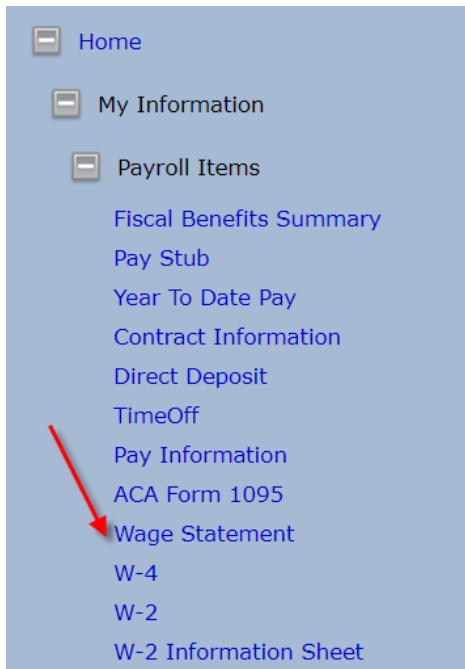


Instructions for signing Wage Statements

As a result of the recent Wage Theft Law employers are required to provide employees with a Wage Statement.

You will find the Wage Statement in [SMART eR](#). Please refer to the end of this document for instructions on how to log into SMART eR.

Once you are logged into SMART eR you will find the Wage Statement on the left side bar. It is found under the Menu Item **Home > My Information > Payroll Items**. Listed below you will find a link to the **Wage Statement**.



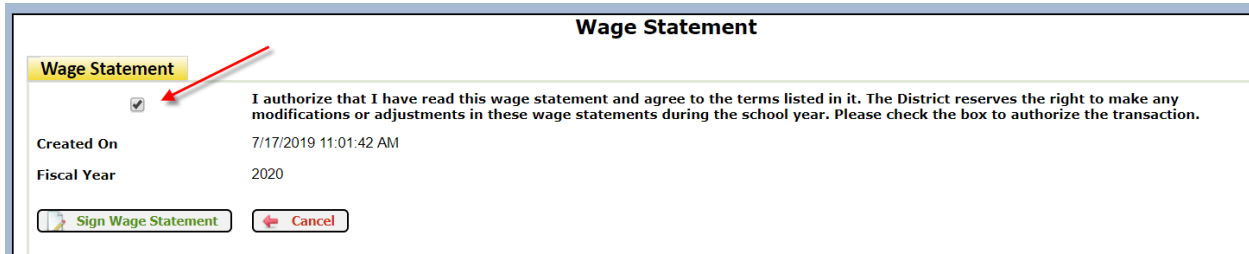
A page will open up to the **Wage Statement**. A dropdown list box allows you to **Choose Year**. Click on the **Preview Form** button. The preview box will display your Wage Statement. You can also click on the **Print Form** button. The Print dialog box will appear which allows you to print the Wage Statement, or save it as a PDF.

A screenshot of the Wage Statement page in SMART eR. The page title is 'Wage Statement'. Below the title is a yellow box with the text 'Wage Statement'. Underneath is a 'Choose Year' dropdown menu with '2020' selected. A red arrow points to the dropdown arrow. Below the dropdown is a green message: 'Your most current statement will be the top one.' At the bottom left are three buttons: 'Sign', 'Preview Form', and 'Print Form'. At the bottom right is a table with two columns: 'Created On' and 'Date/Time Signed'. The 'Created On' column contains the value '7/17/2019 11:01:42 AM'.

Created On	Date/Time Signed
7/17/2019 11:01:42 AM	

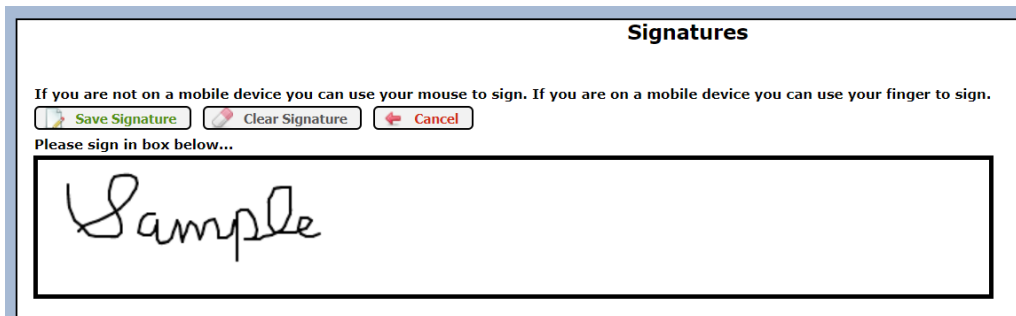
To Sign:

If all information looks correct then click on the **Sign** button. A new page opens. Check the box for authorization and click on **Sign Wage Statement** button. Complete the process as prompted.



Digital Signatures are required:

Digital signatures allow you to sign using a mobile device, or a mouse. In this situation you will see a signature box as shown below. After applying your signature, click on **Save Signature** button. This takes you to a page where you will verify your identity.



You are returned to the Wage Statement information page. The **Date/Time Signed** field now contains the date and time when the statement was signed. The **Sign** button no longer appears on the left side.



Created On	Date/Time Signed
7/8/2019 10:56:38 AM	7/23/2019 10:48:15 AM