

A decorative graphic on the right side of the page features three overlapping circles in shades of blue. Two thin blue lines intersect at the top right, forming a triangular shape that frames the circles. The circles are arranged vertically, with the largest one at the top right, a smaller one in the middle, and another large one at the bottom right.

SMART eR GUIDE *For Employees*

March 2022 – 21.3

Table of Contents

Introduction	2
Logging into SMART eR	2
<i>Changing Password</i>	4
<i>Announcements and District Forms</i>	4
SMART eR Menu Items Defined	5
<i>Navigating SMART eR</i>	5
<i>Pay and Personal Information</i>	6
TimeOff	6
Pay Stub	7
Payroll Items	10
<i>Contract Information</i>	11
<i>Direct Deposit</i>	11
<i>Pay Information</i>	12
<i>ACA Form 1095</i>	13
<i>Wage Statement</i>	14
<i>W-4 and W-2</i>	14
About Me	17
<i>Dependents</i>	17
<i>Education</i>	18
<i>Emergency Contacts</i>	18
<i>Employee Information Address</i>	18
<i>Employee Information Contact</i>	19
<i>Employee Information Other</i>	19
<i>Medical Information</i>	19
<i>Licensure Teaching Licenses</i>	19
<i>Licensure Other Licenses/Certifications</i>	20
<i>Training, Tests & Skills</i>	20
Requests	20
Online Shopping	20
Order Requisition Entry	21
Reimbursement Entry	21
Responsibilities	22
Place Order	22
Supervisor’s Report of Accident	22

Introduction

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.

Logging into SMART eR

SMART systems

SMART eR

District
0885-Region V Computer Services

Emp ID
9999

Password

Login

[Forgot Password?](#)

Browsers/Software Supported

- Internet Explorer 11.x, Edge -or-
- Safari 12.x, 13.x -or-
- Google Chrome 83.x -or-
- Firefox 76.x, 77.x

A Cooperative Project between Regions 1-5

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).

District: Verify the district number displayed in this field is your school district. If not, change the dn=xxxx in the URL to select your district number. After initial login you will be forced to change your password.

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

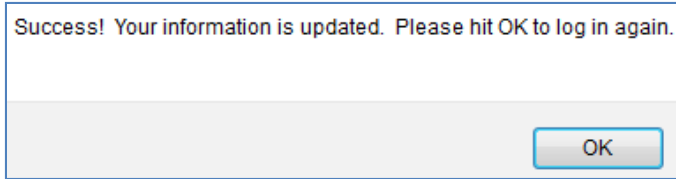
Re-Type New Password

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.

After “Save” is chosen you will receive the following message.



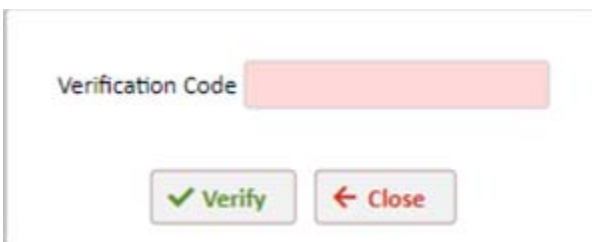
Once “OK” has been selected you will return to the login window and required to log in using your new password.

Once logged in employees are required to choose either email or text message format for Dual Authentication verification.



Once they click on their choice, a verification box will display and an email or text will be sent similar to this:




“Your SMART eR verification code is 267828. You must enter your code in SMART eR to allow eR access. Your code will expire in 30 minutes. If you did not make this change, please contact the Business Office.”



The code can be entered in SMART eR and then Verify can be clicked. If it is entered correctly, you will then be logged into SMART eR. If not, the process will start over. After three unsuccessful attempts, the account will be locked.

Changing Password

Password can be maintained or changed using icons provided in the upper right corner of the **Home** page.

-  Select **Settings** to change password and security questions in SMART eR.
-  Select **Logout** to exit SMART eR. Users should always log out of SMART eR to keep their data safe especially if they are using a public computer
-  Select **Help with this Page** when you are on a webpage to view SMART eR documentation.



Announcements and District Forms

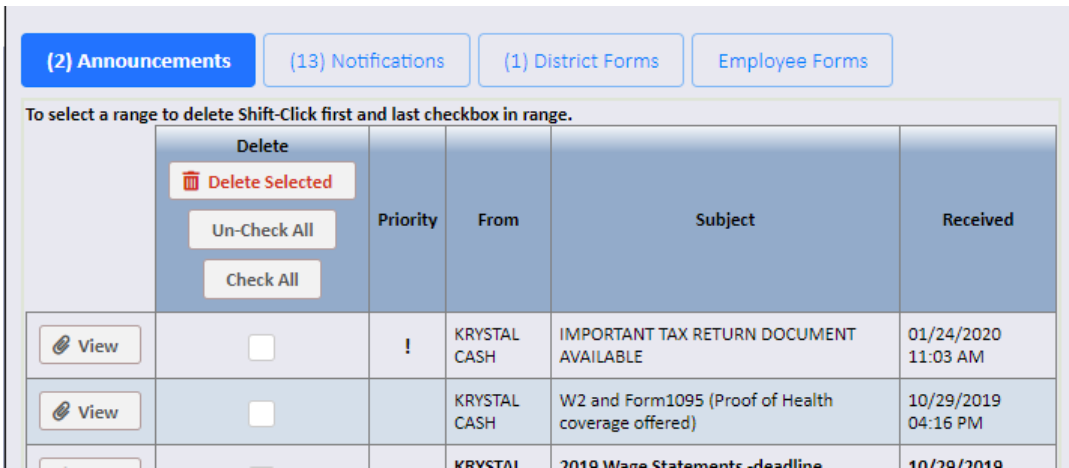
Announcements, Notifications, District Forms and/or **Employee Forms** appear on the **Home** page. This module provides a way for Administration to send electronic announcements and notices to employees which are visible once the employee has logged into SMART eR.

