

HOURLY Employee TimeTracker Entering Leave Instructions

1. Go to: <https://swscer.swsc.org/Login.aspx?dn=2180>

SMART
systems

SMART eR

District
Maccray Public Schools

Emp ID

Password

Login

[Forgot Password?](#)

Browsers/Sof

- Edge 110.x
- Safari 15 ar
- Google Chr
- Firefox 102.

2. Log in:

TimeTracker 1:14:22 PM

Clock In

Clock Out

← Cancel Continue to eR →

3. Select Continue to eR:
4. Enter MFA Information

Home My Payroll My Requests

Online Shopping

Order Requisition Entry

Reimbursement Entry

TimeOff Request

5. Go to My Requests → TimeOff Requests

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

TimeOff Request

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

Filter Options

Day View Limit: All

Status: ALL Submitted Approved Denied

Apr May 2023

Sun Mon Tue Wed

1 2 3

+ Add

6.

Add New TimeOff Request

← Close **✓ Save** ← make sure to save

Mimic, Employee - [Redacted]

Date Requested: 05/23/2023 Days: 1 ← if you need more than one day in a row with same hours

Start Time: [Redacted] IP: 10.40.0.20

TimeOff Code: [Redacted]

Hours: 0 Minutes: 0

Employee Note: **Optional**

TimeOff Balances

TimeOff Plan	HR Balance	TimeTracker		Remaining
		Approved	Submitted This Request	
10_MONTH_SICK_HRS	[Redacted]	0 hrs 0 min	0 hrs 0 min	[Redacted]
FLOATING_HOLIDAY	[Redacted]	0 hrs 0 min	0 hrs 0 min	[Redacted]
VACATION	[Redacted]	0 hrs 0 min	0 hrs 0 min	[Redacted]
COMP_HRS	[Redacted]	0 hrs 0 min	0 hrs 0 min	[Redacted]
PERSONAL	[Redacted]	0 hrs 0 min	0 hrs 0 min	[Redacted]

7.