

A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric rings in shades of blue. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the circles.

SMART eR GUIDE

November 2013

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Logging into SMART eR



SMART eR

District

User ID

Password

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, use the drop down list box to select your district.

Once logged in employees are required to change their password and setup a minimum of three (3) question choices.

- Password: The new password cannot be the same as your old password and must be a minimum of eight (8) characters in length and must contain at least one upper case letter, one lower case letter, one number and one symbol (e.g. John1deere\$ or Smart#1234).
- Security Question: The security question will allow the employee to use the “forget password” link to reset their password should they forget it. Users will have the option to select predefined questions, type in customized questions, or a combination of both.

The system will randomly choose one question from this list of questions for the user to verify at time of login. If answered correctly the user will be logged in. If incorrect, an additional two tries will be provided before the account is locked for account safety. The user would then have to contact the appropriate district staff to have the lock removed.

Please make sure Javascript is enabled for your browser for SMART eR to work correctly in Internet Explorer 10 & 11. If it is not enabled you will get the following screen:

You currently have javascript disabled in your web browser.
 To ensure proper functionality you are required to enable javascript before you are allowed to enter ER.
 Please follow the directions below.

Step 1: Click on Tools(Little gear symbol on the top right of your screen)
 Step 2: Click on 'Internet options'
 Step 3: Click on the 'Security' Tab
 Step 4: Click 'Reset all zones to default level'
 Step 5: Click 'Apply'
 Step 6: Click 'OK'
 Step 7: Click the 'Return To Log In Page' button below and Log In again.

[Return To Log In Page](#)

After successfully entering a login id and password, the system will redirect to a new security setup page. All fields with a colored background need to be entered in order for the page to save.

You MUST check at least 3 security questions. Your previous security questions are pre-loaded. They can include a combination of your own questions and/or predefined ones.

<input checked="" type="checkbox"/>	Question Answer	What is your favorite vacation spot? *****
<input type="checkbox"/>	Question Answer	
<input type="checkbox"/>	Question Answer	
<input type="checkbox"/>	Question Answer	What is your favorite color?
<input type="checkbox"/>	Question Answer	Who was your first boyfriend/girfiend?
<input type="checkbox"/>	Question Answer	What color was the first house you remember growing up in?
<input type="checkbox"/>	Question Answer	What is your favorite Sports team?
<input type="checkbox"/>	Question Answer	What is your Father's middle name?

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

[Save](#)

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

Your security questions can also be changed after successfully logging into the application.

When your changes have been saved successfully, the following message will display.

Success! Your information is updated. Please hit OK to log in again.

[OK](#)

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

SMART Systems

SMART eR

District ▼

User ID

Password

It will then display a security question. Enter an answer correctly and the system will finish logging in.

Please answer 1 of your security questions to verify your identity.

What is your favorite color?

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

Note:

1. If you are locked out and have security questions setup – You can use the **Forgot Password** link to reset your password. You will be asked to answer one of your security questions.
2. If you provide the correct User ID and Password, but forgot the answer to your security question – Close out of SMARTeR and re-login. This will trigger a new security question.
3. You have 3 attempts to login successfully before you are locked out. If you have 2 invalid attempts to get in and then successfully submit your username and password, you will have 3 attempts to answer your security question before you are locked out.

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 old messages that you are no longer interested in click the “Delete” button.

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

Logged in as : ROBIN SMALL Logout

SMART systems

Announcements
Pay and Personal Information | Requests and Approvals | Reports | Other

User List: Select

Announcements

Announcements | District Forms

Priority	From	Subject	Received
	COURTNEY KIRBY	Universal Availablty Notice	10/14/2013 10:46 AM

Message

403 (b) Universal Availability Notice

Whizbang Schools offers a 403(b) plan for eligible employees of the District. Employees are eligible to participate as described below:

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.

