Staff Quick Reference Guide

Last Updated: 08.20.2026

Topic	Quick Description	Questions? Who to contact.
SMARTeR	This is where you find your paystub, print your W-2 form, look at TimeOff balances, find district forms, vehicle checkouts, etc. LOGIN: {Employee ID #}	**Emily Evenson**
Ordering	SMARTeR is used for ordering. Once you log into SMARTeR click on "Online Shopping" and begin shopping using Amazon or Express.	**Rudy Martinez**
TimeOff & Sick Leave Protection Bank	Details regarding TimeOff benefits and use of the sick bank can be found in SMARTeR under district forms (Master Agreement or Personnel Benefits).	**Emily Evenson**
Substitute Requests	Complete the 3 step process when requesting time off: **Step 1:** Submit Absence Request in TimeTracker (SMARTeR) to your adminstrator. **Step 2:** Secure your sub. (Skip this step for morning-of absences) **Step 3:** Submit the Substitute form.	**Emily Evenson**
Benefits	SMARTeR has many documents that break down our benefits offered. Employee Navigator for enrollment.	**Emily Evenson**
TimeTracker	This is where you would request an absence through SMARTeR. Non-certified staff also use this to clock in and out daily when connected to the school's wifi. LOGIN: {Employee ID #}	**Emily Evenson** OR **Building Principal**
Accounts Payable / Receivable	Student and Activity Accounts are all handled by our Finance Director. Vouchers are to have a vendor paid go to Rudy. Electronic Reimbursement is for reimbursement of an approved purchase.	**Rudy Martinez**
Payroll	Vouchers for reimbursement of hours worked should go to Emily.	**Emily Evenson**
Tech Items	Internet / Email / Phones - Use Help Desk Ticket (online)	**Bill Simmons - PRHS** OR **Timothy Brynildson VES**
Skyward/Qmlativ:	This is the student information system (SIS) used by teachers for attendance and grading purposes.	**Jannet Sanchez - PRHS** OR **Kara Bunkowski - VES**
ParentSquare	District communication system with families of our students and staff.	**Jannet Sanchez**
Marketing / Communication	Website, FaceBook, District Newsletter	**Becky Wontor**
SchoolPay	ONLINE PAYMENT link can be found via the school website. Used to pay for lunches, activities, etc.	**Becky Wontor** OR **Rudy Martinez**

Timothy Brynildson x5201 tbrynildson@vikes.us **Kara Bunkowski** x5162 kbunkowski@pelicanrapids.k12.mn.us
Emily Evenson x4445 eevenson@vikes.us **Brian Korf** x4435 bkorf@pelicanrapids.k12.mn.us **Rudy Martinez** x4078 rmartinez@vikes.us
Jannet Sanchez x4484 jsanchez@vikes.us **Bill Simmons** x4829 bsimmons@vikes.us **Becky Wontor** x4250 bwontor@vikes.us