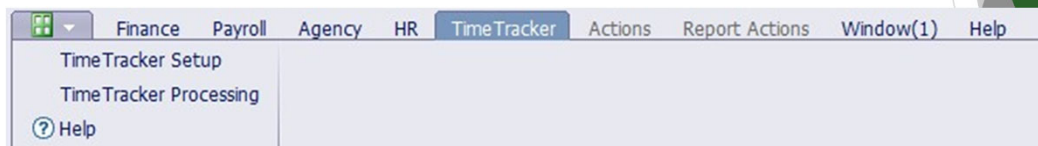
2

TimeTracker - what is it?

3

TimeTracker...

- ...is a module that will track TimeOff requests and employee hours worked.
- ...is setup in SMART HR:



- ...is accessed by employees and supervisors in SMART eR.

4

TimeTracker uses starting information based on what is in SMART HR currently.

- Active employees from Payroll/Personnel
- Active Pay Codes from Payroll
- Active locations from Payroll
- Active TimeOff Plan/TimeOff Reason combinations from TimeOff

5

TimeTracker-what is it?
Entering TimeOff Requests

6

Employees will enter information directly from the Home page in SMART eR...

The screenshot shows the 'Home' page of the SMART eR... system. It features several main sections:

- TimeTracker Hours:** Shows the current time as 10:39:54 AM. Includes buttons for 'Clock In', 'Clock Out', and 'Change Pay Code'. A status message indicates 'Clocked IN at 12:36 PM on 4/24/2022 - Food Service' with a 'View Hours' link.
- My Frequent Places:** Lists 'Dependents', 'Pay Stub', 'TimeOff', 'W-2', and 'Year To Date Pay'.
- My Pay:** Displays 'Pay Stub' for the week of 02/28/2022. A table shows a paycheck for 02/28/2022 with an amount of \$994.99. A 'View YTD Pay' link is also present.
- My TimeOff:** (Highlighted with a red box) Includes a 'TimeOff Request' link and a 'My TimeOff' table. The table has columns for 'TimeOff Plan', 'HR Balance', 'Approved', 'Submitted', and 'Remaining'. It lists two plans: PERHRSLUP and SICKHR9.
- Communications:** Lists 'Announcements' (1 new), 'Notifications' (7 new), 'District Forms' (29 new), 'Employee Forms', 'SMART Messaging', and 'Employee Questionnaire'.
- Online Shopping:** Includes a 'Show Email' button and a list of items to purchase, such as 'AMAZON CAPITAL SERVICES, INC.', 'EXPRESS COOPERATIVE PURCHASING CONNECTION', 'FREY SCIENTIFIC', and 'INNOVATIVE OFFICE SOLUTIONS, LLC'.

7

TimeOff Request

Employees will enter TimeOff requests, but will only see it if they are allowed to.

The screenshot shows the 'TimeOff Request' calendar interface. At the top, there is a '+ Add New' button and filter options for 'Day View Limit' (set to 'All') and 'Status' (radio buttons for ALL, Submitted, Approved, Denied). The calendar grid covers February 2023. A tooltip is visible over the 24th of the month, showing details for a submitted request:

- Date:** 24 Today
- Time:** 8:00AM 8 hrs
- Status:** Submitted - Vacation-Vacation Used 192

Other dates in the grid also show similar request details for the 20th, 21st, 22nd, and 23rd. A context menu with options '+ Add', 'View/Edit', and 'Delete' is also visible.

8

Adding a new TimeOff Request

Add New TimeOff Request

Snyder, Janet 2683 - 2683

Date Requested Days

Start Time IP: 172.19.0.2

TimeOff Code

Location

Hours Minutes

Employee Note

TimeOff Balances

TimeOff Plan	HR Balance	TimeTracker		Remaining
		Approved	Submitted This Request	
HOLIDAY	24 hrs 0 min	0 hrs 0 min	0 hrs 0 min	24 hrs 0 min
SICK_FY	66 hrs 45 min	0 hrs 0 min	0 hrs 0 min	66 hrs 45 min
VACATION	126 hrs 53 min	0 hrs 0 min	0 hrs 0 min	126 hrs 53 min

9

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10

TimeTracker-what is it?

Hours tracking

11

Web clock (same from mobile app or browser):
Enter username and Password from SMART eR login page...

Install Clock App

SMART
systems

SMART eR

District
TT_3007 - Use 9173

Emp ID

Password

Login

[Forgot Password?](#)

Browsers/Software Supported

- Edge 105.x and up or
- Safari 15.6 and up or
- Google Chrome 105.x and up or
- Firefox 102.x and up

A Cooperative Project between Regions 1-5

12

It will go to the clock functions, but employee will not be fully logged into SMART eR:

TimeTracker 10:24:13 AM

Clock In
Clock Out

You clocked **OUT** at 1:27 PM on 12/14/2022

Clock In Information Required

Please choose from the following before continuing:

Pay Code Custodian Hourly (default) ▾

Location Location-010 ▾

Optional Note

✔ Submit
← Close

13

OR Employees can enter information directly from Home page in SMART eR...

Home

TimeTracker Hours 10:37:10 AM

Clock In
Clock Out

You clocked **OUT** at 1:27 PM on 12/14/2022

[View Hours](#)

[Timesheets](#)

My Frequent Places

[Approval](#)

[My Payroll](#)

[TimeOff Request](#)

[View Hours - Supervisor](#)

[View TimeOff Request - Supervisor](#)

My Pay

[Pay Stub](#)
For the week of 11/28/2022

[View YTD Pay](#)

My TimeOff

[TimeOff Request](#)

[My TimeOff](#)

TimeTracker Approvals

[TimeOff Needs Approval](#)

[Hours Need Approval](#)

[Missed Punches](#)

[Overtime Hours](#)

[Conflicting Time Segments](#)

Communications

[Announcements](#)

[Notifications](#) 187 new

[District Forms](#) 8 new

[Employee Forms](#) 1 new

[SMART Messaging](#)

TimeOff Plan	HR Balance	Approved	Submitted	Remaining
FUNERAL NL12	38 hr 0 min	6 hr 30 min	0 hr 0 min	31 hr 30 min
OTHER NL	0 hr 0 min	0 hr 0 min	0 hr 0 min	0 hr 0 min
PERSONAL NL12	20 hr 0 min	1 hr 0 min	0 hr 0 min	19 hr 0 min
SICK NL12	322 hr 21 min	90 hr 0 min	0 hr 0 min	232 hr 21 min
STAFFDEV NL	-27 hr 0 min	35 hr 0 min	0 hr 0 min	-42 hr 0 min
VACATION150	192 hr 0 min	0 hr 0 min	0 hr 0 min	192 hr 0 min

14

View Hours-Timesheets

Employees can enter in a list option or through a calendar depending on preference.

* Right click a day or Timesheet Entry for menu options. [+ Add New](#) Only Timesheets All Hours

Filter Options
Day View Limit: Status: ALL Pending Submitted

Jan Feb 2023 Mar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 8:00AM 6 hr Pending - Cu	21	22	23	24	25
26	27 Today	28	1	2	3	4

Context menu for Feb 20 (8:00AM 6 hr Pending - Cu):

15

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16

TimeTracker-what is it?