Once you are logged in, the Announcements page will be displayed.

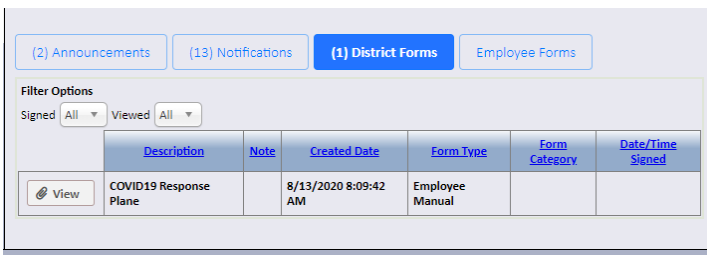
Below is an example of what is displayed. Any “**Announcements**” sent to the employee will be referenced on this page.

Click on the “**View**” button and the message will display in the message box section.

To delete, check the box in the row(s) you want to delete, then click on “**Delete Selected**” button.



To access any forms that have been attached, click on the “**District Forms**” button. Click on the “**View**” tab to view and/or print the forms.

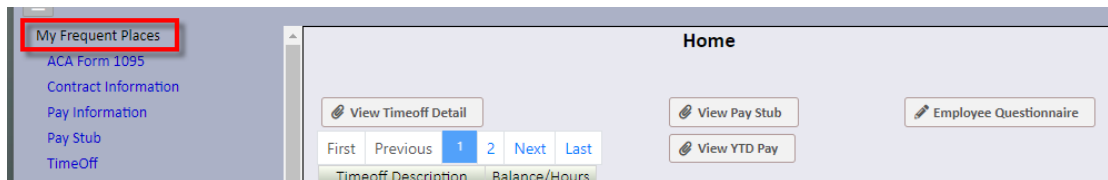




SMART eR Menu Items Defined

Navigating SMART eR

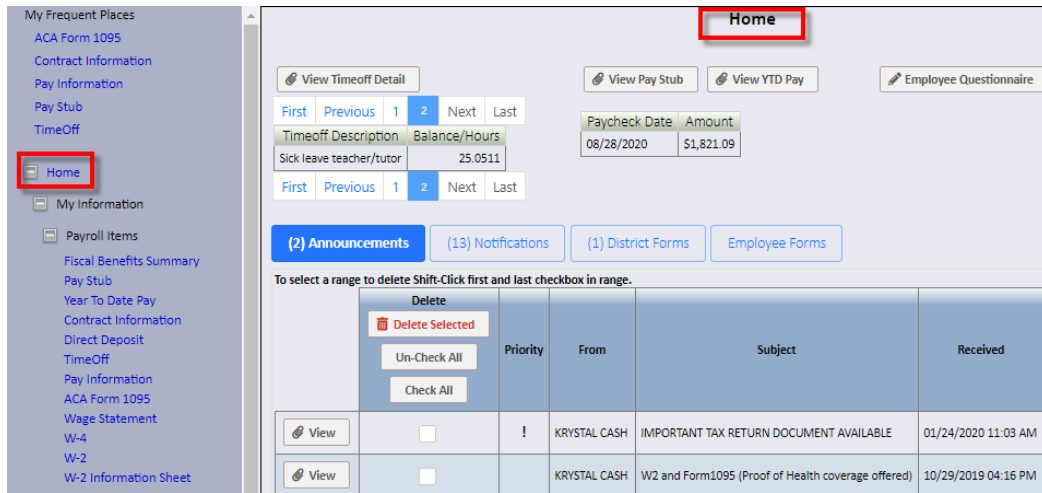
Key Menu Items:

A. My Frequent Places (left sidebar). This feature tracks the pages visited most frequently by the employee. It will list the top five most accessed places. *The same pages and reports are also available in the normal menu view. The user will not see anything here until they access a page.*

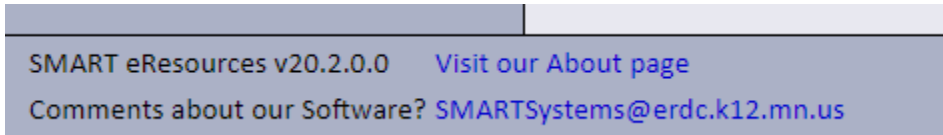


B. Menus (left sidebar). The Menus can be opened or closed by clicking on the plus  or minus  next to the menu name. SMART eR automatically opens the **Payroll Items** menu.

C. Home. The Home menu provides a snapshot of items that are relevant to all employees. There are display buttons that allow the user to quickly **View Pay Stub(s)**, **TimeOff**, or **YTD Pay** (year-to-date information). The pages display the most current values available real-time. Detail can be viewed by clicking on the **View Detail** buttons.



D. Browsers (bottom of page). To view browsers supported for the current release of SMART eR click on **Visit our About page** link.



Pay and Personal Information

My Information | Payroll Items provides payroll information about an employee detailing contract or notice of assignment information, benefits summary, pay stub detail, year-to-date pay information, TimeOff detail if the employer utilizes this feature, and pay information detailing information about an employee’s pay for the fiscal year (e.g. lane, step, FTE, days and hours). The **Payroll Items** menu also provides an electronic option for the form W-2 and ACA Form 1095. If the employer allows, the employee can also update direct deposit information and Form W-4 used for tax withholding.