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

Logged in as : ROBIN SMALL Logout

SMART systems

Announcements
Pay and Personal Information | Requests and Approvals | Reports | Other

User List: Select

Announcements

Announcements | **District Forms**

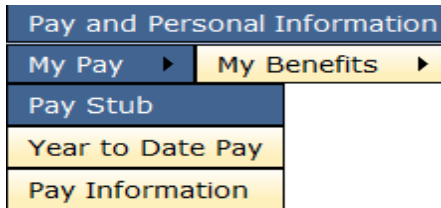
Description	Note	File Name	Created Date	Form Type	Form Category
2013 W-4		2013 W-4.pdf	10/14/2013 10:54:36 AM	W4 Form	Employee Forms
Dependent & Outside Ins Reimb Form		Dependent and Outside Ins Reimb Form.pdf	10/14/2013 10:54:11 AM	Miscellaneous	Employee Forms
Employee Expense Reimbursement Form		Expense Reimbursement Form.xlsx	10/11/2013 4:30:46 PM	Miscellaneous	Employee Forms
Medical Expense Reimbursement Form		Medical Expense Reimbursement Form.pdf	10/14/2013 10:55:12 AM	Miscellaneous	Employee Forms

Pay and Personal Information

Click on the tab “Pay and Personal Information” to find the following categories

- 1.) My Pay
- 2.) My Benefits
- 3.) My Tax Information
- 4.) About Me
- 5.) My Credentials
- 6.) My Profile

1.) **My Pay:** Allows you to view your current and old pay stubs as well as your Year to Date Pay and your specific Pay Information.



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

Logged in as : ANGELINA ANDREWS Logout

SMART systems

Announcements > Pay and Personal Information > My Pay > Pay Stub

Pay and Personal Information

My Pay > My Benefits > My Tax Information > About Me > My Credentials > My Profile >

Pay Stub

[View Other Pay Stubs](#)

07/31/2013 Net Pay: \$1,053.22

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	BankName-For-091915654	*****884	\$1,053.22
Total				\$1,053.22

Pay

	End Date	Units	Rate	Amount
Secretary	07/31/2013	0.0000	\$0.00	\$1,427.47
Total				\$1,427.47

Deductions

(* = Pre-Tax)	Amount
PERA *	\$89.22
Supplemental Life In	\$6.49
Total	\$95.71

Taxes

	Amount	Taxable Income
Federal Income Tax	\$111.68	\$1,338.25
Medicare	\$20.70	\$1,427.47
MN Income Tax	\$57.66	\$1,338.25
OASDI	\$88.50	\$1,427.47
Total	\$278.54	

Benefits

	Amount
Medicare - Employer	\$20.70
Dental Board	\$61.00
OASDI - Employer	\$88.50
PERA Board	\$103.49
Total	\$273.69

SMART eResources v13.2.0.0 [Visit our About page](#) Comments about our Software? SMARTSystems@erdc.k12.mn.us

This shows the detail of the last processed payroll.

This shows where and how much was deposited into the employees account.

This area shows deductions and the amount withheld from the employee's pay check. These deductions along with the amounts withheld for state, federal and FICA taxes are subtracted from the gross pay to get to the employee's net pay.

This area shows what type of pay and the gross amount of pay for the specific pay period. If the employee earns multiple types of pay each pay will be shown separately.

This section shows the amount of District match that the employee is eligible for under their work agreement.

View Other Pay Stubs

Pay Stub

[View Other Pay Stubs](#)

07/31/2013 Net Pay: \$1,053.22

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	BankName-For-091915654	*****884	\$1,053.22
			Total	\$1,053.22

By clicking here a listing of all previous pay periods will appear.

Pay Su

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

Year:

Click on a Date to see that Pay Stub Detail.

Date	Amount
08/30/2013	\$1,587.87
08/15/2013	\$1,587.92
07/31/2013	\$1,587.92
07/15/2013	\$1,587.92
06/28/2013	\$2,270.46
06/14/2013	\$1,655.17
05/31/2013	\$1,655.15
05/15/2013	\$1,655.16
04/30/2013	\$1,655.16
04/15/2013	\$1,655.16
03/28/2013	\$1,655.15
03/15/2013	\$1,655.16
02/28/2013	\$1,655.16
02/15/2013	\$1,655.16
01/31/2013	\$1,655.15
01/15/2013	\$1,655.16

If the employee simply wants to know what their deposits were by calendar year, they can use the drop down box to select the year. This will display Net amounts by check date.

If you wish to see more detail, either click on the date or the amount for the particular pay period and the detail for that pay period will be displayed.

