

1 ☐ **TimeTracker**

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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

▶

▶

▶

▶

▶

▶

▶ Hours Segments

## 32 ☐ **Additional Features**

### 33 ☐ **Split Schedule**

Schedule with multiple segments will automatically divide when an employee clocks in and 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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