A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric rings in shades of blue. Two thin, light blue lines intersect at the top right, forming a triangular shape that frames the circles. The circles are positioned in the upper right and lower right areas of the page.

SMART eR GUIDE

Aug 2017 – 17.1

Table of Contents

Introduction	1
Logging into SMART eR	1
<i>Changing Password and Security Questions</i>	6
<i>Announcements and District Forms</i>	6
SMART eR Menu Items Defined	7
<i>Navigating SMART eR</i>	7
<i>Pay and Personal Information</i>	9
TimeOff	9
Pay Stub	10
Payroll Items	13
<i>Contract Information</i>	13
<i>Direct Deposit</i>	14
<i>Pay Information</i>	15
<i>ACA Form 1095</i>	15
<i>W-4 and W-2</i>	16
About Me	18
<i>Dependents</i>	19
<i>Education Continuing Education</i>	19
<i>Emergency Contacts</i>	20
<i>Employee Information Address</i>	20
<i>Employee Information Contact</i>	20
<i>Employee Information Other</i>	21
<i>Medical Information</i>	21
<i>Licensure Teaching Licenses</i>	21
<i>Licensure Other Licenses/Certifications</i>	21
<i>Training, Tests & Skills</i>	21
<i>Requests</i>	22
Ordering	22
<i>Ordering</i>	22
<i>Order Requisition Entry</i>	23
<i>Responsibilities</i>	23
Supervisor’s Report of Accident	24
Logout	25

Introduction

SMART eResources (SMART eR) is a web application that allows employees access to their own information. It is up to the district to decide what to implement to meet their needs.

Logging into SMART eR



SMART eR

District

User ID

Password

Login

Forgot Password?

Warning: If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people. To keep your information secure, please log out of SMART eR and delete your files out of this computer's 'Downloads' folder.

Browsers/Software Supported

- Internet Explorer 11.x, Edge -or-
- Safari 10.x -or-
- Firefox 53.x, 54.x -or-
- Google Chrome 58.x, 59.x
- Adobe Acrobat Reader 9.x, 10.x, 11.x

For **new employees and employees who have never logged into SMARTeR** the User ID is your employee ID number. The Password is the District number plus the last 4 digits of your social security number (no spaces).

District: Verify the district number displayed in this field is your school district. If not, change the dn=xxxx in the URL to select your district number.

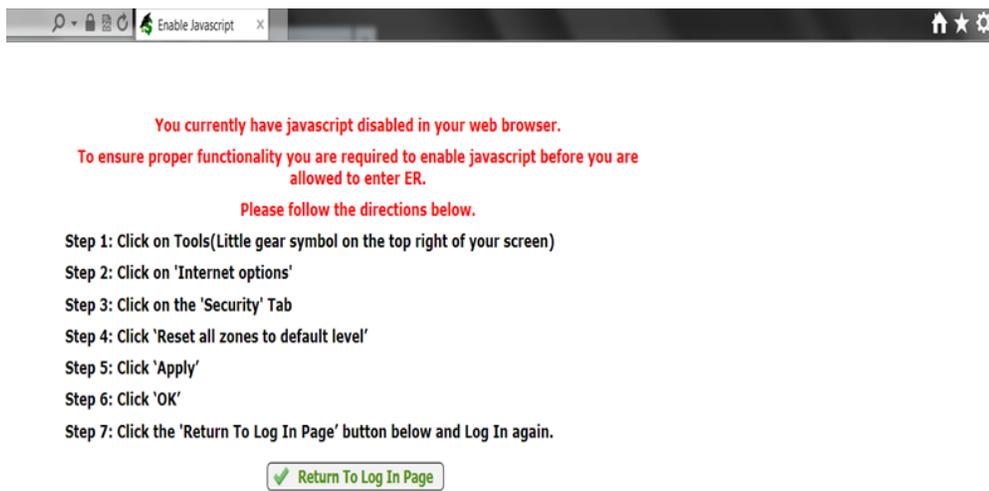
Once logged in employees are required to change their password and setup a minimum of three (3) question choices.

- Password: The new password cannot be the same as your old password and must be a minimum of eight (8) characters in length and must contain at least one upper case letter, one lower case letter, one number and one symbol (e.g. John1deere\$ or Smart#1234).

- Security Question: The security question will allow the employee to use the “forget password” link to reset their password should they forget it. Users will have the option to select predefined questions, type in customized questions, or a combination of both.

The system will randomly choose one question from this list of questions for the user to verify at time of login. If answered correctly the user will be logged in. If incorrect, an additional two tries will be provided before the account is locked for account safety. The user would then have to contact the appropriate district staff to have the lock removed.

Please make sure Javascript is enabled for your browser for SMART eR to work correctly in Internet Explorer 10 & 11. If it is not enabled you will get the following screen:



After successfully entering a login id and password, the system will redirect you to a security question setup page. All fields with a colored background need to be entered in order for the page to save.

You MUST check at least 3 security questions. They can include a combination of your own questions and/or predefined ones.

Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What is your favorite color?
		Answer	*****
Check Here	<input type="checkbox"/>	Pre-Setup Question	Who was your first boyfriend/girlfiend?
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What color was the first house you remember growing up in?
		Answer	*****
Check Here	<input type="checkbox"/>	Pre-Setup Question	What is your favorite Sports team?
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What is your Father's middle name?
		Answer	*****

Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Re-Type New Password	<input type="password"/>

Please memorize your password as it will not be repeated back to you.

Fields with a colored background need to be entered before saving.

* If you forget your password, please use the 'Forgot Password?' button on the SMARTeR Login page to reset it.

* Your security questions can also be changed after successfully logging into the application.

When your changes have been saved successfully, the following message will display.

Success! Your information is updated. Please hit OK to log in again.

Once “OK” has been selected you will return to the login window and required to log in using your new password.