Year to Date Pay

Year to Date Pay

ANGELINA ANDREWS
 Year: Earnings through 07/31/2013

Pay	
	Amount
Secretary	\$20,013.24
Total	\$20,013.24

Deductions	
(* = Pre-Tax)	Amount
PERA*	\$1,250.88
Supplemental Life In	\$99.14
Total	\$1,350.02

Benefits	
	Amount
Dental Board	\$854.00
Life Board	\$41.35
Medicare - Employer	\$290.19
OASDI - Employer	\$1,240.82
PERA Board	\$1,450.90
Total	\$3,877.26

Taxes		
	Amount	Taxable Income
Federal Income Tax	\$1,567.48	\$18,762.36
Medicare	\$290.19	\$20,013.24
MN Income Tax	\$808.68	\$18,762.36
OASDI	\$1,240.82	\$20,013.24
Total	\$3,907.17	

This screen shows the employee the calendar year to date info. To see a different year, click on the drop down box and select the year you wish to view. This screen gives the employee the year to date information on pay, taxes, deductions and district paid benefits.

Any deduction followed by an "*" is a pre-taxed deduction.

Pay Information

Fiscal Year:
 Your basic assignment for the 2013-2014 school year is: Administrative Assistant II
 Notice of Assignments for the 2013-2014 School Year.
 Your Salary for the 2013-2014 school year for basic services is:

This screen shows the employee's pay detail and their lane and step placement by fiscal year.

Start Date	Stop Date	Pay Code	Lane	Step	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount
07/01/2013		SECRETARY			1.0000	\$0.00	\$34,259.20	7.75	260	2,015	\$17.00	\$131.77	\$0.00

2.) **My Benefits:** Allows you to view the **TimeOff** plans, balances and usage.

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

Use the drop down box to select a TimeOff Plan to view the detail of that plan.

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

TimeOff

Please Select A Date Range: 07/01/2012 to 06/30/2013

Please Select A Timeoff Plan: COMP HRS

COMP HRS

Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
3/5/2013	Manual accrual			7.00	7.00		0.00
6/28/2013	COMP USED		7.00		0.00		
Summary		0.00	7.00	7.00	0.00	0.00	0.00

Leave of Absence Requests can be completed for maternity/family leaves, extended leaves, medical leaves, etc.

Announcements > Pay and Personal Information > My Benefits > Leave of Absence Request

Pay and Personal Information | Requests and Approvals

My Pay > My Benefits > My Tax Information > About Me > My Credentials > My Profile >

TimeOff

Leave of Absence Request

+ Add New Flex Information

Leave of Absence Request	Type	Expected Return Date	Requested Approval Date	Sub Or Temp Required	Approved/Pending
01/01/2014 FMLA		03/01/2014	11/01/2013	Yes	Pending

3.) **My Tax Information:** Allows you to view your tax withholdings, W-2s, and related information online if you have given consent.

W-4

Announcements > Pay and Personal Information > My Tax Information > W-4

Pay and Personal Information | Requests and Approvals | Reports | Other

My Pay > My Benefits > My Tax Information > About Me > My Credentials > My Profile >

W-4

W-4

Current Setup | Change | W-2 | Federal History | State History

	Status	Allowance	W-2 Information Sheet
Federal-W4	Married	4	0
MN-W4	Married	4	0

W-2

In order to view and print your W-2 on-line you must consent to Electronic W-2's when you access this window.

[Announcements](#) ▶ [Pay and Personal Information](#) ▶ [My Tax Information](#) ▶ **W-2** User List
[Pay and Personal Information](#)
[My Pay](#) ▶ [My Benefits](#) ▶ [My Tax Information](#) ▶ [About Me](#) ▶ [My Credentials](#) ▶ [My Profile](#) ▶
W-4 **W-2**
W-2 , please do so before continuing.
W-2 Information Sheet
 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
 One for your federal tax return
 One for your state tax return
 One for your own records

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.

