

1 **TimeTracker**

Stefanie Sylte
SMART Systems Development

2 **Today's Agenda**

- TimeTracker – what is it?
- TimeTracker –TimeOff Requests
- TimeTracker –Tracking Hours
- Additional Features
- Coming Soon
- Questions/Comments?

3 **TimeTracker – what is it?**4 **Timetracker...**

- ...is a new module that will track TimeOff requests and employee hours worked.
- ...is setup in SMART HR under a new module:
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- ...is accessed by employees and supervisors in SMART eR.

5 **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

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

New Hire and Rehire will build employees assigned to a group and basic defaults OR can be copied from another employee. It will also assign them to a location.

Terminate will automatically stop all of the employee's TimeTracker settings. It will also delete any future dated items and notify if the employee is currently an active supervisor for employees.

7 **TimeTracker wide setup in SMART HR**8 9 **TimeTracker-how do I use it for a TimeOff Request?**10 **TimeOff Request Setup in SMART HR**11 **Employees will enter information directly from the Home page in SMART eR...**12 **TimeOff Request**

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

13 14 **Supervisor approval – TimeOff Request**

1. Supervisors can be customized per group and/or location.

2. *After an employee submits a TimeOff Request, a notification is sent to the supervisor alerting them.*
3. *They can view in two ways: calendar view or list view.*

15 16 17 18 **TimeTracker-how do I use it for hours tracking?**19 ***Clock Setup in SMART HR***20 **Web clock (*same from mobile app or browser*):**
Enter username and Password from SMART eR login page...21 **It will go to the clock functions, but the employee will not be logged into SMART eR fully:**22 **OR Employees can enter information directly from the Home page in SMART eR...**23 ***Timesheets setup in SMART HR***24 **View Hours-Timesheets**

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

25 **Supervisor approval – Hours segments**

1. *Clocking in is automatically submitted to the supervisors.*
2. *Timesheets will be pending until the employee submits them for approval.*
3. *Supervisors can be customized per group and/or location.*

26 27 28 ***Editing a Segment***29 **Quick Links to Approvals**30 **Close Period***Both options run through the same closing process.*31 ***Processed indicators***

▶ TimeOff Requests

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▶ Hours Segments

32 **Additional Features**33 **Split Schedule**

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

34 **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.

35 **Turning on Split Schedule/Schedule Exceptions**36 **Subtracking**

- ▶ Subs can be linked to employee groups so that when they clock-in, they can choose the person they are subbing for.
- ▶ Subs will list on the Supervisor pages and reports in eR for the real employees.
- ▶ Substitute Work List report will show the subs actual time compared to the employee's requested TimeOff.

37 **Reports**38 **Coming Soon...**39 **Timesheet Rounding**40 **Comp Overtime**

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

41 **TimeOff email notifications are expanding**42 **I'm interested – what do I do next?**

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43 **Questions/Comments?**

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