Approval Options

17

Quick Links to Approvals

Home My Payroll My Requests About Me Approval Responsibilities Setup

Home

My Frequent Places

- [Approval](#)
- [Pay Stub](#)
- [Responsibilities](#)
- [View Hours - Supervisor](#)
- [View TimeOff Request - Supervisor](#)

My Pay

Pay Stub
For the week of 03/14/2022

Paycheck Date	Amount
03/15/2022	\$1,218.64

[View YTD Pay](#)

My TimeOff

[TimeOff Request](#)

[My TimeOff](#)

TimeOff Plan	HR Balance	TimeTracker		
		Approved	Submitted	Remaining
MISCHRS	0 hr 0 min	0 hr 0 min	0 hr 0 min	0 hr 0 min
SICKHR12	170 hr 30 min	0 hr 0 min	0 hr 0 min	170 hr 30 min
VACHRS	34 hr 0 min	0 hr 0 min	0 hr 0 min	34 hr 0 min

Communications

- [Announcements](#)
- [Notifications](#) 5 new
- [District Forms](#) 24 new
- [Employee Forms](#)
- [SMART Messaging](#)
- [Employee Questionnaire](#)

Online Shopping [Show Email](#) ?

- [Shop](#) AMAZON CAPITAL SERVICES, INC.
- [Shop](#) EXPRESS COOPERATIVE PURCHASING CONNECTION
- [Shop](#) FREY SCIENTIFIC
- [Shop](#) INNOVATIVE OFFICE SOLUTIONS, LLC

TimeTracker Approvals

- [TimeOff Needs Approval](#)
- [Hours Need Approval](#) 33 new
- [Missed Punches](#) 1 new
- [Overtime Hours](#)
- [Conflicting Time Segments](#)

18

Supervisor approval

Approval

[Setup Proxies](#)

Time Tracker

[View Hours - Supervisor \(27\)](#)

[View TimeOff Request - Supervisor \(3\)](#)

Please choose a report in a drop down list below.

Then click here..... [Run Report](#)

Hours

TimeOff

They can view in two ways: Individual or All Hours.

19

View TimeOff Request - Supervisor

[Calendar View](#)
[Daily View](#)

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

Day View Limit:

Employee:

Filter Options

Status: ALL Submitted Approved Denied

Jan						February 2023						Mar
Sun	Mon	Tue	Wed	Thu	Fri	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3							
5	6	7	8	9	10							
	DARREL 10239 CAMPOS 8:00AM 8 hrs Submitted - Personal Leave Principals-Pers	DARREL 10239 CAMPOS 8:00AM 8 hrs Submitted - Personal Leave Principals-Pers	DARREL 10239 CAMPOS 8:00AM 8 hrs Submitted - Personal Leave Principals-Pers	DARREL 10239 CAMPOS 8:00AM 8 hrs Submitted - Personal Leave Principals-Pers	DARREL 10239 CAMPOS 8:00AM 8 hrs Denied - Personal Leave Principals-Pers	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person						
	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person						
	RANDALL 10080 SCHMIDT 7:00AM 7 hrs 45 min Approved - Personal Leave EDMN-Personal	RANDALL 10080 SCHMIDT 7:00AM 7 hrs 45 min Approved - Sick Leave EDMN-Illness										
12	13	14	15	16	17							
	RANDALL 10080 SCHMIDT 7:00AM 7 hrs 45 min Approved - Personal Leave EDMN-Personal											
19	20	21	22	23	24 Today							
		AUBREY 936 TATE 7:50AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	AUBREY 936 TATE 7:50AM 7 hrs 45 min Approved - Personal Leave Licensed-Person	EMMETT 9385 CLAYTON 7:55AM 7 hrs 35 min Approved - Personal Leave EDMN-Personal	EMMETT 9385 CLAYTON 7:50AM 7 hrs 45 min Approved - Personal Leave EDMN-Personal	KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person						
		EMMETT 9385 CLAYTON 7:55AM 7 hrs 35 min Approved - Personal Leave EDMN-Personal	EMMETT 9385 CLAYTON 7:50AM 7 hrs 45 min Approved - Personal Leave EDMN-Personal			KRISTI 9638 EDWARDS 8:00AM 7 hrs 45 min Approved - Personal Leave Licensed-Person						

20

View TimeOff Request - Supervisor

Filter Retrieval Options:

Date Range:
 Pay/TimeOff Code:
 Required Approvals:
 Employee:

Start Date:
 Stop Date:
 Employee Group:
 Status:

Hours display preference: Decimal Minutes

Submitted
 Approved
 Denied
 Processed Hours

02/13/2023

Check All

View/Edit	Name	E	S1	S2	S3	Audit	Notes	Edited	Time In	Time Out	Hours	Pay/TimeOff Code	Location
	SCHMIDT, RANDALL 1 - 10080	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						02/13/2023 07:00 AM	Leave Request	7.75	Personal Leave EDMN-Personal	040

ENote: personal day SNote:

02/10/2023

Check All

View/Edit	Name	E	S1	S2	S3	Audit	Notes	Edited	Time In	Time Out	Hours	Pay/TimeOff Code	Location
	CAMPOS, DARREL 1 - 10239	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						02/10/2023 08:00 AM	Leave Request	8.00	Personal Leave Principals-Pers	085
	EDWARDS, KRISTI 9 - 9638	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						02/10/2023 08:00 AM	Leave Request	7.75	Personal Leave EDMN-Personal	020

02/09/2023

Check All

View/Edit	Name	E	S1	S2	S3	Audit	Notes	Edited	Time In	Time Out	Hours	Pay/TimeOff Code	Location
	CAMPOS, DARREL 1 - 10239	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						02/09/2023 08:00 AM	Leave Request	8.00	Personal Leave Principals-Pers	085
	EDWARDS, KRISTI 9 - 9638	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						02/09/2023 08:00 AM	Leave Request	7.75	Personal Leave EDMN-Personal	020

21

Add New TimeOff Request ?

Employee:
 Approve Request

Date Requested:
 Days:

Start Time: IP: 172.19.0.2

TimeOff Code:

Hours:
 Minutes:

Employee Note:
 Supervisor Note:

Show Note To Employee

Hire Date: 08/01/2014

TimeOff Balances

TimeOff Plan	HR Balance	TimeTracker			Remaining
		Approved	Submitted	This Request	
MISCHRS	0 hrs 0 min	0 hrs 0 min	0 hrs 0 min		0 hrs 0 min
PERSHRS-PRIN	48 hrs 0 min	0 hrs 0 min	32 hrs 0 min		16 hrs 0 min
SICKHRS-PRIN	352 hrs 15 min	22 hrs 15 min	0 hrs 0 min		330 hrs 0 min

22

View Hours - Supervisor

INDIVIDUAL ALL HOURS

Employee Search:

Filter Options:
Date Range: Custom Pay/TimeOff Code: ALL (dropdown)
Start Date: 12/01/2022 Stop Date: 12/15/2022 Apply Filter
Hours display preference: Decimal (selected) Minutes

DONALDSON, EDMUND 1 - 10307

Check All Missed Punch Approved Missed Punches Overlapping Hours Zero Hours Processed Hours