TimeOff

TimeOff is displayed on the **Home** page if the district uses the TimeOff Module. The page displays the most current values available.

Timeoff Description	Balance/Hours
Bereavement Leave-days	0.0000
Miscellaneous leave	0.0000
Sick leave Directors	38.3375
Vacation Directors	26.6200

Detail can be viewed by clicking on the link to **View TimeOff Detail**.

- ✓ This allows you to view the **TimeOff** plans, balances and usage.

Home



[View Timeoff Detail](#)
[View Pay Stub](#)
[View YTD Pay](#)
[Employee Questionnaire](#)

[Show Timeoff Summary](#)
[Show Pay Summary](#)

Vacation Directors

	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	7/1/2020	Beginning balance	4.62			4.62	0.00	
	7/1/2020	Vacation		1.00		3.62		
	7/1/2020	Accrual			24.00	27.62		0.00
	7/6/2020	Vacation		1.00		26.62		
	Summary		4.62	2.00	24.00	26.62	0.00	0.00

TimeOff Information.

- **Please Select a Date Range.** Use the drop down box to select a different year to view
- Click the plus  to view detail
- Click the minus  to hide detail
- To print click **Print Timeoff Detail** button

This screen shows the different TimeOff Plans that are available to the employee.

Time off information from prior years can also be viewed by selecting the appropriate date range.

TimeOff

[Print Timeoff Detail](#)
 Please Select A Date Range
 07/01/2020 to 06/30/2021

Bereavement Leave-days

	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
	7/1/2020	Beginning balance	0.00			0.00	0.00	
	Summary		0.00	0.00	0.00	0.00	0.00	0.00

Pay Stub

Pay Stub is displayed on the **Home** page. The page displays the most current values available. Detail can be viewed by clicking on **View Pay Stub**. Year-to-date pay information can be viewed by clicking on **View YTD Pay**.

- ✓ This allows you to view pay detail from gross to net on your most recent paycheck.

Home

[View Timeoff Detail](#)
[View Pay Stub](#)
[View YTD Pay](#)
[Employee Questionnaire](#)

First Previous 1 2 Next Last

Timeoff Description	Balance/Hours
Sick leave teacher/tutor	25.0511

Paycheck Date	Amount
08/28/2020	\$1,821.09

The **Pay Stub** page provides links to Preview Entire Pay Stub, view Other Pay Stubs, Print Entire Pay Stub, View TimeOff Detail, use the Federal Withholding Calculator or the MN Withholding Calculator. The employee is required to consent to view this information.

Pay Stub

This page provides a summary of your pay information. To see all of the detail and/or print a format that is acceptable for banks, click on the View/Print Entire Pay Stub button.

Preview Entire Pay Stub
Print Entire Pay Stub
Federal Withholding Calculator

Other Pay Stubs
View Timeoff Detail
MN Withholding Calculator

Pay Check

Date	Payment Type	Account Type	Financial Institution	Account	Net Pay
08/28/2020	Direct Deposit	Savings	BankName-For-291975481	*****s20	\$125.00
08/28/2020	Direct Deposit	Savings	BankName-For-291975481	*****889	\$250.00
08/28/2020	Direct Deposit	Checking	BankName-For-091000022	*****381	\$1,446.09
Total					\$1,821.09

Summary

	Gross	Fed Tax	State Tax	Medicare	OASDI	Deductions	NET
Current	\$3,019.50	\$288.59	\$127.13	\$39.49	\$168.83	\$574.37	\$1,821.09
Taxable Income		\$2,446.63	\$2,446.63	\$2,723.09	\$2,723.09		
Calendar YTD	\$48,914.48	\$4,512.28	\$2,002.51	\$629.39	\$2,691.20		

Preview Entire Pay Stub. Click to view the entire pay stub.

- **Pay Stub Header.** The header displays the employer name, address and employer phone number. It shows the employee name, address, original hire date and adjusted hired date. This information is supplied to allow the employee to print the pay stub for employment verification.
- **Payment Type.** This provides the pay date for direct deposit of payroll or a printed check. If the employee uses direct deposit banking information is displayed.
- **Method of Pay.** Defines the type of pay earned by the employee.
- **Deductions (* = Pre Tax).** This area displays employee deductions. If the deduction is followed by an asterisk it is a pre-tax deduction meaning it is sheltered from federal tax, state tax and FICA for flex deductions.
- **Benefits.** This area displays employer contributions that are part of the employment agreement with the district.
- **Taxes.** Displays the tax withholding.
- **Pay summary.** Displays the current taxable income and calendar year to date (YTD) for gross pay, federal tax, state tax, Medicare and OASDI, deductions and net pay.
- **Timeoff.** Displays summary information for TimeOff.

Pay Stub

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

(218) 111-2222

HARRY 676 ROBBINS
PO Box 676
Somewhere, MN 12345

Original Hire Date: 01/05/2004 Adjusted Hire Date: 01/05/2004

Date	Payment Type	Account Type	Financial Institution	Account	Amount
08/28/2020	Direct Deposit	Savings	BankName-For-29	*****20	\$125.00
08/28/2020	Direct Deposit	Savings	BankName-For-29	*****889	\$250.00
08/28/2020	Direct Deposit	Checking	BankName-For-09	*****381	\$1,446.09
Total:					\$1,821.09

Method - Pay	End Date	Units	Rate	Amount	Deductions (* = Pre-Tax)	Amount
S - Teacher Contract	06/10/2020	0.0000	\$0.00	\$3,019.50	Health Ins *	\$185.41
				Total:	Flex Medical *	\$112.50
					TRA *	\$226.46
					Met Life *	\$50.00
					Total:	\$574.37

