

CHEAT SHEET-LOG-IN FOR ELECTRONIC PAY STUBS

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RESOURCES FOR STAFF

EMPLOYEE SELF SERVICES-SMARTeR

user ID = EMPLOYEE NUMBER _____ PASSWORD 0309 and last 4 digits of soc. Number
(from your check stub) (Temporary password)

This will bring you to a window to create a new password
(USE THE SAME ID NUMBER)

Enter a new password (it must be 8 characters-and include
at least 1 capital, 1 small, 1 symbol, and 1 number) SAVE

Enter security questions and answers

PLEASE BE SURE TO RECORD YOUR PASSWORD AND THE SECURITY QUESTION ANSWERS

Pay & personal info tab

My Pay Tab

Pay Stub (right click and print to make copies)

Direct deposit consent

it is mandatory to electronically receive your checks
you will consent just one time through this process

My Benefits This will show your time-off status: sick leave & personal leave

My Tax information This will let you print your W-2 when ready