SMART eR

District

User ID

Password

It will then display a security question. Enter an answer correctly and the system will finish logging in.

Please answer 1 of your security questions to verify your identity.

What is your favorite color?

Fields with a colored background need to be entered before saving.

Note:

1. If you are locked out and have security questions setup – You can use the **Forgot Password** link to reset your password. You will be asked to answer one of your security questions.
2. If you provide the correct User ID and Password, but forgot the answer to your security question – Close out of SMARTeR and re-login. This will trigger a new security question.
3. You have 3 attempts to login successfully before you are locked out. If you have 2 invalid attempts to get in and then successfully submit your username and password, you will have 3 attempts to answer your security question before you are locked out.

Changing Password and Security Questions

Password and **Security Questions** can be maintained or changed using links provided in the upper right corner of the **Home** page.

Select **Logout** to exit SMART eR.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
[Need Help?_District@email.address.com](mailto:Need_Help?_District@email.address.com)

Logged in as : SHAWN COOKE
Logout
Change Password
Setup Security Questions
Notification Setup

Home

View Timeoff Detail
Timeoff Description Balance/Hours

View Pay Stub
Paycheck Date Amount

Announcements and District Forms

Announcements, Notifications, District Forms and/or **Employee Forms** appear on the **Home** page. This module provides a way for Administration to send electronic announcements and notices to employees which are visible once the employee has logged into SMART eR.

Once you are logged in, the Announcements page will be displayed.

Below is an example of what is displayed. Any “**Announcements**” sent to the employee will be referenced on this page.

Click on the “**View**” button and the message will display in the message box section.

To delete old messages that you are no longer interested in click the “**Delete**” button.

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

My Frequent Places
Change Password
Contract Information
eR ACA Form 1095 Consent
Flex Information
Setup Security Questions

Home
My Information
Payroll Items
Contract Information
Flex Information
ACA Form 1095
W-4

Home

View Timeoff Detail
Timeoff Description Balance/Hours

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail
Paycheck Date Amount

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

Announcements Notifications District Forms Employee Forms

No Records Found

To access any forms that have been attached, click on the “**District Forms**” button. Click on the “**View**” tab to view and/or print the forms.

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

Logged in as : JAIME GLOVER
Logout
Change Password
Setup Security Questions
Notification Setup

Home

My Frequent Places
Change Password
Contract Information
eR ACA Form 1095 Consent
Flex Information
Setup Security Questions

Home
My Information
Payroll Items
Contract Information
Flex Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet
Requests
About Me

View Timeoff Detail

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

Announcements Notifications **District Forms** Employee Forms

	Description	Note	File Name	Created Date	Form Type	Form Category	Date/Time Signed
View	2015 W-4 Form		Form W-4 2015.pdf	5/14/2015 2:34:53 PM	W4 Form		
View	2015-16 Para Calendar		2015-16 Para Calendar Days.pdf	5/14/2015 2:40:47 PM			
View	ACH - DIRECT DEPOSIT FORM		authorization agreement for automatic deposit.doc	1/7/2013 11:20:16 AM	Direct Deposit Form		
View	HSA Contribution Form	HSA Contribution Form	HSA Contribution Form 11.2014 update.docx	5/14/2015 2:36:43 PM			
View	Para-Prof Timesheet	Para Professional Timesheet	Para-Prof TimeSheet - update 3.2014.pdf	5/14/2015 2:42:15 PM			
View	SUPPORT STAFF TIMESHEET (Non-Para's)		RevisedTimeSheet 6.12.12.xls	1/7/2013 11:35:39 AM	Miscellaneous		

Favorites are automatically saved on the top left of the homepage.

My Frequent Places
Contract Information
Flex Information
Pay Stub
TimeOff
Year to Date Pay

View Timeoff Detail

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

Home

SMART eR Menu Items Defined

Navigating SMART eR

The **Home** page will be the same for everyone. It is the main page which SMART eR starts from.

Key Menu Items include:

- A- My Frequent Places:** This feature will track the pages visited most frequently by the employee. It will list the top 5 most accessed places. *The pages/reports are also available in the normal menu. The user will see nothing until they access a page.*
- B- Home:** This feature allows the employee to directly access the two most frequently used pages; **Pay Stub and TimeOff**. The page displays the most current values available. Detail can be viewed by clicking on the link to **View Detail**. *Old pay stubs can also be found under the*

link. If a user has not been paid, or the district is not using TimeOff, then the box will not display.

- C- **Logged in as:** All employee maintenance for SMART eR is located in one place. The links to **Change Password** or **Security Questions** will always display on the **Home** page so they are easy to find. We **RECOMMEND** that users logout of SMART eR if on a public computer to keep their data safe.
- D- **Menus (left sidebar):** Menus can be opened or closed by clicking on the '+/-' sign. SMART eR automatically opens to an employee's information to save them clicks.
- E- **Browsers (bottom of page):** The browsers supported for the current release of SMART eR can be found at the **Visit our About page** link. These are adjusted every release based on the users accessing SMART eR statewide.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
[Need Help? district@email.address.com](#)

REGION V
computer services

Logo and district email address can be added

Logged in as : JAIME GLOVER
Logout
Change Password
Setup Security Questions
Notification Setup

Home

My Frequent Places
Change Password
Contract Information
Flex Information
Pay Stub
TimeOff **A**

Home
My Information
Payroll Items
Requests **D**
About Me
Responsibilities
Reports
Other

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay **B**

(1) Announcements | Notifications | District Forms | Employee Forms

Priority	From	Subject	Received
<input type="checkbox"/> View <input type="checkbox"/> Delete	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
<input type="checkbox"/> View <input type="checkbox"/> Delete	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 [Visit our About page](#)
Comments about our Software? SMARTSystems@erd.c.k12.mn.us **E**

Pay and Personal Information

Pay and Personal Information is available to all employees. This allows the employee to view their personal information. The district also has the option of allowing employees to update their information online such as addresses, phone numbers, email addresses, dependents, emergency contacts, licensure and training. This will then update the information in the SMART database.