Legend - Method Of Pay
H - Hourly D - Daily W - Weekly S - Salary R - Route F - Shift N - Not Applicable

Benefits	Amount
Life Ins Over 50,000*	\$1.50
Life Board	\$5.95
LTD % Board	\$6.49
Workers Comp Board	\$25.36
Medicare - Employer	\$39.49
Dental Board	\$45.59
Met Life	\$50.00
VEBA-Select Acct	\$108.41
OASDI - Employer	\$168.83
TRA Board	\$245.49
Health Insurance	\$727.16
Total:	\$1,424.27

Taxes	Amount	Taxable Wages
Federal Income Tax	\$288.59	\$2,446.63
Medicare	\$39.49	\$2,723.09
MN Income Tax	\$127.13	\$2,446.63
OASDI	\$168.83	\$2,723.09
Total:	\$624.04	

Pay Summary	Gross	Fed Tax	State Tax	Medicare	OASDI	Deductions	NET
Current	\$3,019.50	\$288.59	\$127.13	\$39.49	\$168.83	\$574.37	\$1,821.09
Taxable Income		\$2,446.63	\$2,446.63	\$2,723.09	\$2,723.09		
Calendar YTD	\$48,914.48	\$4,512.28	\$2,002.51	\$629.39	\$2,691.20		

Timeoff	Begin	Earned	Used	Available
Comp days- sub teaching	0.0000	0.0000	0.0000	0.0000
Emergency-Business Leave	0.0000	0.0000	0.0000	0.0000
Miscellaneous leave	0.0000	0.0000	0.0000	0.0000
Personal leave teacher	0.0000	0.0000	0.0000	0.0000
Sick leave teacher/tutor	25.0511	0.0000	0.0000	25.0511

\$ Other Pay Stubs. Allows the employee to select a year to view, and then select a specific date.

- This displays a list of pay stubs descending by date. Click on the Date/Amount summary button to see the data of a previous pay stub.

Pay Summary

Select a year from the list to see that year's paychecks... 2020 ▾

Click on a button below to see that pay stub detail...

Date/Amount

Year to Date Pay. The Year to Date Pay displays year to date information for the current calendar year as of the date viewed.

- An employee can use the dropdown arrow to view prior year earnings. This page provides links to Preview Entire YTD Pay, Print Entire YTD Pay, provides a Federal withholding Calculator and a MN Withholding Calculator.

Year To Date Pay

This page provides a summary of your year to date pay information. To see all of the detail and/or print a format that is acceptable for banks, click on the View/Print Entire YTD Pay button.

[Preview Entire YTD Pay](#)
 [Print Entire YTD Pay](#)
 [Federal Withholding Calculator](#)
 [MN Withholding Calculator](#)

HARRY ROBBINS
 Year: 2020 ▾ Earnings through 08/28/2020

Summary

	Gross	Fed Tax	State Tax	Medicare	OASDI
Calendar YTD	\$48,914.48	\$4,512.28	\$2,002.51	\$629.39	\$2,691.20

YTD Pay

Whizbang Public Schools
 202 Anywhere Road
 Somewhere, MN 123456789

Original Hire Date: 01/05/2004

Calendar Year: 2020

Pay	Amount
Teacher Contract	\$48,312.00
Unused personal/vacation	\$263.20
TRA	\$339.28
XMENTOR	\$339.28
Total	\$48,914.48

HARRY 676 ROBBINS
 PO Box 676
 Somewhere, MN 12345

Adjusted Hire Date: 01/05/2004

Deductions (* = Pre-Tax)	Amount
Health Ins*	\$2,965.36
Dues - Teacher	\$547.63
Flex Depend Care*	\$766.72
Flex Medical*	\$1,800.00
TRA*	\$3,648.88
Met Life*	\$800.00
Total:	\$10,528.59

Benefits	Amount
Dental Board	\$729.44
Health Insurance	\$11,634.56
Life Board	\$47.60
Life Ins Over 50,000*	\$24.00
LTD % Board	\$103.84
Medicare - Employer	\$629.39
Met Life	\$800.00
OASDI - Employer	\$2,691.20
TRA Board	\$3,878.59
VEBA-Select Acct	\$1,733.36
Workers Comp Board	\$410.83
Total:	\$22,682.81

Taxes	Amount	Taxable Wages
Federal Income Tax	\$4,512.28	\$38,957.52
Medicare	\$629.39	\$43,406.40
MN Income Tax	\$2,002.51	\$38,957.52
OASDI	\$2,691.20	\$43,406.40
Total:	\$9,835.38	

Payroll Items

Additional **Payroll Items** found under the **Home** menu | **My Information** are listed below.

1. Payroll Items

- a) Fiscal Benefits Summary
- b) Contract Information
- c) Direct Deposit
- d) Pay Information
- e) ACA Form 1095
- f) Wage Statement
- g) W-4
- h) W-2

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

REGION V
computer services

My Frequent Places
ACA Form 1095
Contract Information
Pay Information
Pay Stub
TimeOff

Home
My Information
Payroll Items
Fiscal Benefits Summary
Pay Stub
Year To Date Pay
Contract Information
Direct Deposit
TimeOff
Pay Information
ACA Form 1095
Wage Statement
W-4
W-2
W-2 Information Sheet

View Timeoff Detail View Pay Stub View YTD Pay Employee Questionnaire

First Previous 1 2 Next Last

Timeoff Description	Balance/Hours	Paycheck Date	Amount
Sick leave teacher/tutor	25.0511	08/28/2020	\$1,821.09

First Previous 1 2 Next Last

(2) Announcements (13) Notifications (1) District Forms Employee Forms

To select a range to delete Shift-Click first and last checkbox in range.