View/Edit	E	S1	S2	S3	Status	Audit	Notes	Edited	Type	Time In	Time Out	Hours	Break	Day Total	Week Total	OT Day	OT Week	Pay/TimeOff Code	Sub For	Location
	<input checked="" type="checkbox"/>				A				W	12/01/2022 12:32 PM	12/01/2022 09:00 PM	8.47	0.50	7.97				Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/02/2022 02:34 PM	12/02/2022 06:38 PM	4.07	0.50					Custodian Contract		010
	<input checked="" type="checkbox"/>				A			Y	L	12/02/2022 06:39 PM	Leave Request	4.00		7.57	15.54			Sick Leave MSEA Illness 12		010
	<input checked="" type="checkbox"/>				A				W	12/04/2022 12:50 PM	12/04/2022 03:20 PM	2.50		2.50				Snow Removal Hrly		010
	<input checked="" type="checkbox"/>				A				W	12/05/2022 02:28 PM	12/05/2022 11:00 PM	8.53	0.50	8.03				Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/06/2022 02:28 PM	12/06/2022 11:00 PM	8.53	0.50	8.03				Custodian Contract		010
	<input checked="" type="checkbox"/>				A			Y	W	12/07/2022 02:28 PM	12/07/2022 11:00 PM	8.53	0.50	8.03	26.59			Custodian Contract		010
ENote: SNote: supervisor note																				
	<input type="checkbox"/>				S				W	12/12/2022 02:28 PM	12/12/2022 11:00 PM	8.53	0.50	8.03				Custodian Contract		010
	<input type="checkbox"/>				S				W	12/13/2022 02:24 PM	12/13/2022 11:01 PM	8.62	0.50	8.12				Custodian Contract		010
	<input type="checkbox"/>				S				W	12/14/2022 05:04 AM	12/14/2022 07:34 AM	2.50						Snow Removal Hrly		010
	<input type="checkbox"/>				S				W	12/14/2022 01:49 PM	12/14/2022 03:51 PM	2.03		4.53	20.68			Snow Removal Hrly		010

23

INDIVIDUAL ALL HOURS

Filter Retrieval Options:
Date Range: Custom Pay/TimeOff Code: Snow Removal Hrly (dropdown)
Start Date: 12/01/2022 Stop Date: 12/31/2022 Employee Group: ALL Apply Filter
Hours display preference: Decimal (selected) Minutes

BAILEY, VERONICA 1 - 10419

Check All Missed Punch Approved Missed Punches Overlapping Hours Zero Hours Processed Hours

View/Edit	E	S1	S2	S3	Status	Audit	Notes	Edited	Type	Time In	Time Out	Hours	Break	Day Total	Week Total	OT Day	OT Week	Pay/TimeOff Code	Sub For	Location
	<input checked="" type="checkbox"/>				A				W	12/01/2022 02:37 PM	12/01/2022 11:02 PM	8.42	0.50	7.92				Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/02/2022 02:30 PM	12/02/2022 10:52 PM	8.37	0.50	7.87	15.79	2.27		Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/04/2022 11:32 AM	12/04/2022 02:34 PM	3.03		3.03				Snow Removal Hrly		010
	<input checked="" type="checkbox"/>				A				W	12/05/2022 02:30 PM	12/05/2022 11:02 PM	8.53	0.50	8.03				Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/06/2022 12:05 PM	12/06/2022 08:33 PM	8.47	0.50	7.97				Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/07/2022 02:26 PM	12/07/2022 11:18 PM	8.87	0.50	8.37				Custodian Contract		010
	<input checked="" type="checkbox"/>				A				W	12/09/2022 09:08 AM	12/09/2022 03:31 PM	6.38	0.50	5.88	33.28			Custodian Contract		010
	<input type="checkbox"/>				S				W	12/12/2022 02:34 PM	12/12/2022 10:57 PM	8.38	0.50	7.88				Custodian Contract		010
	<input type="checkbox"/>				S				W	12/13/2022 02:34 PM	12/13/2022 11:04 PM	8.50	0.50	8.00				Custodian Contract		010
	<input type="checkbox"/>				S				W	12/14/2022 05:39 AM	12/14/2022 07:51 AM	2.20						Snow Removal Hrly		010
	<input type="checkbox"/>				S				W	12/14/2022 01:33 PM	12/14/2022 03:35 PM	2.03						Snow Removal Hrly		010
	<input type="checkbox"/>				S				W	12/14/2022 03:35 PM	12/14/2022 04:35 PM	1.00		5.23	21.11			Snow Removal Stpend		010

BEAN, JEREMY 1 - 10256

Check All Missed Punch Approved Missed Punches Overlapping Hours Zero Hours Processed Hours

View/Edit	E	S1	S2	S3	Status	Audit	Notes	Edited	Type	Time In	Time Out	Hours	Break	Day Total	Week Total	OT Day	OT Week	Pay/TimeOff Code	Sub For	Location
-----------	---	----	----	----	--------	-------	-------	--------	------	---------	----------	-------	-------	-----------	------------	--------	---------	------------------	---------	----------

24

Editing a Segment

View/Edit Segment

Individual is clocked in

Entry Type: Clock Timesheet

DONALDSON, EDMUND 1 - 10307

Segment Length: 8:02

Time in: 12/07/2022 02:28 PM Missed punch in

Time out: 12/07/2022 11:00 PM Missed punch out

Add Break Break time (mins): 30

Disable Break

Pay Code: Custodian Contract

Supervisor Note: supervisor note

Employee Note

25

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26

Commonly Misunderstood Concepts

27

An employee cannot enter a request - they get a negative use restriction

TimeOff Balances

TimeOff Plan	HR Balance	TimeTracker			Remaining
		Approved	Submitted	This Request	
HOLIDAY	24 hrs 0 min	0 hrs 0 min	0 hrs 0 min		24 hrs 0 min
SICK_FY	66 hrs 45 min	0 hrs 0 min	0 hrs 0 min		66 hrs 45 min
VACATION	126 hrs 53 min	0 hrs 0 min	0 hrs 0 min		126 hrs 53 min

TimeOff Requests must be imported into the TimeOff Activity-File Import window; they cannot be manually inserted.

28

Processed indicators

TimeOff Requests

06/23/2021

Check All

View/Edit	Name		S1	S2	S3	Audit	Notes	Edited	Time In	Time Out	Hours	Pay/TimeOff Code	Location
	GALLOWAY, DON 1 - 150		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				06/23/2021 08:00 AM	Leave Request	1.00	Funeral Days-Family Funeral	001

06/17/2021

Check All

View/Edit	Name		S1	S2	S3	Audit	Notes	Edited	Time In	Time Out	Hours	Pay/TimeOff Code	Location	
	Aadams, Amos A - 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Y	06/17/2021 08:00 AM	Leave Request	2.00	VACATION LEAVE - HOURS	002

Hours Segments

RIOS, EDWARD 8 - 8

Check All

View/Edit		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Y	06/26/2021 08:00 AM	06/26/2021 04:00 PM	8.00		8.00	8.00			Sub Teacher Daily	001
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Y	06/28/2021 08:00 AM	06/28/2021 04:00 PM	8.00		8.00				Sub Teacher Daily	001
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Y	06/29/2021 08:00 AM	06/29/2021 09:00 PM	13.00						Sub Teacher Daily	001
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				06/29/2021 09:00 PM	06/29/2021 10:15 PM	1.25		14.25		6.25		Misc.	002
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Y	06/30/2021 08:00 AM	06/30/2021 04:00 PM	8.00		8.00	30.25	6.25		Sub Teacher Daily	001

29

As employees are hired/terminated in SMART HR, it will automatically adjust TimeTracker.

New Hire and Rehire will automatically adjust TimeTracker settings for the new hire group and basic default settings for the employee. It will also copy TimeTracker settings.

Terminate will automatically adjust TimeTracker settings for the terminated employee items and notify if the employee is terminated by the supervisor for employee.

30

If someone forgot to do the TimeTracker tab there is still an easy option...

31

But how would I know they are not setup?