TimeOff

TimeOff and **Pay Stub** are displayed on the **Home** page. The page displays the most current values available. Detail can be viewed by clicking on the link to **View Detail**.

- ✓ This allows you to view the **TimeOff** plans, balances and usage.

From “**Home**” page, select “**View Timeoff Detail**”



The screenshot shows the 'Home' page with two main sections. On the left, under 'View Timeoff Detail', there is a table with columns 'Timeoff Description' and 'Balance/Hours'. On the right, under 'View Pay Stub Detail', there is a table with columns 'Paycheck Date' and 'Amount'. Below these sections are buttons for 'Announcements', 'Notifications', 'District Forms', and 'Employee Forms'. A message 'No Records Found' is displayed at the bottom.

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

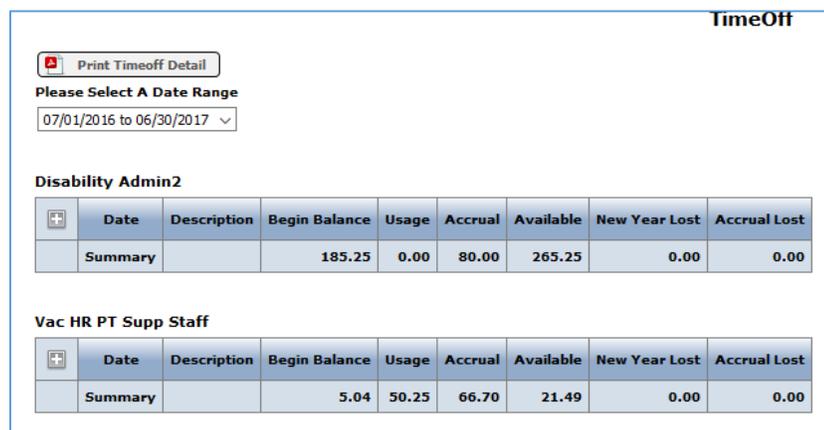
Paycheck Date	Amount
05/16/2016	\$2,030.73

It will open the **TimeOff** Information.

- Use the drop down box to select a different year to view
- Click ‘+’ to view detail
- Click ‘-’ to hide detail

This screen shows the different TimeOff Plans that are available to the employee.

Time off information from prior years can also be viewed by selecting the appropriate date range.



The screenshot shows the 'TimeOff' page with a 'Print Timeoff Detail' button and a date range selector set to '07/01/2016 to 06/30/2017'. Below the selector are two tables of timeoff plans: 'Disability Admin2' and 'Vac HR PT Supp Staff'. Each table has columns for Date, Description, Begin Balance, Usage, Accrual, Available, New Year Lost, and Accrual Lost.

Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	Summary	185.25	0.00	80.00	265.25	0.00	0.00

Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	Summary	5.04	50.25	66.70	21.49	0.00	0.00

To print your entire Timeoff, click on the **Print Timeoff Detail** button.

Pay Stub

Pay Stub and **TimeOff** are displayed on the **Home** page. The page displays the most current values available. Detail can be viewed by clicking on the link to **View Detail**. Year-to-date pay information can be viewed by clicking on the link to **View YTD Pay**.

- ✓ This allows you to view your current and old pay stubs as well as your Year to Date Pay and your specific Pay Information.

From the “**Home**” page, click on the “**View Pay Stub Detail**”



View Pay Stub Detail
Pay Stub

This page provides a summary of your pay information. To see all of the detail and/or print a format that is acceptable for forms, click on the View/Print Entire Pay Stub button.

[Print Entire Pay Stub](#) [Federal Withholding Calculator](#) [MN Withholding Calculator](#)
[Other Pay Stubs](#) [View Timeoff Detail](#)

Pay Check

Date	Payment Type	Account Type	Financial Institution	Account	Net Pay
12/30/2016	Direct Deposit	Checking	BankName-For-091915612	*****533	\$100.00
12/30/2016	Direct Deposit	Checking	BankName-For-091000019	*****511	\$1,249.85
Total					\$1349.85

Summary

	Gross	Fed Tax	State Tax	Medicare	OASDI	EIC	Deductions	NET
Current	\$2155.84	\$171.41	\$82.09	\$28.77	\$123.03		\$400.69	\$1349.85
Taxable Income		\$1760.80	\$1760.80	\$384.27	\$1984.27			
Calendar YTD	\$51047.50	\$4044.82	\$1945.86	\$683.50	\$2922.56			

Pay Stub

Whizbang Public Schools
202 Anywhere Road
Somewhere, MN 123456789

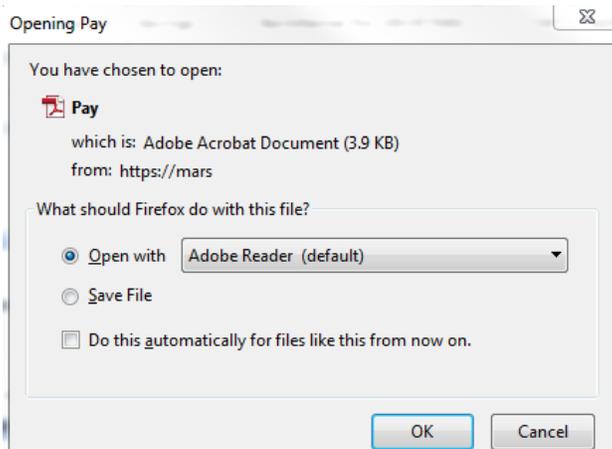
Original Hire Date: 08/15/1994 Adjusted Hire Date: 08/15/1994

DEWEY 401 DUNCAN
PO Box 401
Somewhere, MN 12345

Date	Payment Type	Account Type	Financial Institution	Account	Amount
12/30/2016	Direct Deposit	Checking	BankName-For-091915612	*****533	\$100.00

To save the Pay Stub/print only that information, click on the **Print Entire Pay Stub** button. *This is the formal report that can be printed when applying for a loan from a bank or needing any other official documentation. Caution: on a public computer – this will save it to where the browser default saves to unless you specify somewhere else. Typically it is to the “downloads” folder.*

An Adobe document will ask to open.