	Delete	Priority	From	Subject	Received
	Delete Selected Un-Check All Check All				
View	<input type="checkbox"/>	!	KRYSTAL CASH	IMPORTANT TAX RETURN DOCUMENT AVAILABLE	01/24/2020 11:03 AM
View	<input type="checkbox"/>		KRYSTAL CASH	W2 and Form1095 (Proof of Health coverage offered)	10/29/2019 04:16 PM
View	<input type="checkbox"/>	!	KRYSTAL CASH	2019 Wage Statements -deadline 11/1/19	10/29/2019 04:03 PM
View	<input type="checkbox"/>		KRYSTAL CASH	Please review your paystubs	09/27/2019 03:19 PM

Contract Information

The **Contract Information** page can be viewed if the district enables this feature. Employees can view and sign contracts or notices of assignment for the contract year selected.

Contract Information

Contracts Assignments

Choose Assignment Year 2021

Your most current assignment will be the top one.

Assignment Name	Assignment Year	Date/Time Signed	Description
FY 21 Teacher Assignment	2021		Districtwide, Developmentally Delayed, Teacher

Sign Preview Form Print Form

Direct Deposit

The **Direct Deposit** page allows an employee to view their current direct deposit for distribution of pay. If allowed by the employer, the employee can change the direct deposit amounts allocated to their bank account(s) online. An electronic signature is required to verify employee identity. Districts determine how many accounts each employee can enter. The change will not be active until it is signed by the employee and then moved into payroll, which could take a few payroll cycles depending on the date the change is processed in payroll.

Direct Deposit				
Current Setup		Change Direct Deposit		
Bank	Acct #	Acct Type	Amt/Pct	Bank Priority
XXXXXX00	XX23	Checking		Default - BankName-For-0910...2
XXXXXX54	XX38	Savings	\$250.00	2 - BankName-For-29...31
XXXXXX05	XX95	Savings	\$125.00	3 - BankName-For-29...31

Change Direct Deposit. If allowed by the employer click on the Change Direct Deposit tab to update your direct deposit account(s). If you currently have more than one direct deposit account active, you must re-enter the information for each account.

An Electronic Signature is required. The employee is asked to authorize the change and verify their identity.

Sign.

To save changes and sign, read the Electronic Signature consent message, click in the checkbox

click on the **Sign** button. You will be asked to verify your identity. Enter your current password and last four digits of your SSN, then click on the **Verify** button.

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

Current Password:

Last four digits of your SSN:

Verify **Cancel**

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

The employee can view an example of where to locate the routing number and account number by clicking on the **View Check Example** button.

Pay Information

The **Pay Information** page detail information about an employee's pay for the fiscal year. The page displays pay description, lane, step, FTE, pay amount, hours per day and days per year if district activates this option for employees. Employees can view information from prior years using the drop down box to select a different year.

Pay Information														
Fiscal Year: 2021														
Notice of Assignments for the 2020-2021 School Year.														
Your Salary for the 2020-2021 school year for basic services is:														
Start Date	Stop Date	Pay Code	Lane	Step	Factor 3	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount
09/01/2020		TEACHER	MA	17	*	1.0000	\$0.00	\$76,520.00	6	193	1,158	\$66.08	\$396.48	\$0.00

ACA Form 1095

The **ACA Form 1095** page allows employees who consent, the ability to view and print their ACA Form 1095, if a form is used to them. A **consent message** will display the first time a user clicks on the page. If the employee consents, the IRS allows the employer to furnish the form to the employee electronically. Generally, this means the employee will receive their form sooner than paper form, and be more convenient for them as well. *If at any point an employee wishes to withdraw their electronic consent, they may do so in a written request to their employer.*

After consenting, employees will need to verify who they are when they access a page where their SSN is displayed for security reasons.

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.

Employees can view prior years by using the drop down box to select a different year.

ACA Form 1095

Your employer is required to provide proof of health insurance to both you and the IRS. The 1095-C (or 1095-B) includes information about the health coverage offered to you and confirmation as to which months you and/or your family members had health coverage.

While you do not need to attach this form to your tax filing, please review it for accuracy. If you have already filed your return, please make sure the information you reported on your taxes as to which months you had health coverage matches the information provided on the form. If the information matches you do not need to take any action. Retain the form for your records.

Sort By Year: 2019 

Form	Form Type	Form Version	Date Completed
1095-C	Original	6	2/27/2020 4:30:46 PM

This form will be used by the IRS to prove your insurance coverage on your individual tax return. If you have worked for multiple employers, you could receive more than 1 of these forms (similar to how W-2s work).

Caution: *If you are using a public computer the form is allowed to be viewed but will not automatically save as a .PDF document. The user can select to print or save as a .PDF file; however, the .PDF option is not recommended on a public computer for a tax form. If the document is saved as .PDF file, copy the file to a flash drive OR delete the .PDF form before signing off the public computer!*

Wage Statement

The **Wage Statement** page is used to make sure employees receive their proper wages from their employer in response to the MN Wage Theft Law that went into effect on July 1, 2019. Employees can print and electronically sign their individual Wage Statement online. Employees can view information from prior years using the drop down box to select a different year.

Created On	Date/Time Signed
8/31/2020 1:15:31 PM	

W-4 and W-2

Employees can view online what is currently being claimed for tax withholding based on their completed Form W-4. The Form W-2 and W-2 Information sheet can also be viewed. If the employee has not consented to receiving the W-2 electronically the option to view or print their W-2 is not available. Once the user has consented to an electronic W-2 both the current and prior years can be viewed.