[Pay and Personal Information](#) User List
[My Pay](#) ▶ [My Benefits](#) ▶ [My Tax Information](#) ▶ [About Me](#) ▶ [My Credentials](#) ▶ [My Profile](#) ▶
W-4 **Information Sheet**
W-2
W-2 Information Sheet
 Year Earnings through
 ROBIN 181 SMALL
 PO Box 181
 Somewhere, MN 12345
 Loc 033 W4 Info - Fed M - 4 Extra \$0.00
 Loc 005 W4 Info - MN M - 4 Extra \$0.00

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

		Amount
Gross Pay & EBE Via Payroll		\$53,974.73
Comment	Code	
- Flex Benefits	FSAMED12	\$499.96
- Flex Benefits	FSAMED13	\$500.04
- Flex Benefits	HEALTHFLX	\$2,989.08
- Retirement	PERA_EE	\$3,348.49
- Deferrals to 403b plan	TSA	BOX 12 Code E \$1,650.00
= Wages Tips & Other Compensation	Box 1	\$44,987.16

Other Payroll Deductions

Comment	Code	Amount

4.) **About Me:** Allows you to view your address, contact information, emergency contacts, and dependents. Please note, you may update your emergency contacts and dependents by using eR.

This screen shows the current information that the district has on the employee.

The district has the option of allowing employees to make changes to their address. There is also additional information that can be updated by the employee if the district chooses to make that option available.

The screenshot shows the 'About Me' page with a navigation bar at the top containing 'Pay and Personal Information', 'Requests and Approvals', 'Reports', and 'Other'. Below this is a secondary bar with 'My Pay', 'My Benefits', 'My Tax Information', 'About Me', 'My Credentials', and 'My Profile'. The main content area has tabs for 'Address' and 'Contact'. Under 'Address', there is a section for 'Current Name/Address' with a table:

First Name	Middle Name	Last Name	Gender	Birth Date	Address
ROBIN	181	SMALL	Female	12/22/1963	PO Box 181 Somewhere, MN 12345 US

Below the table is a section for 'Name/Address Changes' with the text 'No Records Found'.

The screenshot shows the 'Emergency Contacts' page. It has a navigation bar similar to the previous page. Below the navigation bar is a table of emergency contacts:

Contact Name	Relationship	Priority	Address	Home Phone	Office Telephone	Ext.	Mobile Phone
Contact 885	Spouse	1	7520 Yancy Ave New Germany, MN 55367	(952) 353-2251			(612) 437-1516
Contact 884	Child	2	Carver,	(952) 412-2542			(952) 412-2542
				(952) 442-2302			

Each row has 'Edit' and 'Delete' buttons. There is also an 'Add New' button at the top left.

This is where the District would like all employees to add, update, or delete the individuals they would like contacted in the event of an emergency situation. If there are contacts in the district's database, they will be listed here.

The employee can also change the information that is currently listed by clicking on the "Edit" button (if visible).

The employee can then make the changes and save. If there is a contact that is no longer valid, the employee can select that contact and delete it.

The screenshot shows the 'Dependents' page. It has a navigation bar similar to the previous pages. Below the navigation bar is a table of dependents:

Dependent SSN	Name	Address	Telephone	Relationship	Birth Date	Gender	Fulltime Student	Dependent	Beneficiary
***-**-9876	Smith, John L	82093 Stadium Rd. Mankato, MN 56001	(510) 732-1654	Child	05/15/2000	Male	Yes	Yes	No

Each row has 'Edit' and 'Delete' buttons. There is also an 'Add New' button at the top left.

This screen will show you who the district has listed as your dependents. The district has the option of allowing the employee to make changes to this information

5.) **My Credentials:** Allows you to view your Education and Licensure information. In addition, No Child Left Behind and Training, Tests & Skills can also be entered and viewed in this window.

Lane Changes can be viewed by clicking on “Education”, then the “Continuing Education” tab.

Education

Pay and Personal Information		Requests and Approvals			
My Pay ▶	My Benefits ▶	My Tax Information ▶	About Me ▶	My Credentials ▶	My Profile ▶
Education			Continuing Education		
Degree		School		Major	
Bachelor of Arts or Bachelor of Science	University of Minnesota, Duluth	Health Science		Minor	GPA
Master of Science	Minnesota State University, Mankato	Master of Health Science			

This screen allows the employee to view the information the district has on file for their education along with continuing education credits (e.g. Lane Changes). The district has the option to allow employees to add, edit or delete this information.

If you are a licensed teacher your licensure information is viewable here. You can also view additional license information by selecting the Other Licenses/Certifications tab..

