

## **SUBSTITUTES: Pre-Planned Absences** *(Any absence BEFORE 9pm the evening before the absence)*

**All teachers and paraprofessionals are responsible for securing their own sub for pre-planned absences.**

**Step 1.** Enter your absence on TimeTracker (SMARTeR) using the steps provided below, in this handout.

**Step 2.** Check the **Sub Calendar / Contact Info** sheet found on the [Absence Request/Sub Form](#) page of the district website, under Staff Resources.

-If accessing this via your phone, you'll need to have Google Drive or Google Sheets connected to your school email address.

-Using the tabs along the bottom of sheet, find the date in which you'll be gone. Do not contact subs who are already listed as subbing for the day or listed as unavailable on the bottom.

-Using the tabs along the bottom of the sheet, find the CERTIFIED SUBS or NON-CERTIFIED SUBS lists on the far left side. Contact the subs using the phone numbers provided; please see the notes provided about subs available/willingness to sub in certain areas and on certain days of the week. Once you've secured a sub for the absence in need, move on to the next step.

**Step 3.** Sub the **Substitute Form** found on the [Absence Request/Sub Form](#) page of the district website, under Staff Resources.

-This will go to the sub coordinator for the district, who will enter the information you provided on to the Sub Calendar.

-You should receive an email confirmation once your sub request/information has been successfully submitted via the Substitute Form.

## **SUBSTITUTES: Morning-of Absences** *(Any absence AFTER 9pm the evening before the absence)*

**The District Substitute Coordinator is responsible for securing substitutes for all morning-of absences.**

**Step 1.** Enter your absence on TimeTracker (SMARTeR) using the steps provided below, in this handout.

**Step 2.** Sub the **Substitute Form** found on the [Absence Request/Sub Form](#) page of the district website, under Staff Resources.

-This will go to the sub coordinator for the district, who will enter the information you provided on to the Sub Calendar.

-You should receive an email confirmation once your sub request/information has been successfully submitted via the Substitute Form.

## **SUBSTITUTES: During-the-School-Day Absences** *(Any absence AFTER 7:45am the day of the absence)*

**The District Substitute Coordinator is responsible for securing substitutes for all day-of absences.**

**Step 1.** Enter your absence on TimeTracker (SMARTeR) using the steps provided below, in this handout.

**Step 2.** Contact your building Administrative Assistant who will work with the substitute coordinator to secure a sub.

