

Employee Self Service Website

ESS is a feature offered to our employees that will allow you to view your payroll information on a secure website. The online viewing of your pay information can be accessed through the Internet anywhere, anytime. Use the following link to connect: <http://www.rtrschoools.org>

Please save this link in your "Favorites" folder for future use. This link can also be found on the RTR District Website under EMPLOYEES > QUICK LINKS > SMARTeR/ESS

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
- Employee Wage Statements

You will log in by entering your employee number as the User ID. Your password is the one that you originally created or if you have never logged on is **rtrschoools2902** until you change it. Your employee number **()** can be found on your direct deposit slip or by contacting Sallie Thooft at (507-247-5913) or sallie.thooft@rtrschoools.org



SMART eR

District

User ID

Password

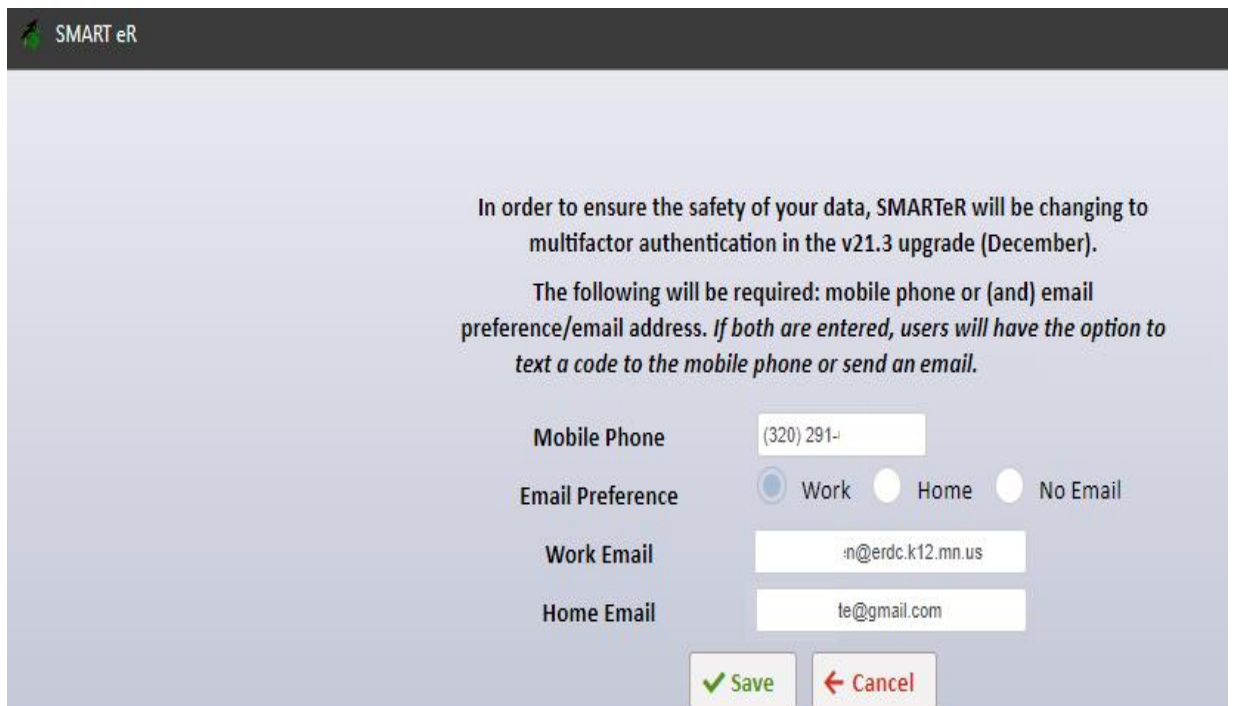
Login

Forgot Password?

SMART eR (ESS) Multifactor Authentication using a generated code

You are able to choose how you want to receive a code either email or mobile text message.

- If you enter 1 option that is the only option you will be given to receive a code.
- If you enter both an email and mobile number you will get to choose with each login which method you want.