04/02/2024
6:14 PM

Employees not Setup for TT

Id	Name	Union Code	Description
1646	ABBOTT, CAROLYN 1	01	Teacher (Sept)
1219	ABBOTT, KRISTIN 1	02	Paraprofessional
1173	ACOSTA, ROCHELLE 1		
1251	ACOSTA, ROSIE 1		
1495	ADKINS, MARIA 1		
1644	AGUILAR, ADRIAN 1	02	Paraprofessional
1060	ALBERT, MARCUS 1	10	Director
1282	ALLISON, WILSON 1	07	Student
1028	ALVARADO, OTIS 1		
1408	ANDREWS, JUANA 1	08	Sub Tch
1350	ARMSTRONG, TARA 1	09	Sub Para
1428	ARNOLD, BRYANT 1		
1652	ARNOLD, CLIFFORD 1	01	Teacher (Sept)
1576	ARNOLD, ISRAEL 1	01	Teacher (Sept)

Recommend: Primary Status retrieval argument = AC

32

There is also a report to tell you if the system finds setup errors...

Employees Setup Errors			
As Of Date: 4/2/2024			
ID	Name	Reason	Severity
1650	RIVAS, PATTI 1650	Gen TC and Multiple on Setup TimeOff Codes, but not valid pay code on emp row.	Serious

This is a good district, but there is also a retrieval argument for Severity - so you can grab only Serious errors or warnings...

And reference the help doco for info on how to fix it...

33

Payroll role that is also an Approver

The screenshot shows a payroll system interface with the following elements:

- Filter Retrieval Options:** Includes Date Range (Custom), Pay/TimeOff Code (Summer Pay, Staff Development), Required Approvals (No Filter), and Employee (ALL).
- Start Date:** 07/15/2023, **Stop Date:** 07/31/2023, **Employee Group:** ALL.
- View Approvals:** A button circled in red, with a dropdown menu set to 'All'.
- Hours display preference:** Radio buttons for Decimal and Minutes.
- Legend:** Missed Punch (purple), Approved Missed Punches (green), Overlapping Hours (orange), Zero Hours (yellow), Processed Hours (blue).
- Table:** A table for employee ACOSTA, ARTURO 2 - 2405, showing columns for View/Edit, E, S1, S2, S3, Status, Audit, Notes, Edited, Type, Time In, Time Out, Hours, Break, Day Total, Week Total, OT Day, OT Week, Pay/TimeOff Code, Sub For, and Location. The table contains 12 rows of data for dates from 07/17/2023 to 07/25/2023.

34

Reports

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

Approval

[Setup Proxies](#)

Time Tracker

[Mass Add Hours](#)

[Process Period](#)

[View Hours - Supervisor \(28\)](#)

[View TimeOff Request - Supervisor](#)

Please choose a report in a drop down list below.

Then click here..... [Run Report](#)

Hours

TimeOff

Requested TimeOff

[TimeTracker Attendance](#)

35

Complete Hours Report

District: Whizbang Public Schools													Page 13 of 139	
Complete Hours													05/02/2023 4:15 PM	
04/16/2023 through 04/30/2023														
ID	Name	Time				Day	Week						Sub For Name	
Date	Start	Actual	Stop	Actual	Pay/TimeOff Code	Hours	Breaks	OT	Total	OT	Total	Loc	Sub For Name	
10700	Burt, Gerard 10700													
Week: 4/15/2023 to 4/21/2023														
04/17/2023	Mon 07:37 AM	07:37 AM	12:55 PM	12:55 PM	Para Contract	5.30			5.30			030		
04/19/2023	Wed 07:32 AM	07:32 AM	03:13 PM	03:13 PM	Para Contract	7.68			7.68			030		
04/21/2023	Fri 09:43 AM	09:43 AM	03:20 PM	03:20 PM	Para Contract	5.62			5.62		18.60	030		
Week: 4/22/2023 to 4/28/2023														
04/24/2023	Mon 07:41 AM	07:41 AM	03:34 PM	03:34 PM	Para Contract	7.88			7.88			030		
04/25/2023	Tue 07:37 AM	07:37 AM	08:49 AM	08:49 AM	Para Contract	1.20			1.20			030		
04/26/2023	Wed 09:51 AM	09:51 AM	03:17 PM	03:17 PM	Para Contract	5.43			5.43		14.51	030		
Summary Totals						33.11					Reg Hrs: 33.11			
7011	Butler, Arnold 7011													
Week: 4/15/2023 to 4/21/2023														
04/18/2023	Tue 03:30 PM	03:30 PM	05:00 PM	05:00 PM	Staff Develop Hourly	1.50			1.50			1.50	040	
Summary Totals						1.50					Reg Hrs: 1.50			
10028	Cain, Betty 10028													
Week: 4/15/2023 to 4/21/2023														
04/17/2023	Mon 07:29 AM	07:29 AM	10:05 AM	10:05 AM	Bus Aide	2.60						040		
04/17/2023	Mon 10:05 AM	10:05 AM	01:15 PM	01:15 PM	Para Contract	3.17			5.77			040		
04/19/2023	Wed 05:58 AM	05:58 AM	07:56 AM	07:56 AM	Bus Aide	1.97						040		
04/19/2023	Wed 07:56 AM	07:56 AM	12:05 PM	12:05 PM	Para Contract	4.15	0.50					040		
04/19/2023	Wed 12:05 PM				Funeral Leave MSEA 7.75	3.75			9.37			040		
04/20/2023	Thu 07:30 AM				Funeral Leave MSEA 7.75	7.75			7.75			040		
04/21/2023	Fri 07:30 AM				Funeral Leave MSEA 7.75	7.75			7.75		30.64	040		
Week: 4/22/2023 to 4/28/2023														
04/25/2023	Tue 05:59 AM	05:59 AM	07:59 AM	07:59 AM	Bus Aide	2.00						040		
04/25/2023	Tue 07:59 AM	07:59 AM	03:21 PM	03:21 PM	Para Contract	7.37	0.50					040		
04/25/2023	Tue 03:21 PM	03:21 PM	04:30 PM	04:30 PM	Bus Aide	1.15			10.02			040		

36

Complete Hours Summary Report

District:		Whizbang Public Schools			
		Complete Hours Summary			
		03/11/2023 through 03/24/2023			
ID	Name	Hours	Breaks	OT	
10120	Everett, Theodore 10120				
FOODSERV					
	Food Service Contrac Summary	64.60	3.00	0.00	Hrs: 61.60
	FOODSERV Summary	64.60	3.00	0.00	Hrs: 61.60
FOODSRV_HR					
	Food Service Extra H Summary	4.92		0.00	Hrs: 4.92
	FOODSRV_HR Summary	4.92		0.00	Hrs: 4.92
Employee Totals					Hrs: 66.52
3421	Mullins, Fernando 3421				
BOIL_HR					
	Boiler Check Summary	8.16	0.50	0.00	Hrs: 7.66
	BOIL_HR Summary	8.16	0.50	0.00	Hrs: 7.66
CUSTOD_HR					
	Custodian Hourly Summary	15.13	0.50	1.00	Hrs: 13.63
	Stipend/OnCall Summary	1.00	0.50	0.00	Hrs: 0.50
	CUSTOD_HR Summary	16.13	1.00	1.00	Hrs: 14.13
CUSTODIAN					
	Custodian Contract Summary	85.34	5.50	21.13	Hrs: 58.71
	CUSTODIAN Summary	85.34	5.50	21.13	Hrs: 58.71
Employee Totals					Hrs: 102.63
Count: 2		Grand Total			Hrs: 169.15

37

Import Hours Report

Overtime: split out to explain where it came from/is going.

