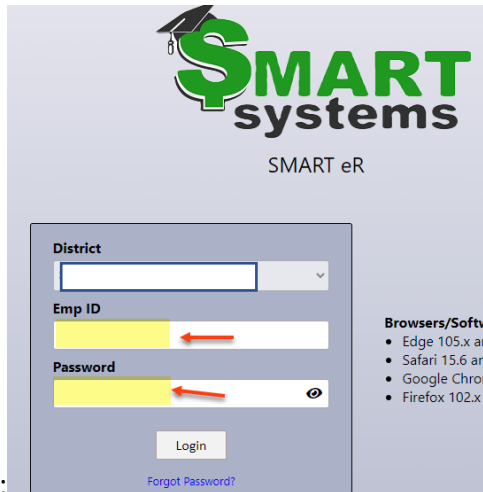


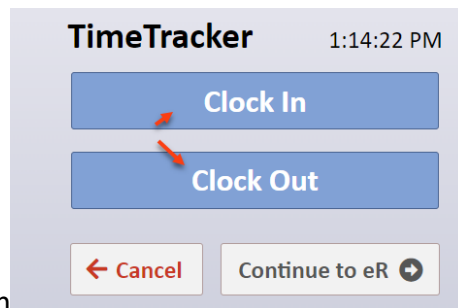
HOURLY Employee TimeTracker Clocking Instructions

1. Go to: <https://swscer.swsc.org/Login.aspx?dn=2534>



The image shows the SMART systems login page. At the top is the SMART systems logo with a graduation cap over the 'S'. Below the logo is the text 'SMART eR'. The login form includes a 'District' dropdown menu, an 'Emp ID' text field with a red arrow pointing to it, and a 'Password' text field with a red arrow pointing to it and an eye icon for toggling visibility. A 'Login' button is at the bottom of the form. To the right of the form, there is a section for 'Browsers/Software' with a list of supported browsers: Edge 105.x and above, Safari 15.6 and above, Google Chrome 102.x and above, and Firefox 102.x and above. A 'Forgot Password?' link is located below the Login button.

2. Log in:



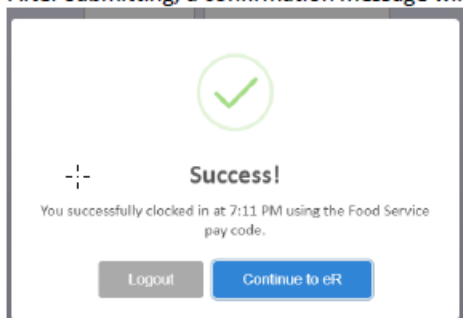
The image shows the TimeTracker interface. At the top, it says 'TimeTracker' and '1:14:22 PM'. There are two large blue buttons: 'Clock In' and 'Clock Out'. Red arrows point to both buttons. Below these are two smaller buttons: 'Cancel' with a left arrow and 'Continue to eR' with a right arrow.

3. Select Clock In

- a. FYI: If you have multiple paycodes then you will see this as well.

Change Pay Code

4. Once clocked in you get this "success" message and you can either click logout or continue onto eR if you want to view SmarterR. (would then need MFA info)



5. Follow same instructions above for clocking out , just instead click "Clock Out" instead of "Clock In" on step 3.