

SMARTeR Guideline



To login in you will need to key your employee ID in the “User Id” field.

The “Password” is the last four digits of your social security number. Once you have logged in you are able to change the password to whatever you want.

Click on “Login”

SMART Systems

SMART Systems

SMARTeR

0865 - Region V Computer Services

User ID

Password

Login

[Forgot Password?](#)

Once you have keyed in your User ID and password it will take you to this page. This example is an employee of the district. Any messages sent to the employee will be referenced on this page. Click on the Subject information link and the message will display in the message box section.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

SMART systems

Logged in as : IDA DECKER [Logout](#)

Announcements - 0508

Pay and Personal Information | Requests and Approvals | Reports | Other

User List: Select [Add](#)

Announcements - 0508

To delete a requested announcement, check the box next to it and click the delete button.

[Delete](#)

Priority	From	Subject	Received
<input type="checkbox"/>	!	PAMELA ALEXANDER W2's 2007	1/4/2008 2:17:45 PM
<input type="checkbox"/>	PAMELA ALEXANDER	Contacts & Pay Information	7/30/2007 3:47:45 PM
<input type="checkbox"/>	PAMELA ALEXANDER	Leave	7/26/2006 1:50:39 PM
<input type="checkbox"/>	PAMELA ALEXANDER	Address Changes	12/12/2005 3:40:05 PM

Message

For Example:

[Delete](#)

Priority	From	Subject	Received
<input type="checkbox"/>		Payroll Correction on January 29, 2010	4/8/2010 3:28:37 PM

Message

Your payroll check today reflects the changes in cost of health insurance. The new premium costs are withheld on this payroll check.

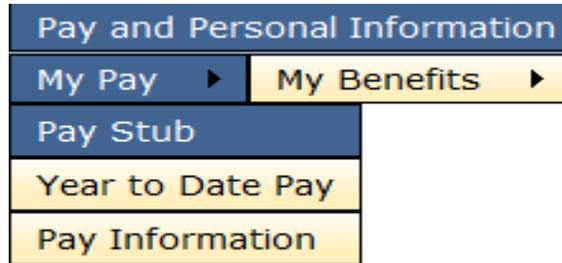
To delete old messages that you are no longer interested in, put a check in the box on the message you want to delete. Then click the Delete button.

Pay and Personal Information

Click on the tab "Pay and Personal Information" to find the following categories

- 1.) My Pay
- 2.) My Benefits
- 3.) My Tax Information
- 4.) About Me
- 5.) My Credentials
- 6.) My Profile

(1) **My Pay:** Allows you to view your current and old pay stubs as well as your Year to Date Pay and your specific Pay Information.



Pay Stub

[View Old Pay Stubs](#)

Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 12345-6789

10/15/2009 Net Pay: \$1,617.18

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	Nicollet County Bank St. Peter 931-3310	*****0-1	\$1,617.18
Total				\$1,617.18

Pay	End Date	Units	Rate	Amount
Career Increment	10/15/2009	0.00	\$0.00	\$20.83
Overload/6th Class	10/15/2009	0.00	\$0.00	\$149.70
Teacher Contract	10/15/2009	0.00	\$0.00	\$2,527.92
Total				\$2,698.45

Deduction (* = Pre-Tax)	Amount	Employer Paid Benefit (* = Taxable)	Amount
AMERIPRISE FINANCIAL*	\$110.00	TRA Board	\$148.41
BCBS Ins. Flex*	\$424.25	Total	\$148.41
LTD	\$10.09		
TRA*	\$148.41		
Total	\$692.75		

Tax	Amount	Taxable Income
Federal Income Tax	\$140.18	\$2,015.79
Medicare	\$32.97	\$2,274.20
MN Income Tax	\$74.37	\$2,015.79
OASDI	\$141.00	\$2,274.20

This shows the detail of the last processed payroll.

This shows where and how much was deposited into the employees account.

This area shows the deductions and the amount of each deduct that was made from the employees check. These deductions along with the deducts for state, federal and FICA taxes were subtracted from the gross pay to get to the employee's net pay.

This area shows what type of pay and the gross amount of pay for the specific pay period. If the employee earns multiple types of pay each pay will be shown separately.

This section shows the amount of District match that the employee is eligible for under their work agreement.