- **Prev Partial week OT Summary** - overtime that is being processed because it was accrued in the last pay period, but the work week had not finished yet.

- **Overtime pay code** - will display if overtime for the current period is being processed.

Both are included in the totals for the period.

- **Future Week OT Summary** - overtime that needs to be paid in the next pay period because the work week has not finished. This will not be included in the import totals because it isn't final yet.

- **OT Summary** - will display if the person is accruing comp time instead of paid overtime. It is included in the totals for the period, but will not display in the Timecard Import window. Note: if the employee is being comped time, any Prev Partial Week OT Summary rows will also be comped, but split to help identify where it came from.

Import Hours Summary					
09/01/2023 through 09/15/2023					
ID	Name	Hours	Breaks		
752	CAREY, SIDNEY 752				
	ACCT_HR Summary	95.00	4.50		Hrs to Import: 90.25
	OT Summary				Hrs to Import: 0.25
Employee Totals					Hrs to Import: 90.50
749	COBB, MARY 749				
	AIDE1_HR Summary	71.25	4.00		Hrs to Import: 67.25
Employee Totals					Hrs to Import: 67.25
666	COMPTON, LUCY 666				
	AIDE1_HR Summary	71.50	4.00		Hrs to Import: 67.50
Employee Totals					Hrs to Import: 67.50
688	CONNER, CORNELIUS 688				
	AIDE1_HR Summary	67.25	3.50		Hrs to Import: 63.75
Employee Totals					Hrs to Import: 63.75
465	DUFFY, TERRELL 465				
	FOODSRV_HR Summary	84.50	4.50		Hrs to Import: 80.00
Employee Totals					Hrs to Import: 80.00
501	FORBES, MARCO 501				
	Future Week OT Summary	3.25			
	CUSTOD_HR Summary	88.50	3.50		Hrs to Import: 81.75
Employee Totals					Hrs to Import: 81.75
779	HALL, DORIS 779				
	CUSTOD2_HR Summary	89.50	5.00		Hrs to Import: 78.75
	OT Summary				Hrs to Import: 5.75
	Prev Partial Week OT Summary				Hrs to Import: 2.00
rs_import_hours_summary NOTE: Variances between hours and import hour totals may occur due to OT and Unit Conversions.					

38

Supervisor automatic resync

The screenshot shows the 'Setup TimeTracker Locations' window. At the top, there are radio buttons for 'Location', 'Emp Group', 'IP Address Start', 'IP Address Stop', 'IP Address Start2', and 'IP Address Stop2'. Below these are fields for 'Approval Level', 'Emp Approval', 'Supervisor 1', 'Supervisor 2', 'Supervisor 3', 'Editor ID', 'Editor ID 2', and 'Editor ID 3'. There are also buttons for 'Adjust Values', 'Filter', 'Sort', 'As Of Date' (set to 03/24/2024), 'Missing Emps', 'Location', and 'Union'. A 'Resync' button is visible. The main area is a table with columns: 'Do Not Save', 'Active Location', 'Employee Group', 'IP1 range: Start', 'IP1 range: Stop', 'IP2 range: Start', 'IP2 range: Stop', 'In Level', 'Order', 'Emp 1st', and 'Emp 1st'. The table lists several locations such as 'ALL', 'Location-800', 'BOARD', 'EDASST', 'SUPPORT', 'CUSTOD_HR', and 'TEACHER', each with associated supervisor and editor IDs and change dates.

39

Supervisor automatic resync - Overrides

The screenshot shows the 'Employee TimeTracker Settings' window for Erik Abbott (Employee ID 2061). The 'Locations' tab is active. An 'Employee Location' dialog box is open, showing a table with columns: 'Retrieval Argument(s)', 'Value(s)', and 'Wildcards'. The table contains the following data:

Retrieval Argument(s)	Value(s)	Wildcards
ID		
Primary Status		
Secondary Status		
Location		
Start Date	3/24/2024	
Stop Date	3/24/2024	
Employee Group		
Overridden	Y	

The dialog also shows 'Supervisors: ID 1 2989' and 'Editors: ID 1 921'. The 'Approval Options' section at the top right of the dialog shows 'In Level 1', 'Order 1', 'Emp 1st', and 'Skip for this loc'.

40

Supervisor approval on the TimeOff Calendar

View TimeOff Request - Supervisor

Calendar View Daily View

* Right click a day or TimeOff Request for menu options. [+ Add New](#)

Filter Options

Day View Limit: 10 Employee: ALL Status: ALL Submitted Approved Denied View Approvals: All Mine

September 2023						Oct
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Karl 569 Byers 2:00PM 2 hrs Approved - Personal Paid - NC	6 Micheal 2444 Ballard 7:45AM 7 hrs Submitted - Personal Paid - NC	7 Micheal 2444 Ballard 7:45AM 7 hrs Submitted - Personal Paid - NC	8 Traci 2118 Barnett 7:30AM 8 hrs Approved - Sick-Tch Personal Marguerite 2236 Sosa 7:30AM 8 hrs Approved - Vacation-12 Mo Contract	9

41

Today's Agenda

- TimeTracker -what is it?
 - Entering TimeOff Requests
 - Hours Tracking
 - Approval Options
- Commonly misunderstood concepts
- Underutilized features
- Coming Soon
- Questions/Comments?

42

Underutilized Features

43

Schedules

Webclock will default to the employee's time segment.
Timesheets can preload from an employee's schedule.

Setup Schedules

Select Schedule:

Pay code is optional on the schedule, unless you want a timesheet generated based on that schedule.

Schedule Exceptions

Pay Code: Active: Changed By: 206 Date Changed: 12/13/2022

Click on a row below to copy rows consecutively

Copy Rows To New Code Name:

Seq No	Day	Start Time	Stop Time	Hours	Pay Code	Schedule Exceptions Pay Code	Changed By	Date Changed
1	Mon	6:00 AM	10:00 AM	4:00	Breakfast		206	9/20/2022
2	Tue	6:00 AM	7:30 AM	1:30	Breakfast		206	12/13/2022
3	Tue	7:30 AM	1:00 PM	5:30	A La Carte	Food Service	206	12/13/2022
4	Wed	6:00 AM	10:00 AM	4:00	Breakfast		206	9/20/2022
5	Wed	10:00 AM	1:00 PM	3:00	A La Carte	Food Service	206	9/20/2022
6	Thu	6:00 AM	10:00 AM	4:00	Breakfast		206	9/20/2022
7	Thu	10:00 AM	1:00 PM	3:00	A La Carte	Food Service	206	9/20/2022
8	Fri	6:00 AM	10:00 AM	4:00	Breakfast		206	9/20/2022
9	Fri	10:00 AM	1:00 PM	3:00	A La Carte	Food Service	206	9/20/2022

44

Split Schedule

Schedule with multiple segments will automatically divide when an employee clocks in and out for the day.

Setup Schedules

Select Schedule:

Pay code is optional on the schedule, unless you want a timesheet generated based on that schedule.