W-4

Prior to viewing **W-4** tax withholding information employees will need to verify who they are when they access a page where their SSN is displayed for security reasons.

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.

	Status	Step 2	Step 3	Step 4a	Step 4b	Allowances	Additional Tax
Federal-W4	Single	No	\$0.00	\$0.00	\$0.00	1	0
MN-W4	Single					1	0

Change W-4 Withholding. If allowed by the employer, click on the Change Withholding tab to update your federal and state withholding allowance(s) online.

An Electronic Signature is required. The employee is asked to authorize the change and verify their identity. Changes will not be active until it is signed by the employee and then moved into a payroll date waiting to calculate.

Sign.
 To save changes and sign, read the Electronic Signature consent message, click in the checkbox
 Minnesota law imposes a \$500 penalty on any employee who knowingly files an incorrect withholding allowance/exemption certificate. Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. (This form is not valid unless an electronic signature is submitted.)
 Sign
 , then click on the button.
 You will be asked to verify your identity. Enter your current password and last four digits of your SSN, then click on the button.

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

The employee can access both the **Federal and State Withholding Calculator** for online assistance in determining changes.

The employee can view an example of the Federal or State W-4 by clicking on the **View Blank W-4** button, as applicable.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Certificate ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		OMB No. 1545-0074 2020
Step 1: Enter Personal Information	(a) First name and middle initial		Last name	
	Address			
	City or town, state, and ZIP code		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to	

W-2

The **W-2** page allows employees who consent, the ability to view and print their ACA Form1095, if a form is used to them. A **consent message** will display the first time a user clicks on the page. If the employee consents, the IRS allows the employer to furnish the form to the employee electronically. Generally, this means the employee will receive their form sooner than paper form, and be more convenient for them as well.

After consenting, employees will need to verify who they are when they access a page where their SSN is displayed for security reasons.

Please complete the following information and verify to validate your identity.

Current Password:

Last four digits of your SSN:

The form selected will now be available for preview when clicking on the **“Go”** button. Employees can view prior years by using the drop down box to select a different year.

W-2

Warning: If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people. To keep your information secure, please log out of SMART eR and delete your files out of this computer's 'Downloads' folder.

If Acrobat Reader (v9.0 or later) is not installed on your computer, please do so before continuing.

2019 W-2 ▾ Select the year and form you want to view and print

Click this button to retrieve your information

When the form is displayed, print as many copies as you need - white paper and black ink only

Reminder: ACA Form 1095 is a new tax form beginning in 2015 and beyond for individual tax returns. You may or may not be receiving one.

Click here to view the ACA Form 1095:

From the **Generate W2 Form** page, click on the **Preview W2** or **Print W2** button.

Generate W2 Form

Copy B -- To Be Filed With Employee's FEDERAL Tax Return.				Copy 2 -- To Be Filed With Employee's State, City, or Local Income Tax Return.			
OMB No. 1545-0008		OMB No. 1545-0008		OMB No. 1545-0008		OMB No. 1545-0008	
a Employee's soc. sec. no. 500-12-0676	1 Wages, tips, other comp. 56,154.89	2 Federal income tax withheld 6,433.16		a Employee's soc. sec. no. 500-12-0676	1 Wages, tips, other comp. 56,154.89	2 Federal income tax withheld 6,433.16	
b Employer ID number (EIN)	3 Social security wages 62,735.71	4 Social security tax withheld 3,889.61		b Employer ID number (EIN)	3 Social security wages 62,735.71	4 Social security tax withheld 3,889.61	
	5 Medicare wages and tips 62,735.71	6 Medicare tax withheld 3,889.61			5 Medicare wages and tips 62,735.71	6 Medicare tax withheld 3,889.61	

W-2 Information Sheet

W-2 Information Sheet is available to all employees, even if the employee has not consented to an electronic W-2.

W-2 Information Sheet

Year: 2019 ▾ Earnings through 12/30/2019

HARRY 676 ROBBINS Chk Loc 005 W4 Info - Fed S - 1 Extra \$0.00
 PO Box 676 Loc 008 W4 Info - MN S - 1 Extra \$0.00
 Somewhere, MN 12345

Calculation of "Wages, Tips & Other Compensation" (W-2 Box 1)

	Amount
Gross Pay & EBE Via Payroll	\$71,744.31
Calculation of "Wages, Tips & Other Compensation" (W-2 Box 1)	
- Flex Benefits	\$1,533.28
- Flex Benefits	\$766.72
- Flex Benefits	\$1,766.64
- Flex Benefits	\$900.00
- Flex Benefits	\$2,595.32
- Flex Benefits	\$1,482.64
+ Taxable Group Term Life Benefits	\$36.00
- Retirement	\$5,380.82
- Deferrals to 403b plan	\$1,200.00
= Wages Tips & Other Compensation	\$56,154.89

About Me

The **About Me** group can be accessed under the **Home** menu | **My Information**. This section contains the employee's personal information and credentials, including emergency contacts, medical information and licensure. Districts have the option of allowing the employees to make changes to this information.

2. About Me

- a) Dependents
- b) Education
- c) Emergency Contacts
- d) Employee Information
- e) Licensure
- f) Medical Information
- g) Training, Tests & Skills

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

REGION V
computer services

Welcome HARRY !