Pay Stub

[View Old Pay Stubs](#)

Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 12345-6789

By clicking here a listing of all previous pay periods will appear.

10/15/2009 Net Pay: \$1,617.18

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	Nicollet County Bank St. Peter	931-3310 *****0-1	\$1,617.18
Total				\$1,617.18

Pay Summary

Date	Amount
10/15/2009	\$1,617.18
09/30/2009	\$1,537.17
09/15/2009	\$1,681.03
08/31/2009	\$1,502.51
08/14/2009	\$1,502.58
07/31/2009	\$626.58
07/31/2009	\$1,502.56
07/15/2009	\$1,502.57

If the employee simply wants to know what their deposits were they can come to this screen. If they wish to see more detail, they can either click on the date or amount for the particular pay period and the screen will be like the one originally seen when the "Pay Stub" tab was chosen above.

Pay and Personal Information | Requests and Approvals | Reports | Other | User

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

Pay Stub | **Year to Date Pay** | Pay Information

Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 12345-6789

Year: 2009 | Earnings through 10/15/2009

Pay	Amount
Career Increment	\$62.49
Extra Period	\$1,044.49
Hourly Rate	\$64.86
In House TCH SUB/TCH AMT	\$25.00
Teacher Contract	\$48,030.40
XCurr Writ Hourly	\$762.11
XDepartment Chair	\$974.00
XDrivers Ed Hourly	\$2,101.84
Total	\$53,065.19

Deduction (* = Pre-Tax)	Amount
AMERIPRISE FINANCIAL*	\$2,090.00
BCBS Ins. Flex*	\$7,691.75
LTD	\$198.43
SPEA Dues	\$470.00
TRA*	\$2,918.60
Total	\$13,368.78

Employer Paid Benefit (* = Taxable)	Amount
BCBS Board	\$4,567.50
Dental Board	\$708.75
GTL Board	\$20.80
GTL Board	\$26.00
Medicare - Employer	\$657.91
OASDI - Employer	\$2,813.15
TRA Board	\$2,918.60
VEBA-Boardshare	\$2,400.00
Total	\$14,112.71

Tax	Amount	Taxable Income
Federal Income Tax	\$2,919.02	\$40,364.84
Medicare	\$657.91	\$45,373.44
MN Income Tax	\$1,489.21	\$40,364.84

Any deduct proceeded by an "*" is a pre-taxed deduction.

This screen shows the employee the calendar year to date info. To see a different year, click on the drop down box and select the year you wish to view.

This screen gives the employee the year to date info. on pay, taxes, deducts and district paid benefits.

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

Pay Stub | **Pay Information** | Year to Date Pay | Pay Information

Fiscal Year: 2010

Notice of Assignments for the 2009-2010 School Year.
Your Salary for the 2009-2010 school year for basic services is:

Start Date	Stop Date	Pay Code	Lane	Step	FTE	Unit Pd Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit Pd Annual Amount
09/01/2009	08/31/2010	CAREERINC			1.0000	0.00	\$500.00	8.00	185.00	1,480	\$0.34	\$2.70	0.00
09/01/2009	08/31/2010	EXTRAPD			1.0000	0.00	\$3,592.75	1.00	175.00	175	\$20.53	\$20.53	0.00
09/01/2009	08/31/2010	TEACHER	MA+20	15	1.0000	0.00	\$60,670.00	8.00	185.00	1,480	\$40.99	\$327.95	0.00

This screen shows the employee's pay detail and their lane and step they are on by fiscal year.

(2) **My Benefits:** Allows you to view TimeOff.

This screen shows the different types of timeoff plans that are available to the employee. By clicking on the timeoff plan the detail of the plan will appear.

Pay and Personal Information | Requests and Approvals | Reports | Other | User List | Sel

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

TimeOff

Date Range: 07/01/2009 to 06/30/2010

Plan	Date	Description	Begin				New Year	
			Balance	Usage	Accrual	Available	Lost	Accrual
<input type="checkbox"/> Misc Leave		Summary	0.0000	0.0000	0.0000	0.0000	-8.5000	0.0000
<input type="checkbox"/> Personal Leave		Summary	6.0000	0.0000	2.0000	8.0000	0.0000	0.0000
<input type="checkbox"/> Sick Bank		Summary	12.0000	0.0000	0.0000	12.0000	0.0000	0.0000
<input type="checkbox"/> Sick Leave		Summary	120.7500	0.0000	12.0000	132.7500	0.0000	0.0000

(3) **My Tax Information:** Allows you to view your tax withholdings, W-2s, related information online if you have given consent.

