

# Rockford Area Schools

## Employee Self Service Website

Welcome to the Rockford Public School's Employee Self Service (ESS) Website!

We allow access to all of our employees to view their payroll/personnel information online over a secure 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.

The first time you login by entering your employee number in the USER ID field. This number is circled on your direct deposit notice that is mailed to your home address.

The first time you login enter 0883 along with the last four-digits of your social security number in the PASSWORD field. Once you have successfully logged onto the Web Site you will need to choose a strong password, and security questions.

## SMART Systems

SMARTeR

District 0883 - Rockford Public Schools

User ID

Password

Login



0883Last four digits of SS#

### **Strong passwords**

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The current rule of a minimum eight character password is still valid and can be as long as 100 characters. Additionally, your *new password cannot be the same as your old password* and *MUST* contain *at least one lower case letter, one upper case letter, one number and one symbol* (i.e.: John1deere\$ or Smart#1234).

### **Security Questions**

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The current software requires one security question, but up to this point has only been used for resetting a password. It will be enhanced in v13.2.0 to *require every user to enter a minimum of three question choices* and a max of eight. 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 in SMART HR.

**\*\*More instructions on back side of this page\*\***

After successfully entering a login id and password, the system will redirect to a new security 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 type="checkbox"/>	Pre-Setup Question	What is your favorite color?
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Pre-Setup Question	Who was your first boyfriend/girlfiend?
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Pre-Setup Question	What color was the first house you remember growing up in?
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Pre-Setup Question	What is your favorite Sports team?
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Pre-Setup Question	What is your Father's middle name?
	Answer	<input type="text"/>

**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

New Password

Re-Type New 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.

Click "OK", and re-login using the new password. It will then display one of the chosen security questions.

**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.

Enter an answer correctly and the system will finish logging in.

Security Questions and Password can always be maintained or changed from **My Profile** in the **Pay and Personal Information** (menus may look differently depending on individual employee permissions):

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](#)

**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](#)

**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@erdc.k12.mn.us](mailto:SMARTSystems@erdc.k12.mn.us)

**Below is a key to the screen shot above:**

- 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:

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

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

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
<b>Total</b>				<b>\$932.28</b>

Pay

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

Deductions

(* = Pre-Tax)	Amount
PERA *	\$78.48
<b>Total</b>	<b>\$78.48</b>

Benefits

	Amount
Workers Comp Bd	\$13.16
Medicare - Employer	\$17.50
Social Security- Bd	\$74.86
PERA Board	\$90.35
<b>Total</b>	<b>\$196.07</b>

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:

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  
Pay Summary  
TimeOff

Home

My Information

Pay Summary

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

Year: 2016

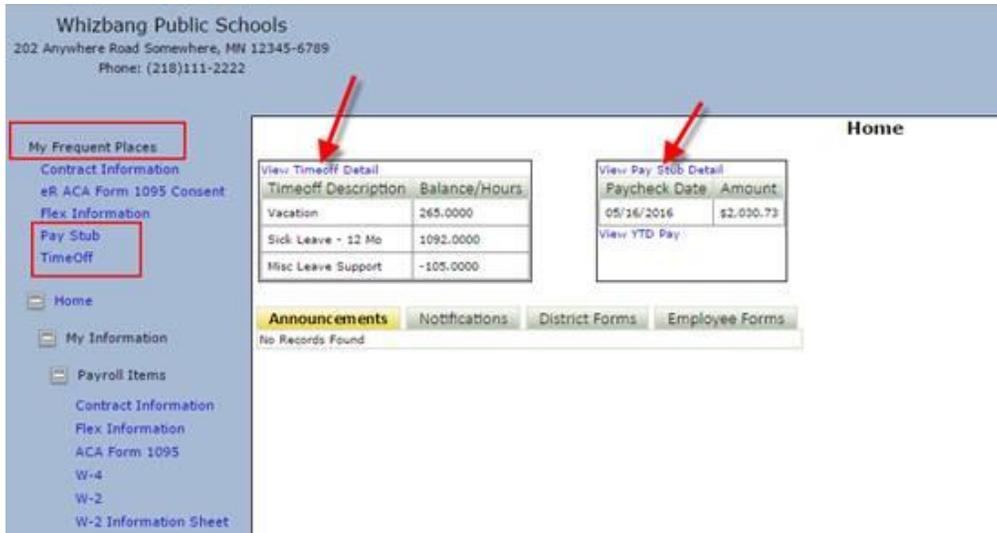
Click on a Date to see that Pay Stub Detail.

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.

**Your eR 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.



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)