

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 SYSTEMS**. Go to the Rockford Website: www.rockford.k12.mn.us click on: **RESOURCES>STAFF>SMART SYSTEMS**.

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 **My Payroll > Wage Statement**. 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.



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.

The screenshot shows a web interface titled "Wage Statement". At the top, there is a sub-header "Wage Statement" with a yellow background. Below it, there is a checkbox that is checked, with a red arrow pointing to it. To the right of the checkbox is the text: "I authorize that I have read this wage statement and agree to the terms listed in it. The District reserves the right to make any modifications or adjustments in these wage statements during the school year. Please check the box to authorize the transaction." Below this text, there are two fields: "Created On" with the value "7/17/2019 11:01:42 AM" and "Fiscal Year" with the value "2020". At the bottom, there are two buttons: "Sign Wage Statement" and "Cancel".

If Digital Signatures are required:

Your district may require digital signatures. If so, this allows 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 will NOT see this option if only electronic signatures are required by your district.*

The screenshot shows a web interface titled "Signatures". Below the title, there is a line of text: "If you are not on a mobile device you can use your mouse to sign. If you are on a mobile device you can use your finger to sign." Below this text, there are three buttons: "Save Signature", "Clear Signature", and "Cancel". Below the buttons, there is a text prompt: "Please sign in box below...". Below the prompt is a large rectangular box containing a handwritten signature that says "Sample".

If only Electronic Signatures are required:

You will be asked to verify your identity. Enter your current password used to log into SMART eR and the last four digits of your social security number. Click on **Verify** button to complete the process.

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

Current Password:

Last four digits of your SSN:

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

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.

Wage Statement

Wage Statement

Choose Year

Your most current statement will be the top one.

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

Logging into SMART eR

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.

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).

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.

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 | <input type="text"/> |
| 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 | <input type="text"/> |
| 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 | <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 | <input type="text"/> |
| New Password | <input type="text"/> |
| Re-Type New Password | <input type="text"/> |

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.



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

- District = your district
- User ID = your employee ID number
- Password



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



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 SMART eR 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. If you are locked out, you would then have to contact the appropriate district staff to have the lock removed.