Pay and Personal Information | Requests and Approvals | Reports | Other

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

Tax Withholding

Tax Withholding

	Status	Allowances	Additional Tax
Federal-W4	Married	2	0
MN-W4	Married	2	0

Pay and Personal Information | Requests and Approvals | Reports | Other

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

Tax Withholding

W-2

(v6.0 or later) is not installed on your computer, please do so before

2008 W-2 | Select the year and form you want to view and print

Go | Click this button to retrieve your information

When the form is displayed, print as many copies as you need - white paper and black ink only

- One for your federal tax return
- One for your state tax return
- One for your own records

Pay and Personal Information	Requests and Approvals	Reports	Other
My Pay ▶	My Benefits ▶	My Tax Information ▶	About Me ▶
		My Credentials ▶	My Profile ▶

Tax Withholding	W-2 Information Sheet
W-2	
W-2 Information Sheet	

Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 12345-6789

Year: 2010 ▼

Calculation of "Wages, Tips & Other Compensation" (W-2 Box 1)

Gross Pay & EBE Via Payroll: 0

= **Wages Tips & Other Compensation** **BOX 1** **0.00**

Other Payroll Deductions

- (4) **About Me:** Allows you to view your address, contact information, emergency contacts, and dependents. Please note, you may update your emergency contacts and dependents by using eR.

This screen shows the current info. the district has on the employee. The district has the option of allowing employees to make changes to their address. The additional info. can also be updated by the employee at any time by clicking on Edit.

Pay and Personal Information	Requests and Approvals	Reports	Other	User List Select
My Pay ▶	My Benefits ▶	My Tax Information ▶	About Me ▶	My Credentials ▶
			Employee Information	My Profile ▶

Address:

Name	Ge	Last Date Emp Chgd Info
DECKER, IDA 1045 Male	07/07/1964 PO Box 1045 Somewhere, MN 12345	07/01/2000

[+ Add New](#)

Contact:

Office Phone	Office Ext.	Home Phone	Mobile Phone	Correspondence:	Work Email	Home Email	Spouse Name
(123) 456-7890	123	(123) 456-7890	(098) 765-4321	Work			

[Edit](#) [Delete](#)

Pay and Personal Information	Requests and Approvals	Reports	Other	User List
My Pay ▶	My Benefits ▶	My Tax Information ▶	About Me ▶	My Credentials ▶
			Employee Information	My Profile ▶

[+ Add New](#)

Emergency Contacts

Contact Name	Relation	Home Telephone	Work Telephone	Ext.	Mobile Phone
Ida Decker	Other	1000 St. N Anywhere, MN 00112	(507)386-0000		(952)738-0000

[Edit](#) [Delete](#)

This is where the District would like all employees to go in to add, update, or delete the individuals they would like contacted in the event of an emergency situation. If there are contacts in the database, they will be shown here. If some of the info. is incorrect, the employee can select "Edit" and this will bring up the info. on the contact. The employee can then make the changes and save. If there is a contact that is no longer valid, the employee can select that contact and delete.

Pay and Personal Information | Requests and Approvals | Reports | Other User List Select

My Pay ▶ | My Benefits ▶ | My Tax Information ▶ | About Me ▶ | My Credentials ▶ | My Profile ▶

Employee Information **Dependents**
 Emergency Contacts
 Dependents

[Add New](#)

Dependent SSN	Name	Address	Telephone	Relationship	Birth Date	Gender	Fulltime Student	Dependent	Beneficiary
***-**-9876	Smith, John L	82093 Stadium Rd. Mankato, MN 56001	(510) 732-1654	Child	05/15/2000	Male	Yes	Yes	No

[Edit](#) [Delete](#)

This screen will show you who the district has listed as your dependents. The district has the option of allowing the employee to make changes to this information

(5) **My Credentials:** Allows you to view your licensure information.