**On the Pelican Rapids School District 548 homepage:**

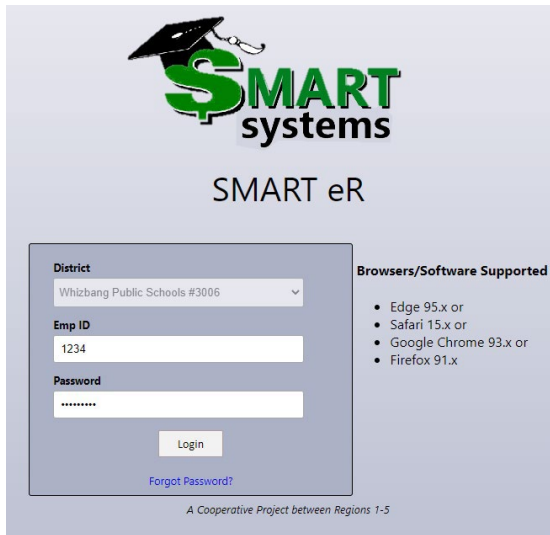
Click on *Staff Resources*

Click on *Absence Request / Sub Form* and follow the steps provided

**TO CLOCK IN & OUT: Non-certified Staff**

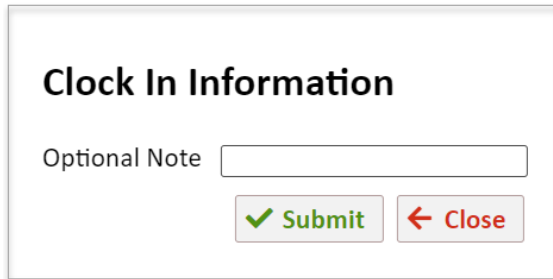
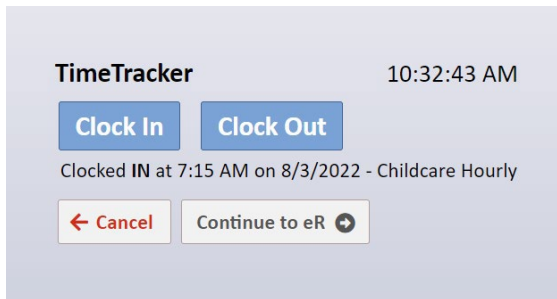
Please clock in when you start work and clock out when you are done working. Any other information that we should be aware of regarding your hours can be added with a note or by contacting Emily Evenson, HR Manager.

**\*You will only be able to clock in/out when connected to the school district's internet!**



**Emp ID** is your employee number  
**Password** was set by employee upon time of hire

**CLOCK IN or OUT**



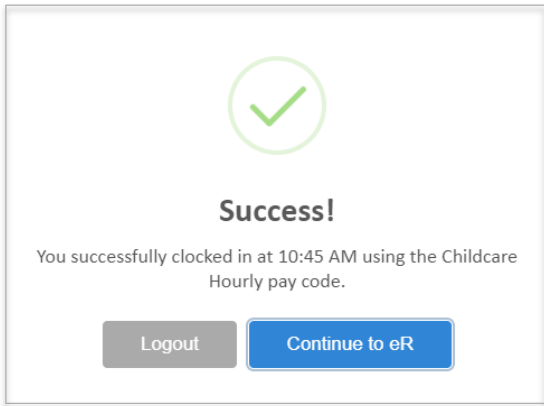
Select the clock operation you'd like to perform, by clicking the **Clock In** or **Clock Out** buttons. Click **Cancel** to go back to the login page displayed above.

Click **Continue** to eR to skip clocking in or out and login into SMARTeR.

*-You will NOT have this option if using the App or Quicklink on your cell phone. You will have this option on a computer and it will appear again after clocking in/out.*

After clicking **Clock In** or **Clock Out**, you will have the option to add a note.

When you are done, click **Submit** to finish clock 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.

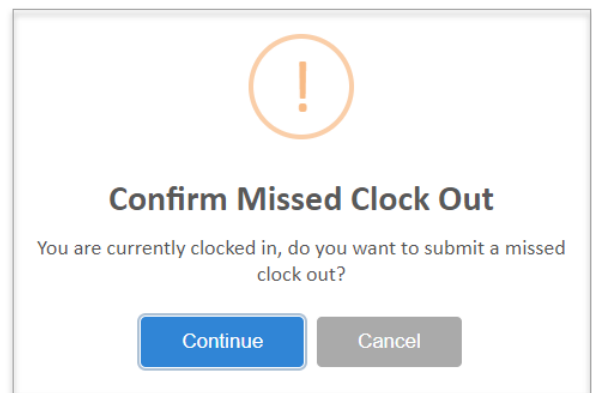
Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

## MISSED CLOCK IN or OUT

If you forget to clock in or out, it will prompt you to correct it when you try to clock in or out the next time.

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

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



Enter the time of the missed clock in or out.

You will have the option to add a note if needed.

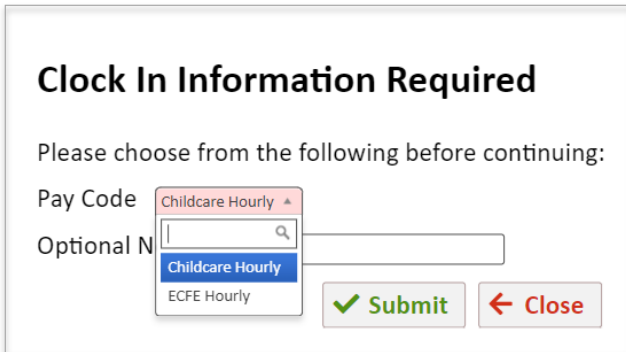
If you have more than one code available, you will need to select the appropriate code you are clocking into.