You can choose to open it or save the file.

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

Whizbang Public Schools						SHAWN 2240 COOKE		
202 Anywhere Road						PO Box 2240		
Somewhere, MN 123456789						Somewhere, MN 12345		
Original Hire Date: 09/17/2001				Adjusted Hire Date: 09/17/2001				
Date	Payment Type	Account Type	Financial Institution	Account	Amount			
10/14/2016	Direct Deposit	Savings	BankName-For-291975481	*****087	\$250.00			
10/14/2016	Direct Deposit	Checking	BankName-For-291975481	*****878	\$250.00			
10/14/2016	Direct Deposit	Savings	BankName-For-291975481	*****875	\$110.00			
10/14/2016	Direct Deposit	Checking	BankName-For-291975465	*****267	\$708.70			
					Total:	\$1318.70		
Pay					End Date	Units	Rate	Amount
Admin Hrly					10/31/2016	80.7500	\$22.73	\$1835.45
Longevity2					10/31/2016	0.0000	\$0.00	\$20.83
Unit Paid					09/30/2016	0.7500	\$22.73	\$17.05
Hourly Overtime					09/30/2016	4.7500	\$34.10	\$161.98
							Total:	\$2035.31
Benefits					Amount			
Minnesota Life					\$0.55			
Medicare - Employer					\$29.52			
OASDI - Employer					\$126.18			
PERA Board					\$152.65			
					Total:	\$308.90		
Deductions (* = Pre-Tax)					Amount			
Minnesota Life					\$8.80			
PERA *					\$132.30			
AXA Equitable *					\$50.00			
					Total:	\$191.10		
Taxes					Amount	Taxable Wages		
Federal Income Tax					\$263.62	\$1853.01		
Medicare					\$29.52	\$2035.31		
MN Income Tax					\$106.19	\$1853.01		
OASDI					\$126.18	\$2035.31		
					Total:	\$525.51		
Pay Summary								
	Gross	Fed Tax	State Tax	Medicare	OASDI	EIC Deductions	NET	
Current	\$2035.31	\$263.62	\$106.19	\$29.52	\$126.18	\$191.10	\$1318.70	
Taxable Income	\$1853.01	\$1853.01	\$2035.31	\$2035.31				
Calendar YTD	\$34909.43	\$4273.99	\$1766.44	\$506.19	\$2164.38			

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

This area shows deductions and the amount withheld from the employee's pay check. These deductions along with the amounts withheld for state, federal and FICA taxes are subtracted from the gross pay to get to the employee's net pay.

To get to older paystubs, click on the **Other Pay Stubs** button. A list will appear to choose from.

Pay Summary

Select a year from the list to see that year's paychecks... 2016

Click on a button below to see that pay stub detail...

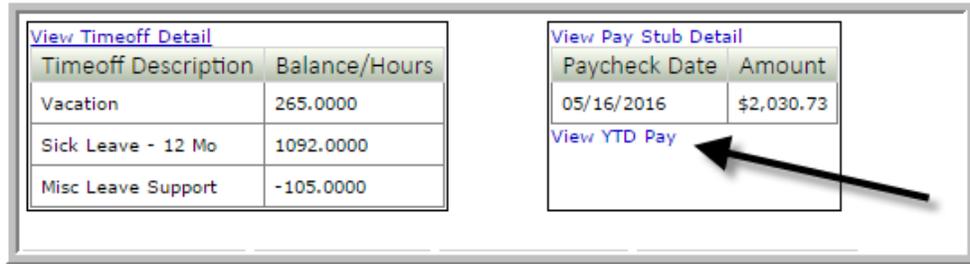
Date/Amount
10/14/2016 - \$1,318.70
09/30/2016 - \$1,550.52
09/15/2016 - \$1,555.28
09/01/2016 - \$1,350.44

If the employee simply wants to know what their deposits were by calendar year, they can use the drop down box to select the year. This will display Net amounts by check date.

If you wish to see more detail, click on the date/amount for the particular pay period and the detail for that pay period will be displayed.

Year to Date Pay

From the “Home” page, click “View YTD Pay”



Year To Date Pay

This page provides a summary of your year to date pay information. To see all of the detail and/or print a format that is acceptable for banks, click on the View/Print Entire YTD Pay button.

Print Entire YTD Pay
 Federal Withholding Calculator
 MN Withholding Calculator

HENRIETTA BOONE
 Year: 2017 Earnings through 05/05/2017

Summary

	Gross	Fed Tax	State Tax	Medicare	OASDI	EIC
Calendar YTD	\$16226.98	\$1441.26	\$638.61	\$235.29	\$1006.07	

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 information on pay, taxes, deductions and district paid benefits.

