

## SMART eR

SMART eR is a feature being offered to our employees that will allow you to view your payroll information.

Use the following link to connect:

<https://swscer.swsc.org/Login.aspx?ReturnUrl=%2fSmarter%2flogin.aspx%3fdn%3d2859&dn=2859>

or visit the GSL school website and find link under Staff Resources – SMARTeR/ESS - <https://www.gsl.k12.mn.us/Page/505>



SMART eR

District

User ID

Password

Login

Forgot Password?

Through this secure website, you will be able to view the following information:

- Current and historical payroll information, by paycheck date (this is your check stub or direct deposit information)
- Year-to-date pay summary
- Payroll deduction and benefit information
- Leave History (summary and detail of leave earned and used)
- W-4 tax withholding information showing marital status, exemptions, and extra amount, if applicable
- Annual W-2 and W-2 Information Sheet
- ACA form information
- Employer Announcements
- Employee Information (address, phone number, etc.)
- Emergency Contact Information
- Licensure Information

You will log in by entering your employee number as the User ID. The password the first time will be 2859xxxx - where xxxx is the last four digits of your Social Security number.

The first time you log in, you will be required to set up three security questions. Every time you log in thereafter, it will randomly ask you one of those three security questions. See SMARTeR Security Notification for more information.

If you do forget your password and haven't set up a security question or if you get locked out of your account, please contact Pam Teubert at (320-864-2497) or [pteubert@gsl.k12.mn.us](mailto:pteubert@gsl.k12.mn.us)

# SMART eR

Once logged in select tab you wish to review -

- **My Payroll will bring you to a menu of options**  
Primarily we use **Paystub, W-2 and Time Off**

The screenshot displays the SMART eR user interface. At the top, the Whizbang Public Schools logo and contact information are visible. The main navigation bar includes 'Home', 'My Payroll', 'My Requests', 'About Me', 'Approval', 'Responsibilities', and 'Setup'. The 'My Payroll' section is active, showing a menu of options on the left and a main content area on the right.

**Whizbang Public Schools**  
202 Anywhere Road  
Somersville, NH 02843-6789  
Phone: (218)111-2222

Home | My Payroll | My Requests | About Me | Approval | Responsibilities | Setup

**My Payroll** My Requests About Me Approval Responsibilities Setup

**My Payroll**

- ACA Form 1095
- Contract Information
- Fiscal Benefits Summary
- Flex Information
- Pay Information
- Pay Stub
- TimeOff
- View Hours
- W-2
- W-2 Information Sheet
- W-4
- Wage Statement
- Year To Date Pay

**My Frequent Places**  
Approvals  
Online Shopping  
Order Requisition Entry  
Requisition Detail Summ  
Wage Statement

**My Pay**  
For the week of 08/28/2020  
View YTD Pay

**My Timeoff**

**Schedule**  
No events scheduled for today

**Announcements**  
Notifications **56 new**  
District Forms **14 new**  
Employee Forms

**Online Shopping**  Show Email

Shop	AMAZON.COM
Shop	PREY SCIENTIFIC
Shop	INNOVATIVE OFFICE SOLUTIONS LLC
Shop	SCHOOLS SPECIALTY
Shop	STAPLES

# SMART eR

Select **Pay Information** action to open desired pay stub information on the next screen make desired selection:

- **Preview entire pay stub shows most recent pay stub**

Independent School Dist 2859  
1621 16TH ST E  
Glencoe, MN 55336-1799  
Phone: (320)864-2497



Home **My Payroll** My Requests About Me Approval Responsibilities Setup

**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 Preview or 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

- **To get older pay stubs, click on Other Pay Stubs to see list of pay stubs available – use drop down to select previous years pay stubs**

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Home **My Payroll** My Requests About Me Approval Responsibilities Setup

**Pay Summary**

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

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

- 1) Once the page is opened to the Pay Stub, to print, Choose Print Entire Pay Stub. This will open the Pay Sub in Adobe to be viewed or printed.

4/25/2016 Pay Stub

**Whizbang Public Schools** HENRIETTA PADILLA

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

### Pay Stub

[View Other Pay Stubs](#)

02/29/2016 Net Pay: \$932.28 Net Pay = Pay AFTER taxes and deductions

**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>

Gross Pay = Pay BEFORE taxes and deductions

**Deductions**

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

Deductions Withheld  
\*means pre-tax

**Benefits Paid by the Distict**

Benefits	Amount
Workers Comp Bd	\$13.16
Medicare - Employer	\$17.50
Social Security- Bd	\$74.86
PERA Board	\$90.55
<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
MN Income Tax	\$36.32	\$1,128.84
Social Security	\$74.86	\$1,207.32
<b>Total</b>	<b>\$196.56</b>	

Taxes Withheld & Taxable Income

[https://mars/eRRestructure/Ess/pay\\_detail.aspx](https://mars/eRRestructure/Ess/pay_detail.aspx) 1/2

## Consent for electronic access to your W-2:

Your ACTION is required to receive electronic W-2.

- Go to – MyPayroll and select W-2 from option menu
- The eR W2 Consent Form shown below will display
  - click Yes to consent.

If you have already given consent to receive your W-2 electronically, the eR W2 Consent box will not appear and you will receive an email notice when the electronic W2's are available to be printed.

### eR W2 Consent

#### Notice & Consent To Receive Form W-2 Electronically

If you give your consent, the IRS allows your employer to furnish your Form W-2 electronically, instead of furnishing it to you on preprinted forms as in the past. more economical for your employer.

Please review the information below and then choose one of the following responses:

#### Do you consent to receive your Form W-2 electronically?

- Yes** Select the "Yes" button to give your consent to receive Form W-2 electronically, as soon as it is practical for your employer to do so in January. You will be responsible for printing as many copies of your Form W-2 as you need for your tax returns.
- No** Select the "No" button if you do not want to receive your Form W-2 electronically. It will be printed and distributed to you by January 31 as required