Log into Smart ER -

https://smarter.erdc.k12.mn.us/SMARTeR/Login.aspx?acct=logout&dn=6026

REQUESTING TIME OFF:

There are 2 ways to access the TimeOff Request window:

My TimeOff TimeOff Request My TimeOff TimeOff Plan HR Balance Approved Submitted Remaining 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	1. By clicking page.	the TimeOff Request button on your home
Whizbang Public Schools 202 Anywhere Road Somewhere, MN 12345-6789 Phone: (218)111-2222 Home My Payroll My Requests About Me		2. By clicking on My Requests in the menu
	My Requests	then selecting TimeOff Request.
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.

SMART ER Time Off - Employee Instructions

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Home My Payroll My Request:	s About Me								
* Bight click a day or TimeOff Request for menu options. + Add New * Bight click a day or TimeOff Request Filter Options Day View Limit 5 statis All * Statis Option Option									
Jul August 2022 Sep.									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
7	1 B Today	9	3	4	5	6			
14	15	16	17	18 + Add	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

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

Add New Time	Off Requ	est				?
← Close ✓ Save	2					
Garrett, Jonathan 10	33 - 1033					
Date Requested 08/08	2022 📩 Da	ays 1 ·				
Start Time 08:00 AM	O IP: 172.2	26.100.16				
TimeOff Code PERSON	AL LEAVE - HO	DURLY	w			
Hours 8 • Minut	es 0 v					
Employee Note						
TimeOff Balances			TimoTrocko	-		
TimeOff Plan	HR Balance	Approved	Submitted	This Request	Remaining	
OTHER PERSONAL LEAVE HRS	0 hrs 0 min 16 hrs 0 min	0 hrs 0 min 0 hrs 0 min	0 hrs 0 min 0 hrs 0 min	8 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 request spans a weekend, you must enter a new request for the next week.

Start Time – Enter the time the leave will start.

TimeOff Code – Choose the reason for leave. See TimeOff Plans listed in the bold boxed area at the bottom of the request screen.

Hours & Minutes – Enter the length of the leave.

Employee Note – Enter a note.

TimeOff Balances – Balances for each of your TimeOff plans will be listed. The Remaining balance will adjust based on the request being entered.

Click **Save** when you have entered all 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.