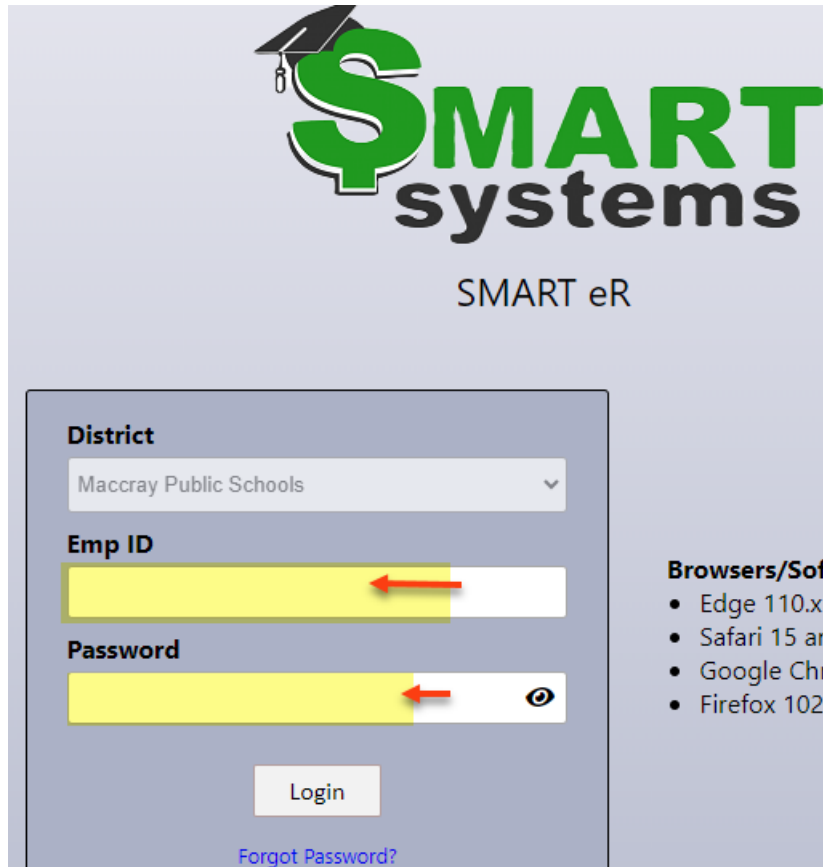


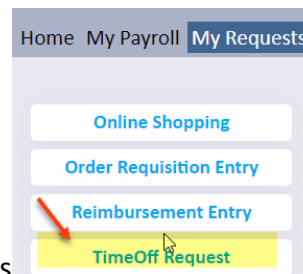
Salary Employee TimeTracker Entering Leave Instructions

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

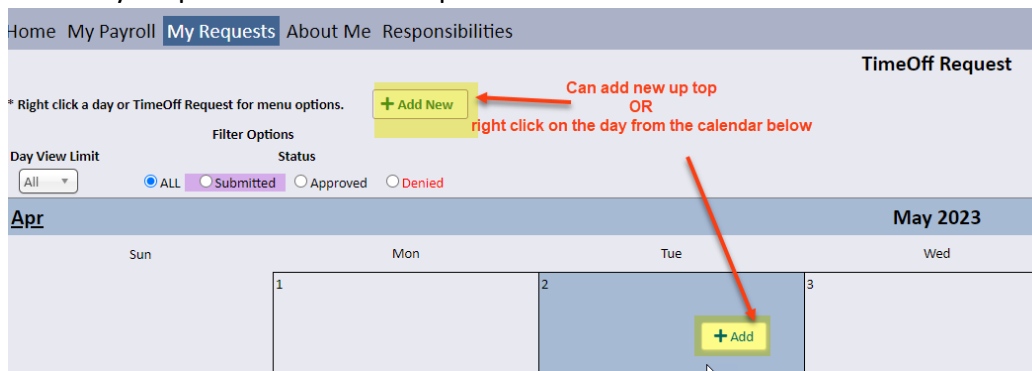


The image shows the SMART eR login page. At the top is the SMART systems logo, which features a green dollar sign with a graduation cap on top, followed by the word "SMART" in large green letters and "systems" in smaller black letters below it. Underneath the logo is the text "SMART eR". The login form is a grey box containing a "District" dropdown menu with "Maccray Public Schools" selected. Below that are two input fields: "Emp ID" and "Password", both highlighted in yellow with red arrows pointing to them. A "Login" button is at the bottom of the form. To the right of the form, there is a section titled "Browsers/Sof" with a list of supported browsers: Edge 110.x, Safari 15 ar, Google Chr, and Firefox 102. Below the login form is a link for "Forgot Password?".

2. Log in:
3. Enter MFA Information



4. Go to My Requests→TimeOff Requests



The image shows the TimeOff Request interface. At the top, there are navigation tabs: Home, My Payroll, My Requests, About Me, and Responsibilities. Below the tabs is a "TimeOff Request" section. It includes a "Filter Options" area with a "Day View Limit" dropdown set to "All" and radio buttons for "ALL" (selected), "Submitted", "Approved", and "Denied". There is a "+ Add New" button with a red arrow pointing to it and a red note: "Can add new up top OR right click on the day from the calendar below". Below the filter options is a calendar for May 2023. The calendar shows the days of the week (Sun, Mon, Tue, Wed) and the dates 1, 2, and 3. A red arrow points to a "+ Add" button on the Tuesday of the 2nd.

- 5.

Add New TimeOff Request

← make sure to save

Mimic, Employee - [Redacted]

Date Requested Days

if you need more than one day in a row with same hours

Start Time IP: 10.40.0.20

TimeOff Code

Hours Minutes

Employee Note

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]

6.