Schedule Exceptions
 Pay Code:
 Active: Changed By: 206 Date Changed: 12/13/2022

Copy Rows To New Code Name:

Click on a row below to copy rows consecutively

Seq No	Day	Start Time	Stop Time	Hours	Pay Code	Schedule Exceptions Pay Code	Changed By	Date Changed
Total Hours = 32:00								
1	Mon	6:00	10:00	4:00	Breakfast		206	9/20/2022
2	Tue	6:00	7:30	1:30	Breakfast		206	12/13/2022
3	Tue	7:30	1:00	5:30	ALa Carte	Food Service	206	12/13/2022
4	Wed	6:00	10:00	4:00	Breakfast		206	9/20/2022
5	Wed	10:00	1:00	3:00	ALa Carte	Food Service	206	9/20/2022
6	Thu	6:00	10:00	4:00	Breakfast		206	9/20/2022
7	Thu	10:00	1:00	3:00	ALa Carte	Food Service	206	9/20/2022
8	Fri	6:00	10:00	4:00	Breakfast		206	9/20/2022
9	Fri	10:00	1:00	3:00	ALa Carte	Food Service	206	9/20/2022

45

Schedule Exceptions

Time outside of normal schedule will automatically track to the schedule exception pay code when an employee clocks in or out for the day.

Setup Schedules

Select Schedule:

Pay code is optional on the schedule, unless you want a timesheet generated based on that schedule.

Schedule Exceptions
 Pay Code:
 Active: Changed By: 206 Date Changed: 2/24/2023

Copy Rows To New Code Name:

Click on a row below to copy rows consecutively

Seq No	Day	Start Time	Stop Time	Hours	Pay Code	Schedule Exceptions Pay Code	Changed By	Date Changed
Total Hours = 30:00								
1	Mon	8:00	2:00	6:00			206	2/24/2023
2	Tue	8:00	2:00	6:00			206	2/24/2023
3	Wed	8:00	2:00	6:00			206	2/24/2023
4	Thu	8:00	2:00	6:00			206	2/24/2023
5	Fri	8:00	2:00	6:00			206	2/24/2023

46

Automatic Holiday pay

Setup TimeTracker Calendar

Select Fiscal Year Copy to next FYR

Date	Action	TO Limit #	Groups	Notes
01/01/2024	Holiday		Employee Groups	
02/19/2024	Holiday		Employee Groups	
03/29/2024	Holiday		Employee Groups	
05/27/2024	Holiday		Employee Groups	
06/19/2024	Holiday		Employee Groups	

TimeTracker Calendar Setup

Group	Date	Action	TO Limit #	Notes
ADMIN,CUSTOD_HR,DIRECTOR,SUPPORT,	11/24/2022	HOLIDAY		
CUSTOD_HR	1/1/2024	HOLIDAY		
	2/19/2024	HOLIDAY		
	3/29/2024	HOLIDAY		
	5/27/2024	HOLIDAY		
	6/19/2024	HOLIDAY		

47

Employee override to Pay Code or Hours, but in an Employee Group setup for holiday

Employee TimeTracker Settings

Select Employee ID Chris 3661 Abbott AC
 Orig Hire Date 5/29/2023 Adj Hire Date 5/29/2023 NOTES

Locations **Emp Group/TimeTracker Settings** Pay Codes TimeOff Codes Schedule Break

Start Date	Stop Date	Employee Group	Override Row	School Calendar	Pay Code	Overtime Option	Hours	
01/01/2024	00/00/0000	CUSTOD_HR	<input checked="" type="checkbox"/>	School Year	CUSTOD_HR	None	8.00	Overrides

OT Comp Plan: Update: Pay rows TimeOff rows Break Rows

SMART eR Options
 TimeOff Requests: Substitute Only:
 Timesheets: Schedule Exceptions:
 Clock In/Out:

Additional Clock Options
 Change Pay Code: Split Schedule:
 Early Restrict Clock: Min Before:

Rounding Options
 Round Type: Nearest:
 Round Timesheets: Nearest Round Up:
 Schedule Round:

Changed By: 206 Date Changed: 02/27/2024

48

Employee gets different holiday dates from the group

Employee School Calendar Overrides

Fiscal Year: 2024 Override All **By default this employee will get "Holiday for employee group rows" if nothing is checked. To change from the group default, check all the rows that are needed.**

Holiday	Override	
01/01/2024	<input type="checkbox"/>	Past dates will not create. Holiday for employee group.
02/19/2024	<input type="checkbox"/>	Past dates will not create. Holiday for employee group.
03/29/2024	<input type="checkbox"/>	Past dates will not create. Holiday for employee group.
05/27/2024	<input checked="" type="checkbox"/>	Holiday for employee group.
06/19/2024	<input checked="" type="checkbox"/>	Holiday for employee group.

Employee Calendar Proof

Employee ID	Name	Date	Action
3661	Abbott, Chris 3	5/27/2024	HOLIDAY
		6/19/2024	HOLIDAY

Employee count: 1

Print Save Close

49

Subtracking

- ▶ Subs can in, they
- ▶ Subs will real emp
- ▶ Substitut compare

Substitute Work List							
Date	Sub ID	Sub Name	Time	Sub For ID	Sub For Name	Leave Request	Time
1/24/2023	899	SAUNDERS, YVONNE 899	8:12AM - 3:21PM Hrs: 7.15	895	GALLOWAY, WENDELL 895	None - None	Hrs: Missing Hours
		Sub Acct Code: 01300420740146000					
1/23/2023	449	DAWSON, GENEVIEVE 449	7:55AM - 8:55AM Hrs: 1.00	962	MATHIS, VERONICA 962	8:00AM - 4:00PM	Hrs: 8.00
		Sub Acct Code: 01300211000145000					
	1138	MERRILL, KEVIN 1138	8:02AM - 2:09PM Hrs: 6.12	1021	NICHOLS, DAVE 1021	6:00AM - 2:00PM	Hrs: 8.00
	1136	FINLEY, ROBIN 1136	8:03AM - 8:33AM Hrs: 0.50			None - None	Hrs: Missing Hours
	899	SAUNDERS, YVONNE 899	8:22AM - 11:00AM Hrs: 2.63	895	GALLOWAY, WENDELL 895	None - None	Hrs: Missing Hours
		Sub Acct Code: 01300420740146000					
	899	SAUNDERS, YVONNE 899	11:46AM - 3:29PM Hrs: 3.72	895	GALLOWAY, WENDELL 895	None - None	Hrs: Missing Hours
		Sub Acct Code: 01300420740146000					
1/20/2023	1138	MERRILL, KEVIN 1138	7:48AM - 2:45PM Hrs: 6.95	1021	NICHOLS, DAVE 1021	6:00AM - 2:00PM	Hrs: 8.00
	449	DAWSON, GENEVIEVE 449	7:57AM - 8:57AM Hrs: 1.00	962	MATHIS, VERONICA 962	8:00AM - 4:00PM	Hrs: 8.00
		Sub Acct Code: 01300211000145000					
	1073	HOWARD, ROBIN 1073	8:01AM - 9:01AM Hrs: 1.00	495	SWEENEY, DON 495	8:00AM - 4:00PM	Hrs: 8.00
		Sub Acct Code: 01100203000145000					
	1136	FINLEY, ROBIN 1136	11:10AM - 12:10PM Hrs: 1.00	606	KOCH, MARTIN 606	8:00AM - 4:00PM	Hrs: 8.00
		Sub Acct Code: 01300211000145000					
1/19/2023	1138	MERRILL, KEVIN 1138	7:26AM - 2:30PM Hrs: 7.07	1021	NICHOLS, DAVE 1021	6:00AM - 2:00PM	Hrs: 8.00
	449	DAWSON, GENEVIEVE 449	2:35PM - 3:35PM Hrs: 1.00	962	MATHIS, VERONICA 962	8:00AM - 4:00PM	Hrs: 8.00
		Sub Acct Code: 01300211000145000					
1/18/2023	899	SAUNDERS, YVONNE 899	8:01AM - 9:01AM Hrs: 1.00			None - None	Hrs: Missing Hours
	449	DAWSON, GENEVIEVE 449	8:04AM - 9:04AM Hrs: 1.00			None - None	Hrs: Missing Hours
	1073	HOWARD, ROBIN 1073	8:05AM - 8:35AM Hrs: 0.50	1031	CAMACHO, LATOYA 1031	8:40AM - 11:40AM	Hrs: 3.00

50

Comp Overtime

Ability to take overtime pay and convert it into a Comp TimeOff plan automatically.