Whizbang Public Schools
 202 Anywhere Road
 Somewhere, MN 123456789

Original Hire Date: 11/12/2013

Calendar Year: 2017

Pay	Amount
Hourly EEs - Overtime	\$123.38
Secretary Sub Hourly	\$18,103.82
Total	\$16,226.98

Benefits	Amount
Health Insurance	\$7,938.90
Medicare - Employer	\$235.29
OASDI - Employer	\$1,006.07
PERA Board	\$1,217.02
VEBA-Boardshare	\$1,200.00
Total	\$11,597.28

YTD Pay

HENRIETTA 14820 BOONE
 PO Box 14820
 Somewhere, MN 12345

Adjusted Hire Date: 11/12/2013

Deductions (* = Pre-Tax)	Amount
PERA*	\$1,054.75
Total	\$1,054.75

Taxes	Amount	Taxable Wages
Federal Income Tax	\$1,441.26	\$15,172.23
Medicare	\$235.29	\$16,226.98
MN Income Tax	\$638.61	\$15,172.23
OASDI	\$1,006.07	\$16,226.98
Total	\$3,321.23	

Any deduction followed by an “*” is a pre-taxed deduction.

For help on choosing your withholdings, the links to the Federal and MN withholding calculators are provided at the top.

Personal Information can be accessed under the **Home** menu | **My Information**. Listed beneath that are two additional menus allowing employees to view their personal information; **Payroll Items** and **About Me**. The district also has the option of allowing employees to update their information online.

Payroll Items

1. Payroll Items

- a) Contract Information
- b) Direct Deposit
- c) Pay Information
- d) ACA Form 1095
- e) W-4
- f) W-2

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
[Need Help? district@email.address.com](#)

REGION V computer services

Logged in as : JAIME GLOVER
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

Home

My Frequent Places
[Change Password](#)
[Contract Information](#)
[Flex Information](#)
[Pay Stub](#)
[TimeOff](#)

Home

My Information

Payroll Items

- [Contract Information](#)
- [Direct Deposit](#)
- [Flex Information](#)
- [Pay Information](#)
- [ACA Form 1095](#)
- [W-4](#)
- [W-2](#)
- [W-2 Information Sheet](#)

Requests

About Me

- [Dependents](#)
- [Education](#)
- [Emergency Contacts](#)
- [Employee Information](#)
- [Licensure](#)
- [No Child Left Behind](#)
- [Training, Tests & Skills](#)

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

(1) Announcements

Priority	From	Subject	Received
View Delete	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
View Delete	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 [Visit our About page](#)
Comments about our Software? SMARTSystems@erd.c.k12.mn.us

Contract Information

Contract Information

Contracts Assignments

Sort By Assignment Year 2017

Assignment Name	Assignment Year	Date/Time Signed	Description
Sign View Custodial 16-17 School Yr	2017		High School, Custodian

Direct Deposit

Employees can view their district deposit information online. If allowed by the District, the employee can change the amounts allocated to their bank account(s) online. An electronic signature is required. Districts determine how many accounts each employee can enter. Changes made will not be active until it is signed by the employee and then moved into payroll through a batch job which is scheduled to run once a day.

Direct Deposit

You are allowed to have up to 3 account(s) at a time. This change may take a few pay periods to become effective. Payoffs are paid June - August. If you are requesting bank account changes during that time frame, it may not become effective until after August.

[+ Add New](#)

	Bank	Account Number	Account Type	Amount
Edit Delete	2100050009		Checking	
Edit Delete	2100050004		Savings	\$600.00

An Electronic Signature is required. The employee is asked to authorize the change and verify their identity.

Direct Deposit

You are allowed to have up to 3 account(s) at a time. This change may take a few pay periods to become effective. Payoffs are paid June - August. If you are requesting bank account changes during that time frame, it may not become effective until after August.

[✔ Sign](#) [← Cancel](#) [🔍 View Check Example](#)

Your Bank Information

Routing Number

Distribution Instructions

Account Number

Account type

Amount \$

Electronic Signature

I authorize and request my employer to automatically deposit and/or cancel direct deposit for my regular paycheck to the above listed account(s). I understand that my employer or I may terminate this agreement at any time by written notification. Any such notification requires a reasonable time to act upon it. I authorize my employer to debit and/or cancel my account(s) for the purpose of correcting an erroneous credit previously initiated to my account provided that prior to the debit and/or cancel my employer has notified me in writing of such debit and the reason therefore. Please check the box to authorize the transaction.

Please complete the following information and click Verify to validate your identity.

Current Password:

Last four digits of your SSN:

[✔ Verify](#) [← Cancel](#)

Fields with a colored background need to be entered before saving.

The employee can view an example of where to locate the routing number and account number by clicking on the **View Check Example** button.

Pay Information

Employees can view their pay information online. Below is an example of a teacher’s information for their basic assignment and additional pay. Employees can view information from prior years by using the drop down box to select a different year.

Pay Information															
Fiscal Year: <input type="text" value="2016"/> ←															
Your basic assignment for the 2015-2016 school year is: Guidance Counselor															
Notice of Assignments for the 2015-2016 School Year.															
Your Salary for the 2015-2016 school year for basic services is:															
Start Date	Stop Date	Pay Code	Lane	Step	Factor 3	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount	
09/01/2015		TEACHER	MA+10	18	*	1.0000	\$0.00	\$61,835.00	8	183	1,464	\$42.24	\$337.90	\$0.00	
Additional Pay															
Start Date	Stop Date	Pay Code	Lane	Step	Factor 3	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount	
05/01/2016	05/31/2016	XADVISOR				1.0000	\$0.00	\$859.50	0	0		\$0.00	\$0.00	\$0.00	

ACA Form 1095

Employees can view and print their 1095 information. The first time a user goes to the ACA Form 1095 page, the “Consent” message will come up. If the employee consents **Yes** the IRS allows the employer to furnish the form electronically. Generally, this means the employee will receive their form sooner than a paper form, and be more convenient for them as well. Employees can view prior years by using the drop down box to select a different year.

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

Home

My Frequent Places
[Contract Information](#)
[Flex Information](#)
[Pay Stub](#)
[TimeOff](#)
[Year to Date Pay](#)

Home
 My Information
 Payroll Items
[Contract Information](#)
[Flex Information](#)
[ACA Form 1095](#)
[W-4](#)
[W-2](#)

View Timeoff Detail

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

Announcements Notifications District Forms Employee Forms
No Records Found

ACA Form 1095

If Acrobat Reader (v9.0 or later) is not installed on your computer, please do so before continuing.