My Frequent Places
ACA Form 1095
Contract Information
Pay Information
Pay Stub
TimeOff

Home
My Information
Payroll Items
Requests

About Me
Dependents
Education
Emergency Contacts
Employee Information
Immunizations
Licensure
Medical Information
License/Star Assign
Safety Training
Training, Tests & Skills

Responsibilities

Home

View Timeoff Detail View Pay Stub View YTD Pay Employee Questionnaire

First Previous 1 2 Next Last

Timeoff Description	Balance/Hours
Sick leave teacher/tutor	25.0511

First Previous 1 2 Next Last

Paycheck Date	Amount
08/28/2020	\$1,821.09

(2) Announcements (15) Notifications (1) District Forms Employee Forms

To select a range to delete Shift-Click first and last checkbox in range.

Delete		Priority	From	Subject	Received
<input type="checkbox"/>	<input type="checkbox"/>	!	KRYSTAL CASH	IMPORTANT TAX RETURN DOCUMENT AVAILABLE	01/24/2020 11:03 AM
<input type="checkbox"/>	<input type="checkbox"/>		KRYSTAL CASH	W2 and Form1095 (Proof of Health coverage offered)	10/29/2019 04:16 PM
<input type="checkbox"/>	<input type="checkbox"/>	!	KRYSTAL CASH	2019 Wage Statements -deadline 11/1/19	10/29/2019 04:03 PM
<input type="checkbox"/>	<input type="checkbox"/>		KRYSTAL CASH	Please review your paystubs	09/27/2019 03:19 PM

Dependents

The **Dependents** page allows employees to view and update dependent information if the employer allows access. To add a dependent click on **Add New** button.

Dependents

+ Add New

Dependent SSN	Name	Address	Telephone	Relationship	Birth Date	Gender	Fulltime Student	Dependent	Beneficiary
	Robbins, Sally	PO Box 676 Somewhere MN 12345 US	(123) 456-7890	Spouse		Female	No	No	No

Edit Delete

Education

The **Education** page allows employees to view the information the district has on file for their education along with continuing education credits (*e.g. Lane Changes*).

Education											
Education		Continuing Education									
+ Add New											
	Course	Description	School	Credits	Grade	Date Enrolled	Date Completed	Approved By	Rec Trans	Current Lane	Date Lane Changed
		SPA 102	Elementary Spanish	UW LaCrosse	6.000		07/17/2009	GIBSON, APRIL 4210	Y	MA+20	
		EDRD 600D	Foundations of Reading	St Mary's University	4.500		04/28/2012	GIBSON, APRIL 4210	Y	MA+20	
		EDRD 601	Elem Reading Inst K-6	St Mary's University	3.000		06/16/2012	GIBSON, APRIL 4210	Y	MA+20	
				MA+20 Credits:	13.500						
				Total Lane Credits:	13.500						

Emergency Contacts

The **Emergency Contacts** page allows employees to view and update information if the employer allows access. An employee can add a new contact, edit information for an existing contact or delete a contact if no longer valid.

Emergency Contacts								
+ Add New								
	Contact Name	Relationship	Call Priority	Address	Home Phone	Office Telephone	Ext.	Mobile Phone
		Sally Robbins	Spouse	1	PO Box 676 Somewhere, MN 12345- US		() -	(123) 456-7890

Employee Information | Address

The **Employee Information** page displays information from SMART HR. An employee can view and update employee information if the employer allows access. Editable tabs include **Address**, **Contact** information and **Other** personal data.

Address changes may not become effective immediately depending on payroll processing. *When making an address change also update your address for other benefits or notify the district office for assistance.*

Employee Information			
Address		Contact	Other
Current Name/Address			
First Name	Middle Name	Last Name	Address
HARRY	676	ROBBINS	PO Box 676 Somewhere, MN 12345 US
Name/Address Changes			
Address changes may not become effective immediately depending on payroll processing. Please remember to update your address on your other benefits also.			
Date To Be Changed	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
Country	United States		
State/Prov	NA		
Postal Code	<input type="text"/>		
Fields with a colored background need to be entered before saving.			

Employee Information / Contact

Employee Information							
Address		Contact		Other			
	Office Phone	Office Ext.	Home Phone	Mobile Phone	Preferred Email	Work Email	Home Email
	(123) 456-7890	123	(123) 456-7890	(098) 765-4321	Work	work@email.com	home@email.com

Employee Information / Other

Employee Information							
Address		Contact		Other			
	Birth Date	Spouse Name	Marital Status	Veteran Type	Veteran Disability	Self-Identified Gender	Self-Identified Ethnicity/Race
	12/13/1974	Sally Robbins				Male	White

Medical Information

The **Medical Information** page allows employees to view and update medical information if the employer allows access.

Medical Information

	Primary Physician	Physician Phone	Physician Facility	Eye Dr.	Eye Dr. Phone	Dentist	Dentist Phone	Allergies	Medicines	Special Concerns	Notes	Verified	Date Changed
	eR Physician	(320) 111-2222	Centracare	eR Eye	(320) 222-3333	eR Dentist	(320) 444-5555	Allergies entered in SMART eR	Medicines entered in SMART eR	Special Concerns entered in SMART eR	Notes entered in SMART eR	No	8/8/2017 5:35:56

Licensure / Teaching Licenses

The **Licensure** page allows employees to view their teaching license, other licenses and certification information, including expiration dates. A link to the MDE website is provided so the employee can view their record on file with the State of Minnesota.