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.

A screenshot of a form titled "Missing Clock Out". The form has a "Time out" field with a date picker set to "08/08/2022" and a time picker set to "10:45". A purple arrow points to the time picker. Below the time field is an "Optional Note" text input field. Underneath the form is a section titled "Clock In Information Required" with the text "Please choose from the following before continuing:". Below this text is a "Pay Code" dropdown menu with "Childcare Hourly" selected. Below the dropdown are two buttons: a green "Submit" button with a checkmark and a red "Close" button with a left arrow.

## 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:



**Clock In Information Required**

Please choose from the following before continuing:

Pay Code

Optional N

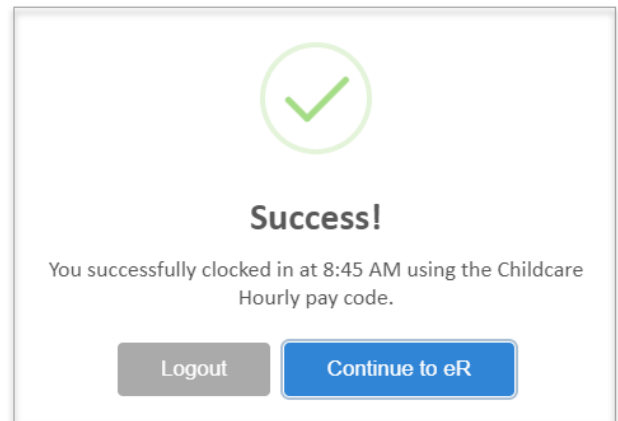
Choose which pay code you're clocking into then you will have the option to add a note.

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.

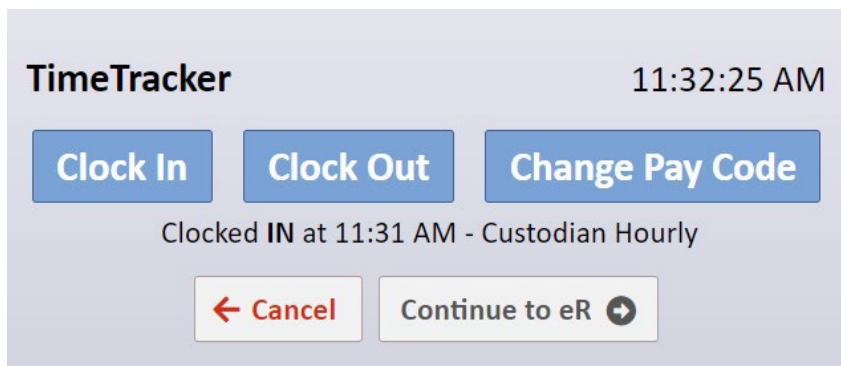
Click **Logout** to return to the login screen.  
Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

If you have more than one pay code to clock into, you will have the **Change Pay Code** button available.



**Success!**

You successfully clocked in at 8:45 AM using the Childcare Hourly pay code.



**TimeTracker** 11:32:25 AM

Clocked **IN** at 11:31 AM - Custodian Hourly

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.

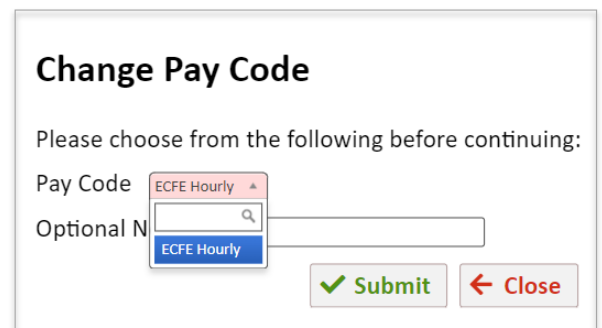
After clicking on **Change Pay Code**, you will have the option to select another code as shown below:

Choose which pay code you're switching to then you will have the option to add a note.

When you're 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.



