

# Employee Self Service Smart Systems Login Instructions

## Employee Self Service Website

The online viewing of your payroll information can be accessed by visiting our website at [www.rockford.k12.mn.us](http://www.rockford.k12.mn.us) and going to the following tabs:

Click Staff

Click on Staff Resources

Click on Smart Systems.

# SMART Systems

SMARTeR

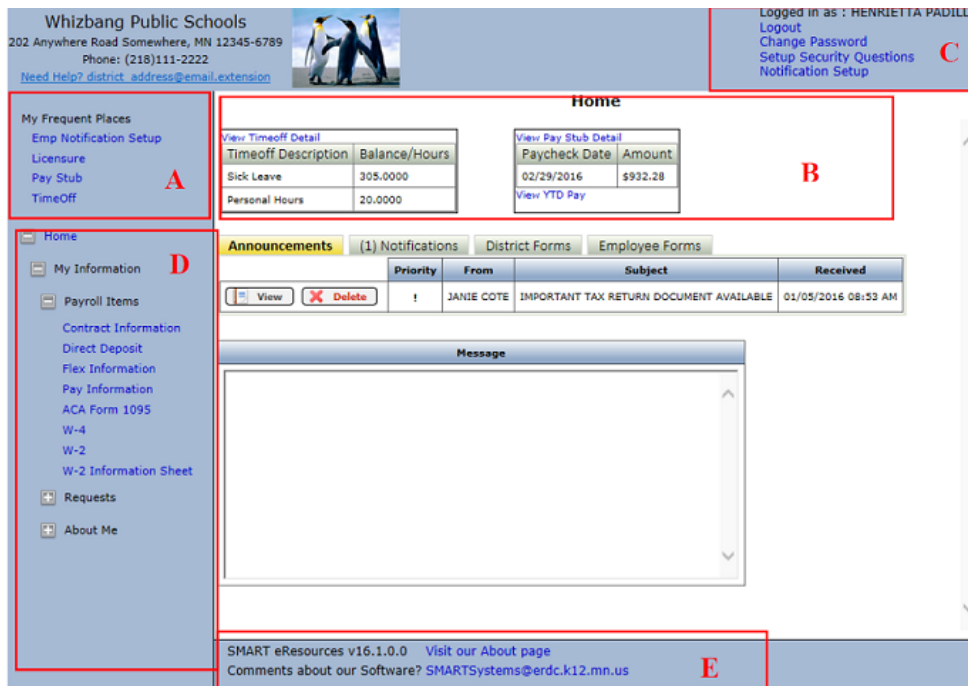
District: 0883 - Rockford Public Schools

User ID:

Password:

Login

Enter your ID and password in the screen above.



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

Logged in as : HENRIETTA PADILLA  
Logout  
Change Password  
Setup Security Questions  
Notification Setup

My Frequent Places  
Emp Notification Setup  
Licensure  
Pay Stub  
TimeOff

Home

Timeoff Description	Balance/Hours
Sick Leave	305.0000
Personal Hours	20.0000

Paycheck Date	Amount
02/29/2016	\$932.28

View YTD Pay

Announcements (1) Notifications District Forms Employee Forms

Priority	From	Subject	Received
!	JANIE COTE	IMPORTANT TAX RETURN DOCUMENT AVAILABLE	01/05/2016 08:53 AM

Message

SMART eResources v16.1.0.0 Visit our About page  
Comments about our Software? [SMARTSystems@erc.k12.mn.us](mailto:SMARTSystems@erc.k12.mn.us)

- A- This is a new feature that will track the pages by user that are visited most frequently. It will list the top 5 most accessed. They are also available in the normal menu. After the conversion the user will see nothing until they access a page.
- B- This is a new feature that directly access the two most frequently used pages. It will provide the most current amounts available, but detail can be view 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- All user maintenance for SMART eR is now located in one place. The links for changing passwords or Security Questions are now easy to find and will always be located there. We RECOMMEND that users logout of SMART eR if on a public computer to keep their data safe.
- D- Menus can be opened or closed by clicking on the +. We automatically open SMART eR to an employee's information to save them clicks.
- E- The browsers that are 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.

**Printing a Pay Stub for a loan application or for personal record:**

- 1) Click on the “**View Pay Stub Detail**” link:

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Phone: (218)111-2222  
[Need Help? district\\_address@email.extension](#)

Home

My Frequent Places  
Emp Notification Setup  
Licensure  
Pay Stub  
TimeOff

View Timeoff Detail

Timeoff Description	Balance/Hours
Sick Leave	305.0000
Personal Hours	20.0000

View Pay Stub Detail

Paycheck Date	Amount
02/29/2016	\$932.28

View YTD Pay

- 2) It will open the **Pay Stub** information:

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

Pay Stub

View Other Pay Stubs

02/29/2016 Net Pay: \$932.28

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	BankName-For-091000022	****603	\$932.28
Total				\$932.28

Pay

	End Date	Units	Rate	Amount
Food Service	02/29/2016	0.0000	\$0.00	\$1,207.32
Total				\$1,207.32

Deductions  
(\* = Pre-Tax)

	Amount
PERA *	\$78.48
Total	\$78.48

Benefits

	Amount
Workers Comp Bd	\$13.16
Medicare - Employer	\$17.50
Social Security- Bd	\$74.86
PERA Board	\$90.55
Total	\$196.07

Taxes

	Amount	Taxable Income
Federal Income Tax	\$67.88	\$1,128.84
Medicare	\$17.50	\$1,207.32

- 3) To get to other older paystubs, click on the “**View Other Pay Stubs**” link to get a list to choose from:

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Notification Setup

Pay Summary

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

Year: 2016

Click on a Date to see that Pay Stub Detail.

Date	Amount
02/29/2016	\$932.28
02/12/2016	\$932.28
01/29/2016	\$932.28
01/15/2016	\$932.28

- 4) Once the page is opened to the **Pay Stub** to be printed, choose to **Print** from your browser (*IE -Print Preview if wanting to view on screen first*). Print options are different based on browser selected.

## Smart ESS Employee Home Page

Time Off and Pay Stubs will now appear on your **Home** page. Once you click on View Pay Stubs or Time Off it will then show under **My Frequent Places** also.

Whizbang Public Schools  
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Phone: (218)111-2222

**My Frequent Places**  
Contract Information  
eR ACA Form 1095 Consent  
Flex Information  
**Pay Stub**  
**TimeOff**

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

**Home**

**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

If you have any questions about Smart eR ESS please feel free to contact our office at: 763-477-9165 or by email : Paula Wanous – [wanouspaula@rockford.k12.mn.us](mailto:wanouspaula@rockford.k12.mn.us)