Pay and Personal Information | Requests and Approvals | Reports | Other

My Pay ▶ | My Benefits ▶ | My Tax Information ▶ | About Me ▶ | My Credentials ▶ | My Profile ▶

Education **Education**
 Licensure

None Entered

Continuing Education:

Total Credits: 0

This screen allows the employee to view the info. the district has on file for their degree along with continuing ed credits. The district has the option to allow employees to add, edit or delete this info.

Education ensure

To see your records on file with Licensure MN, click [Here](#)

Please notify the district office if there are any discrepancies between your records and those of the district, which appear below. Recent renewals will not be reflected.

Teaching Licenses:

License Code	Folder#	Expire	License Type	Issue	Renewal	Last Date	Emp	Chgd	Info
HEALTH EDUCATION	114317	06/30/2010	Standard						
K-12 Full-Time Teaching									

License Code	Folder#	Expire	License Type	Issue	Renewal	Last Date	Emp	Chgd	Info
PHYSICAL EDUCATION	114317	06/30/2010	Standard						
K-12 Full-Time Teaching									

If you are a licensed teacher your info. is viewable here. The district has the option of allowing the employee to make changes and additions to this data.

(6) **My Profile:** Allows you to change your password and/or setup a security question.

Change Password

Change Password

Setup Security Questions

* Your Password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, one number, and one special character.

Current Password

New Password

Re-Type New Password

This is where the employee can go to change their password from the last 4 digits of their SSN to something different.

[Pay and Personal Information](#) | [Requests and Approvals](#) | [Reports](#) | [Other](#)

[My Pay](#) | [My Benefits](#) | [My Tax Information](#) | [About Me](#) | [My Credentials](#) | [My Profile](#)

[Setup Security Questions](#) | [Change Password](#)

A security question is used if you are unable to login and you are unable to reset your password. If you choose No Security Question, you will not be able to reset your password. You can select one of the predefined questions or choose the last option and enter your own question.

If you want the ability to reset your password through eR you will have to setup a security question.

No Security Question Setup. You will not be able to reset your password if forgotten.

Question: What is your favorite color?
 Answer:

Question: What is the one place you would like to vacation most?
 Answer:

Question: What is your pet's name?
 Answer:

Question: What is your favorite Sports team?
 Answer:

Question: What is your favorite hobby?
 Answer:

Question:
 Answer:

Requests and Approvals

Click on the tab "Requests & Approvals" to find the following categories.

- 1.) Purchasing
- 2.) Vehicles
- 3.) Responsibilities

[Pay and Personal Information](#) | [Requests and Approvals](#)

[Purchasing](#) | [Vehicles](#)

- Order Request Form
- Online Ordering
- Purchase Order Transfer
- Purchase Order Detail
- Purchase Order Detail by Vendor Name
- Requisition Detail Summary

To delete a record:

Priority
 !

Purchasing allows those with access to request items or shop for items online and be submitted to the district. To create an Online Order Request, click on **Order Request Form**. Key in the information and transmit to SMART Finance as before. Note the buttons have changed slightly but are labeled accordingly.

This sub tab can be used by Districts who wish to track the check-in/out of District owned vehicles.

Online Ordering allows the user to punch out to a vendor's website. The procedures for processing are the same as was followed prior.

This is also the place where **Supervisor's Report of Accident** forms will be located. Some District's choose to use this type of Workers Comp. documentation to aide in the completion of the First Report of Injury.

Pay and Personal Information	Requests and Approvals	Reports	Other
Responsibilities ▶			
Supervisor's Report of Accident	Supervisor's Report of Accident		
	Employee ID	[SELECT] ▼	

Reports

There are many different reports available via Smart eR. This option alleviates the need for an individual to have a login/password to the software itself and still have the information they need accessible.

Pay and Personal Information	Requests and Approvals	Reports	Other	
Employee Information ▶	Employee Credential ▶	Pay ▶	Seniority ▶	Financial ▶

For further explanation of specific report availability contact the Region office.



To setup your own "favorites" or User List within this website, click here.

NOTE: You will need to be on the specific page to add to your User List in order for SMART eR to know which one to add. Once added, you will be allowed to delete pages if you no longer wish them to be included in the list.

To logout, click on the Logout link.