Your employer is required to provide proof of health insurance to both you and the IRS. The 1095-C (or 1095-B) includes information about the health coverage offered to you and confirmation as to which months you and/or your family members had health coverage.

While you do not need to attach this form to your tax filing, please review it for accuracy. If you have already filed your return, please make sure the information you reported on your taxes as to which months you had health coverage matches the information provided on the form. If the information matches you do not need to take any action. Retain the form for your records.

Sort By Year

Form	Form Type	Form Version	Date Completed
View Form	View Instructions	1095-C Original	1 3/23/2016 11:25:09 AM

This form will be used by the IRS to prove your insurance coverage on your individual tax return. If you have worked for multiple employers, you could receive more than 1 of these forms (similar to how W-2s work).

The most current form will now be available for preview on the page. To save a copy of the report or print it, click on the View Form button circled above. *Caution: on a public computer – this will save it to where the browser default saves to unless you specify somewhere else. Typically it is to the “downloads” folder.*

W-4 and W-2

Employees can view online what is currently being claimed for tax withholding based on their completed Form W-4. The Form W-4 and W-4 Information sheet can also be viewed. If the employee has not consented to receiving the W-2 electronically the option to view or print their W-2 is not available. Once the user has consented to an electronic W-2 both the current and prior years can be viewed.

W-4

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

My Frequent Places
2015 ACA Filing
ACA Form 1095
District Forms
Emp Announcements
W-4

Home
My Information
Payroll Items
Pay Stub
Year To Date Pay
Contract Information
Direct Deposit
TimeOff
Pay Information
ACA Form 1095
W-4

W-4

Federal Withholding Calculator MN Withholding Calculator

Current Setup Change Withholding Federal History State History

	Status	Allowances	Additional Tax
Federal-W4	Married	6	0
MN-W4	Married	6	

Change W-4 Withholding Amounts

Districts can allow an employee to change their W-4 withholding amounts online for both federal and state reporting. An Electronic Signature is required. The employee is asked to authorize the change and verify their identity. *See Page 14 – Direct Deposit – for an example of this process.* Changes will not be active until it is signed by the employee and then moved into a payroll date waiting to calculate.

The employee can view an example of the Federal or State W-4 by clicking on the **View Blank W-4** button, as applicable.

W-4

Current Setup **Change Withholding** Federal History State History

Minnesota law imposes a \$500 penalty on any employee who knowingly files an incorrect withholding allowance/exemption certificate. Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. (This form is not valid unless an electronic signature is submitted.)

Federal W-4 Section

Box 3 - Marital Single Married Married, but withhold at higher Single rate.
Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

Box 4 - Last Name Differs If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

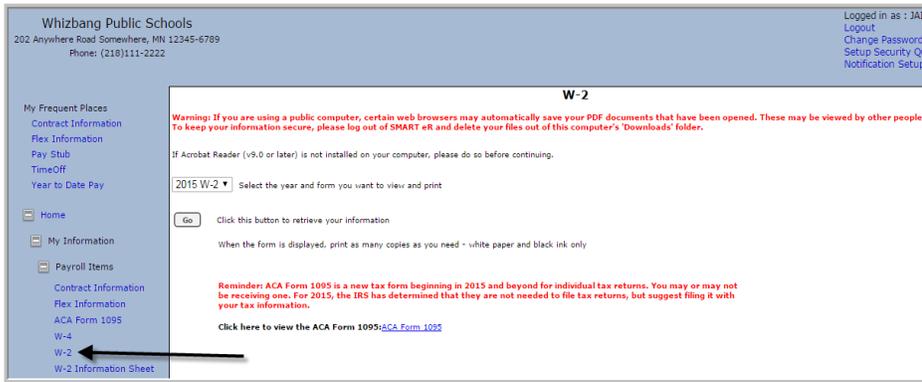
Box 5 - Allowances Total number of allowances you are claiming (from line H on Personal Allowances Worksheet or from applicable worksheet on page 2)

Box 6 - Additional Withhold Additional amount, if any, you want withheld from each paycheck.

Box 7 - Exemption I claim exemption from withholding, and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

W-2

In order to view and print your W-2 on-line you must consent to Electronic W-2's when you access this window.



The form selected will now be available for preview when clicking on the “Go” button.

From the preview page, to save a copy of the report or print it, click on the “Print W2” button. *Caution: on a public computer – this will save it to where the browser default saves to unless you specify somewhere else. Typically, it is to the “downloads” folder.*

W-2 Information Sheet

W-2 Information Sheet is available to all employees, even if the employee has not consented to an electronic W-2.

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

My Frequent Places
Contract Information
Flex Information
Pay Stub
TimeOff
Year to Date Pay

Home
My Information
Payroll Items
Contract Information
Flex Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet

W-2 Information Sheet

Year 2016 Earnings through 05/16/2016

JAIME 415 GLOVER
PO Box 415
Somewhere, MN 12345

Chk Loc ESS W4 Info - Fed S - 1 Extra \$0.00
Loc 300 W4 Info - MN S - 1 Extra \$0.00

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

			Amount
Gross Pay & EBE Via Payroll			\$29,528.10
Comment	Code		Amount
- Retirement	PERA_EE		\$1,919.34
- Deferrals to 403b plan	TSAB	BOX 12 Code E	\$900.00
Wages Tips & Other Compensation			Box 1 \$26,708.76

Other Payroll Deductions

Comment	Code	Amount
Other	IDTHFTPREM	\$116.55

The **About Me** group can be accessed under the **Home** menu | **My Information**. This section contains the employee’s personal information, emergency contacts and dependent information. Districts have the option of allowing the employees to make changes to this information.