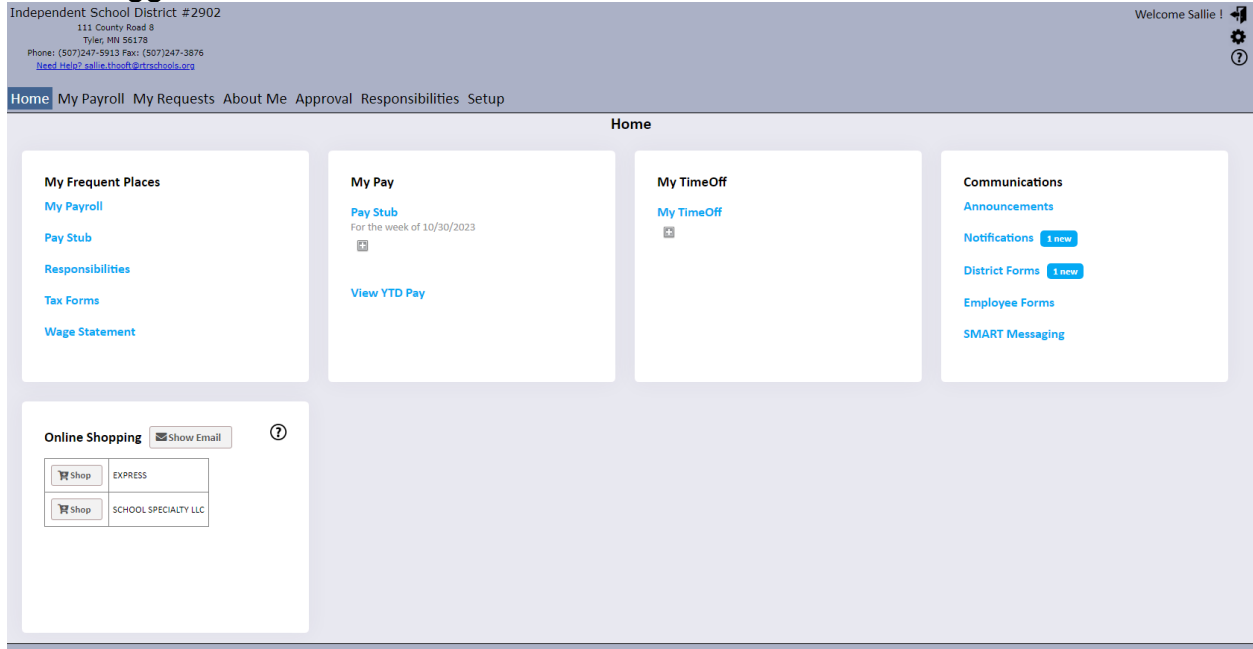


The screenshot shows the SMART eR interface for setting up multifactor authentication. At the top, there is a dark header with the SMART eR logo. The main content area has a light blue background. A message states: "In order to ensure the safety of your data, SMARTeR will be changing to multifactor authentication in the v21.3 upgrade (December). The following will be required: mobile phone or (and) email preference/email address. *If both are entered, users will have the option to text a code to the mobile phone or send an email.*" Below this, there are four input fields: "Mobile Phone" with the value "(320) 291-", "Email Preference" with radio buttons for "Work" (selected), "Home", and "No Email", "Work Email" with the value "n@erdc.k12.mn.us", and "Home Email" with the value "te@gmail.com". At the bottom right, there are two buttons: a green "Save" button with a checkmark and a red "Cancel" button with a left arrow.

For now you only need to enter your contact information once. After it is entered you will not see this screen again the system will hold your information.

Employee Self Service

Once logged in:



- A-** This section 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.*
- B-** These two sections gives directly access to the most frequently used pages, TimeOff Detail and Pay Stub Detail. It will provide the most current amounts available for TimeOff, but detail Timeoff can be viewed by clicking on the link to View Timeoff Detail. The most resent paycheck will be displayed. Click View Pay Stub Detail to get the details on this paycheck. *Old pay Stubs can also be found under the link.*
- C-** The links for changing passwords or Security Questions are located there. *We still RECOMMEND that users logout of ESS if on a public computer to keep their data safe.*

Employee Self Service

1) Click on the "Preview Entire Pay Stub" link:

Once the page is opened to the Pay Stub, to print, Choose Print Entire Pay Stub. This will open the Pay Stub 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](#)

Pay Stub

[View Other Pay Stubs](#)

02/29/2016 Net Pay: \$932.28

Payment Check

Payment Type	Account Type	Final Account Number	Account	Amount
Direct Deposit	Checking	BankName-For-091000022	*****603	\$932.28
			Total	\$932.28

Pay

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

Deductions

(* = Pre-Tax)	Amount
PERA *	\$78.48
Total	\$78.48

Benefits

	Amount
Workers Comp Bd	\$13.16
Medicare - Employer	\$17.50
Social Security- Bd	\$74.86
PERA Board	\$90.55
Total	\$196.07

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
Total	\$196.56	

Net Pay

Gross Pay

Deductions Withheld
*means pre-tax

Any benefits paid by the District

Taxes Withheld & Taxable Income

https://mars/eRRestructure/Ess/pay_detail.aspx 1/2

1) To get to other older paystubs, click on the “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

My Frequent Places
[Contract Information](#)
[Ordering](#)
[Pay Information](#)
[Pay Stub](#)
[TimeOff](#)

Home
 My Information
 Payroll Items
[Pay Stub](#)
[Year To Date Pay](#)

Pay Summary

Select a year from the list to see that year's paychecks... 2017 ▾

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

Date/Amount
08/12/2017 - \$1,145.10
06/30/2017 - \$1,126.51
06/15/2017 - \$1,117.66
05/31/2017 - \$1,126.46
05/15/2017 - \$1,117.65
04/28/2017 - \$1,126.46
04/14/2017 - \$1,117.65

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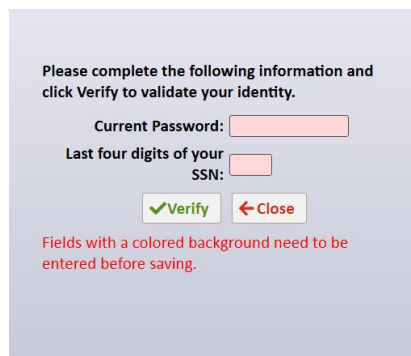
To view W-2's or ACA Form 1095 C. Go to > My Payroll and select the tab you want to open up.



Home **My Payroll** My Requests

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

Enter your information to verify and validate your identity.



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.

Once verified, you will be able to consent to receive your documents electronically and print them off when they become available.