ID	Name	Plan	Date	Reason	Units	Notes
			00/00/0000		0.0000	

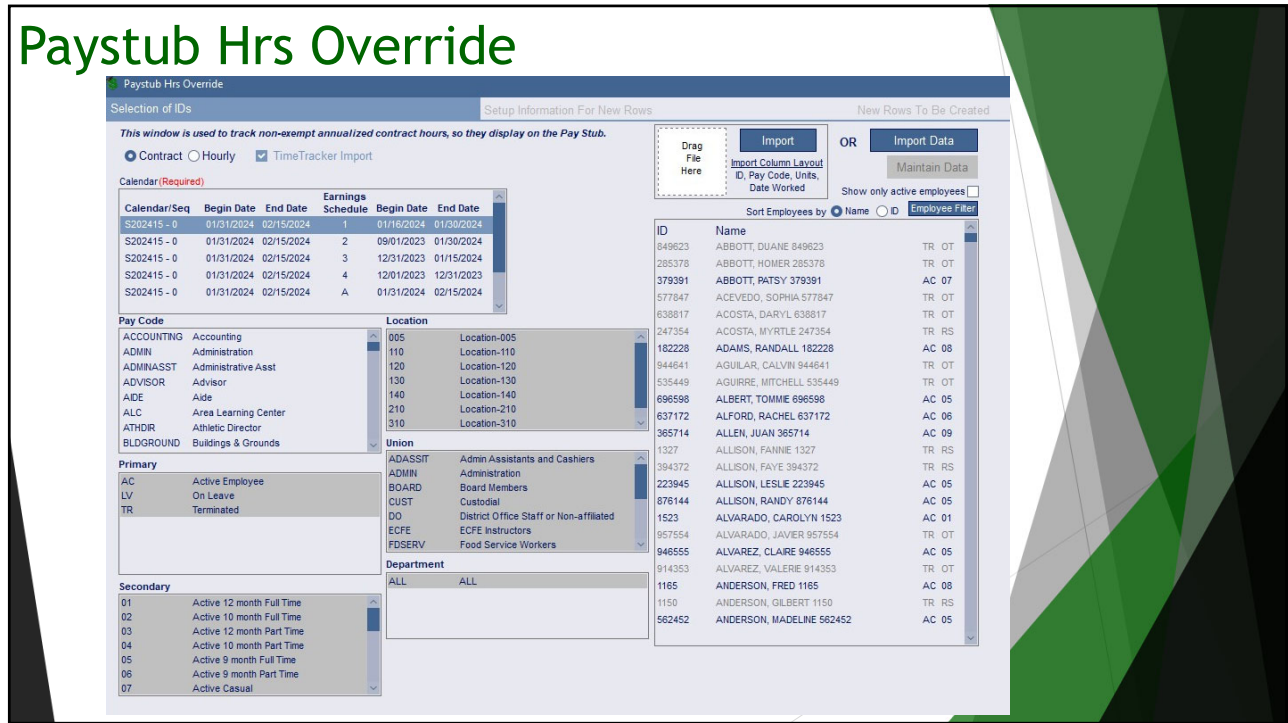
51

I have annualized hourly employees wages...

1. *Schedules* can be created by employee groups.
2. Employees can *clock in/out or enter timesheets* in SMART eR.
 - Contract time will count toward contract pay and additional hourly time will be paid by timecards.
 - If an employee works more than 40 hours, overtime will automatically be generated per DOLs rules.
3. Employees are paid...correctly based on the hours they work.
4. An audit trail of the information will be stored in the system in case there ever is a DOL audit.

52

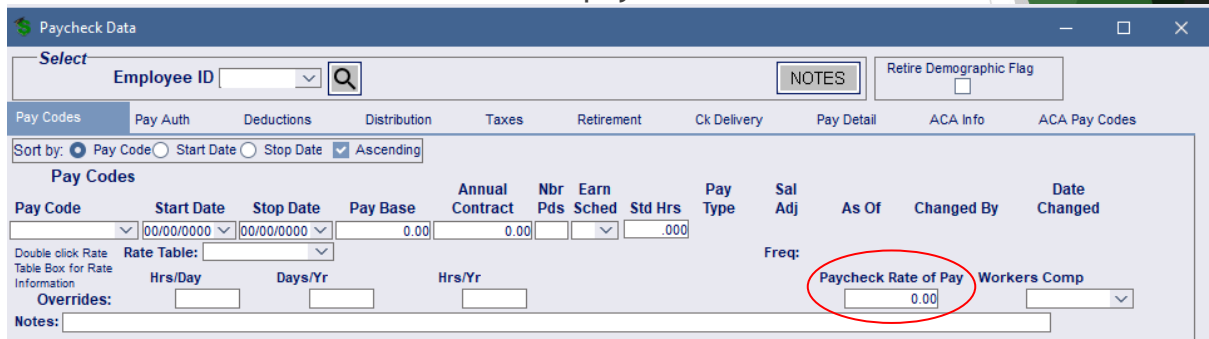
Paystub Hrs Override



53

Paycheck Data has a field to enter Paycheck Rate of Pay...

...so that an accurate amount can be entered for employees if their hours fluctuate due to annualized pay.



It will also trigger a disclaimer on all forms of paychecks if used...

54

And there is a report:

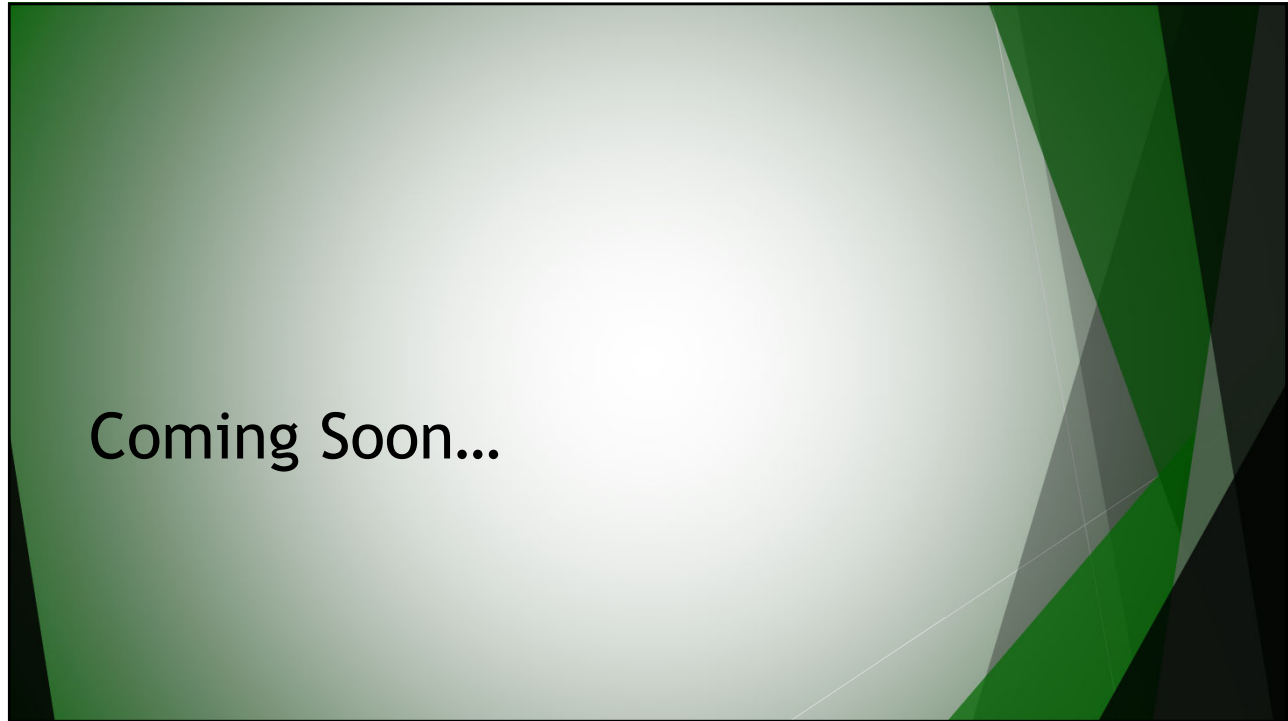
Paystub Hrs Override Per PP					12/10/2021 12:16 PM
Calendar Id	Pay Date	Pay Code	# of Hrs Reported	Paycheck Rate of Pay	
S202204-0	08/20/2021				
11770	FRANKLIN, JOY 11770	COORD	38.00		
13083	COMBS, MARTY 13083	COORD	38.00		
14320	HANSON, JERALD 14320	COORD	38.00	251.41	
14456	WALLS, TOMMIE 14456	COORD	38.00	50.40	
14522	GARRISON, KATHERNE 14522	COORD	38.00		
14561	REILLY, MELODY 14561	COORD	38.00	33.65	
14598	SARGENT, MABEL 14598	COORD	38.00	48.55	
15213	BIRD, IRENE 15213	COORD	38.00		
15268	MCDONALD, GUY 15268	COORD	38.00	366.36	
15314	MCLEOD, HUGO 15314	COORD	38.00	29.42	
Employee Count		10			

55

Today's Agenda

- TimeTracker -what is it?
 - Entering TimeOff Requests
 - Hours Tracking
 - Approval Options
- Commonly misunderstood concepts
- Underutilized features
- Coming Soon
- Questions/Comments?

56



57

Schedules with Locations

Setup Schedules

Select Schedule: Custodian am

Pay code is optional on the schedule, unless you want a timesheet generated based on that schedule.

Copy Rows To New Code Name:

Copy

Location: 803 Pay Code: Custodian Hourly Schedule Exceptions Pay Code: Active: Changed By: Date Changed:

Click on a row below to copy rows consecutively 4 Generate

Seq No	Day	Start Time	Stop Time	Hours	Location	Pay Code	Schedule Exceptions Pay Code	Changed By	Date Changed
1	Mon	4:30 AM	1:00 PM	8:30				206	3/24/2024
2	Tue	4:30 AM	1:00 PM	8:30				206	3/24/2024
3	Wed	4:30 AM	1:00 PM	8:30				206	3/24/2024
4	Thu	4:30 AM	1:00 PM	8:30				206	3/24/2024
5	Fri	4:30 AM	1:00 PM	8:30				206	3/24/2024

Total Hours = 42:30

Schedules with Locations - TimeOff Requests can be automatically split by location if consecutive segments

58

TimeTracker 3rd Party Import - pay option

Setup TimeTracker Pay Codes

Filter: All Unit Paid (not x) Contract (not x) Unit X Codes Contract X Codes

Pay Code Active Clockable Auto Hrs Req Notes
 Emp Display Desc OT Option TS Seg Min
 Type OT Pay Code Auto Out Seg Hrs

Do Not Save All Sort: Pay Code Emp Display Desc Show Inactive Rows

Only requires Min value applied if clock in. in/out < hrs entered.

Do Not Save	Ref ID	Pay Code	Emp Display Desc	Type	Active	Option	Pay Code	Clockable	TS	Out Hrs	Min Hrs	Req Ch	Notes
<input type="checkbox"/>	55	ADMIN	Manager	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	187	AIDE3_HR	SMR ALC Para Hrly	Unit Pd	<input checked="" type="checkbox"/>	Earns	XHOURLY_OT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	179	AIDE3_HR	SMR TS/CR Para Hrly	Unit Pd	<input checked="" type="checkbox"/>	Earns	XHOURLY_OT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	201	ALC_HR	ALC Prog. Asst Hrly	Unit Pd	<input checked="" type="checkbox"/>	Earns	XHOURLY_OT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	143	COMMED	SR	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	144	COMMED	SR Assess	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	145	COMMED	SR Prep	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	152	COORD	Coordinator	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	127	COORD_HR	GYO Secondary Coord	Unit Pd	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	65	CUSTOD_HR	Custodian Hourly	Unit Pd	<input checked="" type="checkbox"/>	Earns	XHOURLY_OT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	66	DIRECTOR	Director	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	113	DRIVER_HR	Regular Van Route	Unit Pd	<input checked="" type="checkbox"/>	Earns	XHOURLY_OT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	149	ECFE	ECFE	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	150	ECFE	ECFE Prep	Contract	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	154	ECFE_HR	ECFE Hourly	Unit Pd	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	155	ECFE_HR	ECFE Hourly Prep	Unit Pd	<input checked="" type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	110	EDASST	Education Assistant	Contract	<input checked="" type="checkbox"/>	Earns	XHOURLY_OT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	

Third Party File Layout

Column Number	Column Name	Column Type
1	duration	decimal(2)
2	emp_id	char(10)
3	start_date	date
4	start_time	char(12)
5	tt_ref_id	long

Print Close

59

Mass assigning TimeOff pay codes if forgotten on Employee Group setup

Insert Multiple TimeOff Codes

Do Not Save All

Do Not Save	Start Date	Stop Date	Timeoff Pay Code	Timeoff Plan	Emp Display Desc	Update Emgs
<input type="checkbox"/>	08/01/2022	00/00/0000		ACTIVITY	Activity-Activity zero at term	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		ACTIVITY	Activity-Coaching Activity Use	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		ESSTMNHR	Earned Sick and Safe Time-Hour	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		EXCHANGE_HRS	Exchange Hours-Exchange hours	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Bereavement	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Bereavement_HR	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Child School Obligatio_HR	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Child School Obligations	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Jury Duty or Trial_HR	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Jury Duty or Trial Subpeo	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Professional Devel_HR	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Professional Development	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Unpaid Leave	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		MISC	Misc-Unpaid Leave_HR	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08/01/2022	00/00/0000		PERS_ECFE	Personal Leave ECFE_PAY DE_HR	<input checked="" type="checkbox"/>

Print Save Cancel

60

I'm interested - what do I do next?

Contact your regional center...

If it is a feature discussed today - let them know, they can help if you need it...

If you want to start using TimeTracker:

1. Using the TimeOff Request component: requires you to setup and use the TimeOff module first.
2. A checklist of preliminary items will be provided for you to complete.
3. Once completed, you will be added to your Region's list for implementation.

61

How do I start?

Yes - we have a checklist for that...

1. TimeTracker Pre-Setup Checklist
2. TimeTracker Setup Checklist
3. TimeTracker Processing Checklist

62

Questions/Comments?