About Me

2. About Me

- a) Dependents
- b) Education
- c) Emergency Contacts
- d) Employee Information
- e) Licensure

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
Need Help? district@email.address.com

REGION V computer services

Logged in as : JAIME GLOVER
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

Home

My Frequent Places
[Change Password](#)
[Contract Information](#)
[Flex Information](#)
[Pay Stub](#)
[TimeOff](#)

Home

My Information

Payroll Items
[Contract Information](#)
[Direct Deposit](#)
[Flex Information](#)
[Pay Information](#)
[ACA Form 1095](#)
[W-4](#)
[W-2](#)
[W-2 Information Sheet](#)

Requests

About Me
[Dependents](#)
[Education](#)
[Emergency Contacts](#)
[Employee Information](#)
[Licensure](#)
[No Child Left Behind](#)
[Training, Tests & Skills](#)

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

(1) Announcements

Priority	From	Subject	Received
<input type="checkbox"/>	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
<input type="checkbox"/>	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 [Visit our About page](#)
Comments about our Software? SMARTSystems@erdc.k12.mn.us

Dependents

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.

About Me

- Dependents
- Education
- Emergency Contacts
- Employee Information
- Licensure
- No Child Left Behind
- Training, Tests & Skills

Dependents

[Add New](#)

Dependent SSN	Name	Address	Telephone	Relationship	Birth Date	Gender	Fulltime Student	Dependent	Beneficiary
	Jordan, John	PO Box 45 Somewhere MN 12345 US		Spouse		Male	No	No	No

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

Education | Continuing Education

This screen allows the employee to view the information the district has on file for their education along with continuing education credits (*e.g. Lane Changes*).

About Me

- Dependents
- Education
- Emergency Contacts
- Employee Information
- Licensure
- No Child Left Behind
- Training, Tests & Skills

Education

Continuing Education

Course	Description	School	Credits	Grade	Date Enrolled	Date Completed	Approved By	Rec Trans	Current Lane	Date Lane Changed
101	Counseling		4.000			08/31/2000	DECKER, MATTHEW 923	Y	MA+20	
201	Counseling Level 2		4.000			08/31/2001	DECKER, MATTHEW 923	Y	MA+20	
301	Counseling Level 3		4.000			08/31/2002	DECKER, MATTHEW 923	Y	MA+20	
401	Counseling Level 4		3.000			08/31/2003	DECKER, MATTHEW 923	Y	MA+20	
			MA+20 Credits:	15.000						
			Total Lane Credits:	15.000						

Emergency Contacts

Contact Name	Relationship	Call Priority	Address	Home Phone	Office Telephone	Ext.	Mobile Phone
Contact 767	Parent	1	PO Box 415 Somewhere, MN 12345 US	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 768	Parent	2	PO Box 415 Somewhere, MN 12345 US	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 770	Child	3	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 764	Child	4	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 765	Brother or Sister	5	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 766	Brother or Sister	6	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 771	Brother or Sister	7	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890

This is where the District would like all employees to add, update, or delete the individuals they would like contacted in the event of an emergency situation. If there are contacts in the district’s database, they will be listed here.

The employee can also change the information that is currently listed by clicking on the “Edit” button (*if visible*).

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 it.

Employee Information | Address

This screen shows the current information that the district has on the employee.

The district has the option of allowing employees to make changes to their address. There is also additional information that can be updated by the employee if the district chooses to make that option available.

Employee Information | Contact

Office Phone	Office Ext.	Home Phone	Mobile Phone	Preferred Email	Work Email	Home Email
(123) 456-7890	123	(123) 456-7890	(098) 765-4321	Work	work@email.com	home@email.com

Employee Information | Other

Employee Information							
Address	Contact	Other					
		Gender	Birth Date	Spouse Name	Marital Status	Veteran Type	Veteran Disability
		Female	07/27/1972	John	Married		

Medical Information

Medical Information													
	Primary Physician	Physician Phone	Physician Facility	Eye Dr.	Eye Dr. Phone	Dentist	Dentist Phone	Allergies	Medicines	Special Concerns	Notes	Verified	Date Changed
 Add New	eR Physician	(320) 111-2222	Centracare	eR Eye	(320) 222-3333	eR Dentist	(320) 444-5555	Allergies entered in SMART eR	Medicines entered in SMART eR	Special Concerns entered in SMART eR	Notes entered in SMART eR	No	8/8/2017 5:35:56
 Edit													
 Delete													

Licensure | Teaching Licenses

Teaching license information is viewable here, including expiration dates. A link to the MDE website is provided so the employee can view their record on file with the State of Minnesota.

Licensure										
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		Other Licenses/Certifications								
To see your records on file with the State of MN, click Here  link to the MDE website (Licensure)										
License Code	Student Level	Group	License Pending	Folder#	Expire	License Type	Issue	Renewal		
COUNSELOR OR TEACHING INTERN	7-12	Full-Time Teaching		533370	06/30/1998	Limited				
SECONDARY GUIDANCE AND COUNSELING	7-12	Full-Time Teaching		533370	06/30/2020	Standard		06/30/2015		

Licensure | Other Licenses/Certifications

This section tracks other licenses and certifications such as Asbestos Certification, Boiler License, CPR certificate, Driver's License, Occupational Therapist, and Registered Nurse.

Licensure					
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		Other Licenses/Certifications			
License Code	License Pending	License #	Issue	Expire	Renewal
Drivers License		8888008M50314	07/01/2013	07/27/2017	07/27/2017

Training, Tests & Skills

Training, Tests & Skills can be viewed in this window.

Additional Training, Tests and Skills can be used to track other types of training for staff and the date the training was completed.