**Change Pay Code**

Please choose from the following before continuing:

Pay Code

Optional N

The **Continue to eR** button will bring you to your Home page. Here you will be able to clock in/out or request time off.

**TimeTracker Hours** 3:34:57 PM

[Clock In](#) [Clock Out](#)

Clocked IN at 8:45 AM - Childcare Hourly

[View Hours](#)

**My TimeOff**

[TimeOff Request](#)

[My TimeOff](#)

TimeOff Plan	HR Balance	TimeTracker		Remaining
		Approved	Submitted	
OTHER	0 hr 0 min	0 hr 0 min	0 hr 0 min	0 hr 0 min
PERSONAL LEAVE HRS	16 hr 0 min	0 hr 0 min	0 hr 0 min	16 hr 0 min

**TO REQUEST TIMEOFF**

There are 2 ways to access the TimeOff Request window:

1. By clicking the TimeOff Request button your home page.
2. By clicking on My Requests in the menu then selecting TimeOff Request.

**My TimeOff**

[TimeOff Request](#)

[My TimeOff](#)

TimeOff Plan	HR Balance	TimeTracker		Remaining
		Approved	Submitted	
OTHER	0 hr 0 min	0 hr 0 min	0 hr 0 min	0 hr 0 min
PERSONAL LEAVE HRS	16 hr 0 min	0 hr 0 min	0 hr 0 min	16 hr 0 min

Whizbang Public Schools  
202 Anywhere Road  
Somewhere, MN 12345-6789  
Phone: (218)111-2222

Home My Payroll [My Requests](#) About Me

**My Requests**

[Online Shopping](#)

[Order Requisition Entry](#)

[Reimbursement Entry](#)

[TimeOff Request](#)

In the TimeOff Request window, a calendar will be displayed.

Right-click on the day you are requesting time off, then click the **+Add** button OR click the **Add New** button at the top of the window.

Home My Payroll [My Requests](#) About Me

**TimeOff Request**

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

Filter Options

Day View Limit:

Status:  ALL  Submitted  Approved  Denied

**Jul** **August 2022** **Sep**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Today	9	10	11	12	13
14	15	16	17	18 <a href="#">+Add</a>	19	20
21	22	23	24	25	26	27
28	29	30	31			

A new box will open to enter the details of the absence request:

### Add New TimeOff Request

← Close ✓ Save

**Garrett, Jonathan 1033 - 1033**

Date Requested  Days

Start Time  IP: 172.26.100.16

TimeOff Code

Hours  Minutes

Employee Note

**TimeOff Balances**

TimeOff Plan	HR Balance	TimeTracker		Remaining
		Approved	Submitted This Request	
OTHER	0 hrs 0 min	0 hrs 0 min	0 hrs 0 min	0 hrs 0 min
PERSONAL LEAVE HRS	16 hrs 0 min	0 hrs 0 min	0 hrs 0 min	8 hrs 0 min

**Date Requested:** Enter the date of the request.

**Days:** if the leave is for multiple consecutive days and for the same reason and amount of time, you can enter the number of days. If your requests spans a weekend, you must enter a new request for the next week.

**Start Time:** Enter the start time of your absence.

**TimeOff Code:** Choose the appropriate reason for your leave.

**Hours:** 4 = 1/2 day      8 = full day

**Employee Note:** Enter a note such as “dr. appt” or “sick child”.

**TimeOff Balances:** Balances for each of your TimeOff plans will be listed. The

remaining balance will adjust based on the request being entered. A negative balance for the MISC timeoff code is okay!

Click **Save** when you have entered all the information to submit the TimeOff request.

Click **Close** to go back to the TimeOff Request window without saving.

When the request has been approved, denied or changed by the supervisor, you will receive an email notification.

Reply Reply All Forward



Thu 3/24/2022 8:40 AM

SMARTeR@region1.k12.mn.us

Your TimeOff request for 03/24/2022 at 8:00AM for 0 hrs 30 min has been approved.

To

Your TimeOff request for 03/24/2022 at 8:00AM for 0 hrs 30 min has been approved.

This is a non-monitored email account. Please do not reply to this account.