Licensure								
Please notify the district office if there are any discrepancies between your records and those of the district, which appear below. Recent renewals will not be reflected.								
Teaching Licenses			Other Licenses/Certifications					
MDE has changed their website to remove the automatic linking to your licensure information. To see your records on file, you will need to enter your folder number and then click on the License button on their new page. Click here to access it.								
	License Code	Student Level	Scope	Folder#	Expire	License Type	Issue	Renewal
	ELEMENTARY EDUCATION	K-6	Tier 4	8436037	06/30/2022	Standard		
	EARLY CHILDHOOD SPECIAL EDUCATION	B-Age 6	Tier 4	8436037	06/30/2022	Standard		

link to the MDE website (Licensure)

Licensure | Other Licenses/Certifications

This section tracks other licenses and certifications such as Asbestos Certification, Boiler License, CPR certificate, Driver's License, Occupational Therapist, and Registered Nurse.

Training, Tests & Skills

Additional **Training, Tests & Skills** can be viewed in this window. It is used to track other types of training for staff and the date the training was completed.

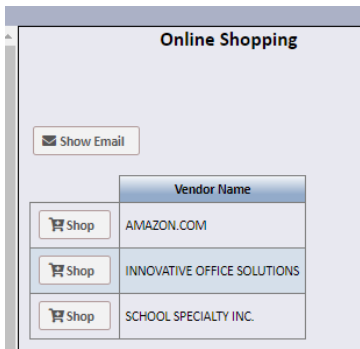
Course Number	Description	Training Location	Training Type	Date Enrolled	Date Completed
	Adult & Pediatric First Aid/CRP/AED	American Red Cross	CPR Training		09/21/2018
	Bloodborne Pathogen Training	Infinitec	Bloodborne Pathogen		09/21/2018
	Nonviolent Crisis Intervention Training	Education District	CPD Training		08/29/2018

Requests

Requests includes **Online Shopping, Order Requisition Entry, Reimbursement Entry, Leave of Absence Request** and **Vehicle Request**. This group can be limited to specific employees through secured access. Region V will set up user access based on the request made by the district administration.

Online Shopping

The first method for web-based ordering is **Online Shopping** for specific outside vendors via a “punch-out” system. The authorized employee chooses from a predetermined list of approved vendors. They are able to go to the vendor’s website and place items in their “shopping cart”. They transfer their cart of goods into a requisition or purchase order. Once the purchase order is approved, the order can be electronically transferred back to the vendor via SMART eR.



Order Requisition Entry

The second method is the **Order Requisition Entry** which allows authorized district personnel to create an order request in SMART eR to be transferred into SMART Finance for requisition or purchase order processing. They do not go to a vendor's website for this process. They simply choose an active vendor from the list and key in the items they are requesting. The request is transferred into SMART Finance where it becomes a requisition or purchase order.

	Req #	Vendor Name	Created By	Required	Status	Location	Type	Req Amt	
View	14743	A BEKA BOOK	APRIL 4. GIBSON - 4210	08/17/2020	Validated	007	R	5.00	
View	14742	INNOVATIVE OFFICE SOLUTIONS	APRIL 4. GIBSON - 4210	08/17/2020	Validated	007	W	5.59	
View	14736	INNOVATIVE OFFICE SOLUTIONS	APRIL 4. GIBSON - 4210	08/12/2020	Validated	007	W	2.14	

Reimbursement Entry

Reimbursement Entry is a web-based system for users to enter employee reimbursements and route for approval to be paid through payroll. This process is designed to save time. If allowed by the employer, the staff member will enter the request for reimbursement instead of Payroll personnel.

	Reimb #	Type	Purpose	Created By	Request Date	Status	Reimb Total	Approved Total	Signed
Edit	4	Reimbursement	August 2nd	APRIL 4. GIBSON - 4210	08/14/2020	Not Routed	100.25		
Edit	3	Reimbursement	August Reimb	APRIL 4. GIBSON - 4210	08/12/2020	Not Routed	86.25		

Responsibilities

The **Responsibilities** group includes **Approvals, Place Order, Property Assignment, Vehicles** and **Supervisor's Report of Accident**. Like the Requests group, it can be limited to specific employees through secured access. Region V will set up user access based on the request made by the district administration.

The screenshot shows the 'Home' dashboard. In the left sidebar, the 'Responsibilities' menu item is highlighted with a red box. The main content area displays a table with the following data:

Priority	From	Subject	Received
!	KRYSTAL CASH	IMPORTANT TAX RETURN DOCUMENT AVAILABLE	01/24/2020 11:03 A
	KRYSTAL CASH	W2 and Form1095 (Proof of Health coverage offered)	10/29/2019 04:16 P

Place Order

Place Order is used to electronically submit approved purchase orders created through the Online Order “punch-out” feature in SMART eR. Only approved orders will appear for selection. To see the details of the order, click the + symbol.

Transfer	Site	Batch	PO Number	Status	Group	Code	Vendor Name	PO Date	Buyer	Amount	Comment	Category
+			23270	O	1	3395	SCHOOL SPECIALTY INC.	8/12/2020 12:00:00 AM	DO	171.5600	Staphany Wesely - Washington Elementary	

Supervisor's Report of Accident

Supervisor's Report of Accident (SRA) is used to notify the district office of an injury. Supervisors can be given access to this page to complete the SRA form online. A confirmation email is sent to a designated person to let them know that an SRA has been completed. The information from the SRA will auto-populate the First Report of Injury (FROI) report in SMART HR. The SRA is often used by the Worker's Comp Company to investigate a claim.

The screenshot shows the 'Supervisor's Rpt of Accident' form. The Employee ID field is filled with 'RAY, JULIO 1 - 1246'. Below the form, there is a list of incident dates with 'Edit' buttons next to each:

Incident Date	Attachment Saved
07/16/2018 07:00 AM	Attachment Saved
06/08/2017 07:30 AM	Attachment Saved
02/28/2017 07:00 AM	Attachment Saved
10/31/2013 08:00 AM	Attachment Saved