

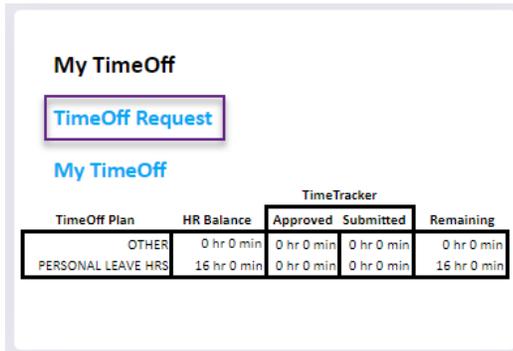
SMART ER Time Off - Employee Instructions

Log into Smart ER -

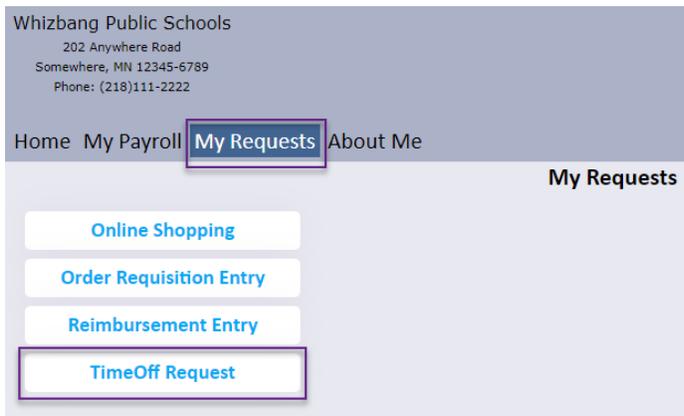
<https://smarter.ercd.k12.mn.us/SMARTeR/Login.aspx?acct=logout&dn=6026>

REQUESTING TIME OFF:

There are 2 ways to access the TimeOff Request window:



1. By clicking the **TimeOff Request** button on your home page.

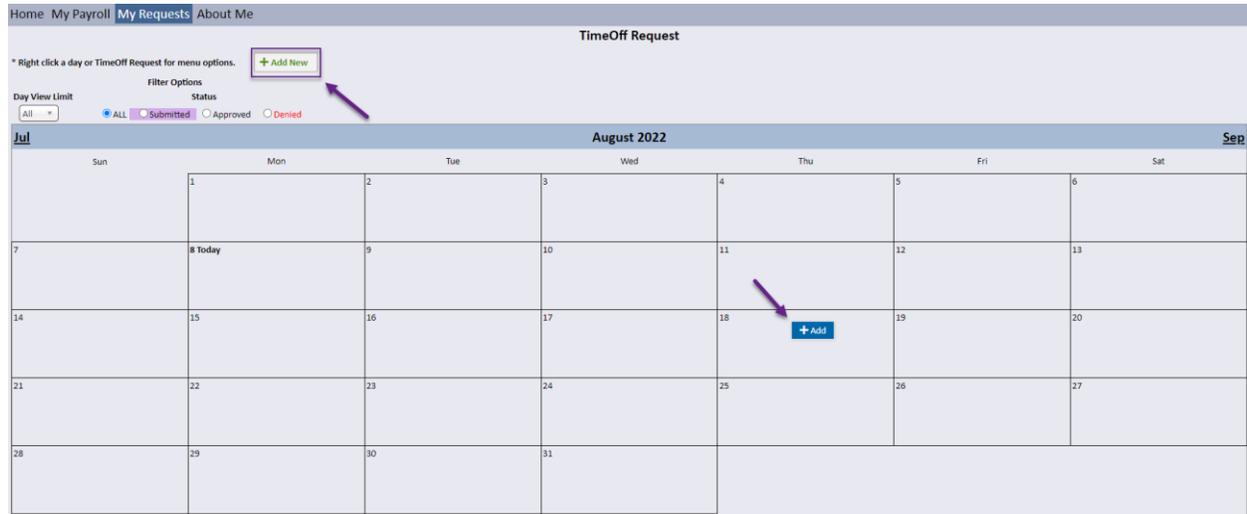


2. By clicking on **My Requests** in the menu then selecting **TimeOff Request**.

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

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

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A new box will open to enter the details of the 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	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.