Course Number	Description	School	Training Type	Date Enrolled	Date Completed
Bloodborne	Blood Borne Pathogen Training		Certification	08/26/2014	08/26/2014
IEA	Asbestos Designated Person	IEA	Certification	01/19/2007	01/19/2007
Bullying	Bullying Basics		Certification	08/25/2014	08/25/2014

Requests

Requests includes **Ordering**, **Leave of Absence Request** and **Vehicle Request**. This group can be limited to specific employees through secured access. Region V will set up user access based on the request made by the district administration.

Ordering

This is a web-based system for non-SMART Finance users to enter purchasing information and perform all the functions related to Purchasing. SMART eR currently offers two different methods for authorized users to request and/or place orders that transfer into SMART Finance: **Ordering** and **Order Requisition Entry**.

To create an Online Order Request, click on **Order Requisition Entry**. Key in the information and route for approval.

Vendor Name	
Shop	CLASSROOM DIRECT.COM
Shop	EXPRESS
Shop	INNOVATIVE OFFICE SOLUTIONS
Shop	LAKESHORE LEARNING MATERIALS
Shop	OFFICE DEPOT
Shop	OFFICE MAX INC
Shop	SCHOOL SPECIALTY

Ordering

The first method is **Ordering** for specific outside vendors via a “punch-out” system. The authorized employee chooses from a predetermined list of approved vendors. They are able to go to the vendor’s website and place items in their “shopping cart”. They transfer

their cart of goods into a requisition or purchase order. Once the purchase order is approved, the order can be electronically transferred back to the vendor via SMART eR.

Ordering

	Vendor Name
 Shop	CLASSROOMDIRECT.COM
 Shop	EXPRESS COOPERATIVE PURCHASING CONNECTION
 Shop	FREY SCIENTIFIC
 Shop	INNOVATIVE OFFICE SOLUTIONS
 Shop	LAKESHORE LEARNING MATERIALS
 Shop	SCHOOL SPECIALTY INC

Order Requisition Entry

The second method is the **Order Requisition Entry** which allows an order request in SMART eR to be created and routed for approval, then transferred into SMART Finance purchase order processing. They do not go to a vendor’s website for this process. They simply choose an active vendor from the list and key in the items they are requesting. The request is transferred into a purchase order after approved.

Order Requisition Entry

Current Requisitions		Past Requisitions				
Previously saved requisitions with a Pending status are automatically deleted by the system after two weeks.						
 Add New						
Req #	Vendor Name	Created By	Required	Status	Type	
 Edit	8913	INNOVATIVE OFFICE SOLUTIONS	HENRIETTA 1. BOONE - 14820	06/13/2017	Open	W

Responsibilities

The **Responsibilities** group includes **Vehicles** and **Supervisor’s Report of Accident**. Like the Requests group, it can be limited to specific employees through secured access. Region V will set up user access based on the request made by the district administration.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
Need Help?_district@email.address.com

REGION V
computer services

Home

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

(1) Announcements Notifications District Forms Employee Forms

Priority	From	Subject	Received
<input type="button" value="View"/> <input type="button" value="Delete"/>	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
<input type="button" value="View"/> <input type="button" value="Delete"/>	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 Visit our About page

Supervisor's Report of Accident

Supervisor's Report of Accident (SRA) is used to notify the district office of an injury. Supervisors can be given access to this page to complete the form. A confirmation email is sent to a designated person to let them know that an SRA has been completed. The information from the SRA will auto-populate the First Report of Injury (FROI) report in SMART HR. The SRA is often used by the Worker's Comp Company to investigate a claim.

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

Supervisor's Rpt of Accident

Employee ID: Original Hire Date - 01/20/1997 Adjusted Hire Date - 01/20/1997

Please enter an incident date and click on the "Add New" button to create a new entry.

Date:

Incident Date	Attachment Saved
<input type="button" value="Edit"/> 11/22/2010	

My Frequent Places
Contract Information
Flex Information
Pay Stub
TimeOff
Year to Date Pay

Home

My Information

Responsibilities
Place Order
Property Assignment
Supervisor's Rpt of Accident

Change Password and Security Questions

In the top right of the home page, you will find profile options.

Logged in as : JAIME GLOVER
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

Home

You can change your password and security questions on this page.

Your Password must be a minimum of 8 characters in length and contain at least 1 capital letter, 1 lower letter, 1 number and 1 symbol. The password is case sensitive.

Current Password

New Password

Re-Type New Password

Fields with a colored background need to be entered before saving.

In order for an employee to reset their password three (3) security questions must be setup.

An employee can set up one, two or three of their own questions, or choose the “Pre-Setup Questions”, or a combination of these two options.

Three (3) questions must be set up.

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

Logged in as : JAIME GLOVER
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

Setup Security Questions

You MUST check at least 3 security questions. They can include a combination of your own questions and/or predefined ones.

Check Here <input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
	Answer	<input type="text"/>
Check Here <input checked="" type="checkbox"/>	Pre-Setup Question	What is your favorite color?
	Answer	*****
Check Here <input type="checkbox"/>	Pre-Setup Question	Who was your first boyfriend/girlfriend?
	Answer	<input type="text"/>
Check Here <input checked="" type="checkbox"/>	Pre-Setup Question	What color was the first house you remember growing up in?
	Answer	*****
Check Here <input type="checkbox"/>	Pre-Setup Question	What is your favorite Sports team?
	Answer	<input type="text"/>
Check Here <input checked="" type="checkbox"/>	Pre-Setup Question	What is your Father's middle name?
	Answer	*****

Logout

In the top right of the home page, you will find profile options. Select **Logout** to exit SMART eR.

Whizbang Public Schools
 202 Anywhere Road Somewhere, MN 12345-6789
 Phone: (218)111-2222
[Need Help? District@email.address.com](mailto:District@email.address.com)



Logged in as : SHAWN COOKE
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)