Pay and Personal Information		Requests and Approvals							
My Pay ▶	My Benefits ▶	My Tax Information ▶	About Me ▶	My Credentials ▶	My Profile ▶				
Teaching Licenses			Other Licenses/Certifications						
License Code		Student Level	Group	License Pending	Folder#	Expire	License Type	Issue	Renewal
HEALTH EDUCATION		K-12	Full-Time Teaching		194361	06/30/2018	Standard		
PHYSICAL EDUCATION		K-12	Full-Time Teaching		194361	06/30/2018	Standard		
COACHING		7-12	Full-Time Teaching		194361	06/30/2018	Standard		
DEVELOPMENTAL/ADAPTED PHYSICAL ED.		Pre K-12	Full-Time Teaching		194361	06/30/2018	Standard		
PRINCIPAL K-12		District	Professional Admin		194361	06/30/2015	Standard		

Pay and Personal Information		Requests and Approvals			
My Pay ▶	My Benefits ▶	My Tax Information ▶	About Me ▶	My Credentials ▶	My Profile ▶
Licensure, Assignment, and HOUSSE			Para Profess		
License Code		Description		Expire	
080100		HEALTH EDUCATION		06/30/2018	
080300		PHYSICAL EDUCATION		06/30/2018	
080450		COACHING		06/30/2018	
190302		DEVELOPMENTAL/ADAPTED PHYSICAL ED.		06/30/2018	
933000		PRINCIPAL K-12		06/30/2015	
Assignments: (From STAR Employee Data window)					
Assignment Code		Description		Valid License On File	
080300		GENERAL PHYSICAL EDUCATION		Yes	
190302		DEVELOPMENTAL ADAPTED PHY ED		Yes	
HOUSSE: No Records Found					

Licensure information is listed under “No Child Left Behind” along with information from STAR Reporting. HOUSSE information is also listed.

Additional Training, Tests and Skills can be used to track other types of training for staff and the date the training was completed.

Course Number	Description	Category	Training Type	Date Enrolled	Date Completed
	Completed Sexual Harassment Training		Sexual Harassment Training		08/31/2009
	Completed CPI Refresher		CPI Certification Refresher		08/05/2013
	Completed CPI Training		CPI Certification		08/21/2012
	test task 3975		Unlicensed Electrical Training		06/30/2013

6.) My Profile: Allows you to change your password and/or setup security questions.

You can change your password and security questions on this page.

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

MART systems

Announcements | Pay and Personal Information | My Profile | **Change Password**

Pay and Personal Information | Requests and Approvals | Reports | Other

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

Change Password

Change Password | Setup Security Questions

Your Password must be a minimum of 8 characters in length and contain at least 1 capital letter, 1 letter, 1 number and 1 symbol. The password is case sensitive.

Current Password

New Password

Re-Type New Password

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

In order for an employee to reset their password three (3) security questions must be setup.

An employee can set up one, two or three of their own questions, or choose the "Pre-Setup Questions", or a combination of these two options.

Three (3) questions must be set up.

My Pay | My Benefits | My Tax Information | About Me | My Credentials | My Profile

Setup Security Questions

Change Password | Setup Security Questions

You MUST check at least 3 security questions. They can include a combination of your own questions and pre-setup questions.

Choose Your Own Question What is your favorite color? * Your existing question

Choose Your Own Question What is your favorite color? * Your existing question

Choose Your Own Question

Pre-Setup Question What is your favorite color?

Pre-Setup Question Who was your first boyfriend/girlfriend?

Pre-Setup Question What color was the first house you remember growing up in?

Pre-Setup Question What is your favorite Sports team?

Pre-Setup Question What is your Father's middle name?

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

Requests and Approvals

Click on the tab "Requests & Approvals" to find the following categories.

- 1.) Purchasing
- 2.) Vehicles
- 3.) Responsibilities

Purchasing allows those with access to request items or shop for items online and be submitted to the district. To create an Online Order Request, click on **Order Request Form**. Key in the information and transmit to SMART Finance.

The **Vehicles** tab can be used by Districts who wish to track the check-in/out of District owned vehicles.

Online Ordering allows the user to punch out to a vendor's website.

To delete a re

Priority !

Pay and Personal Information | Requests and Approvals | Purchasing | Vehicles

Order Request Form

Online Ordering

Purchase Order Transfer

Purchase Order Detail

Purchase Order Detail by Vendor Name

Requisition Detail Summary

The **Supervisor's Report of Accident** can be completed on this window. Supervisors can be given access to this window to complete this form.

Pay and Personal Information | Requests and Approvals | Reports | Other

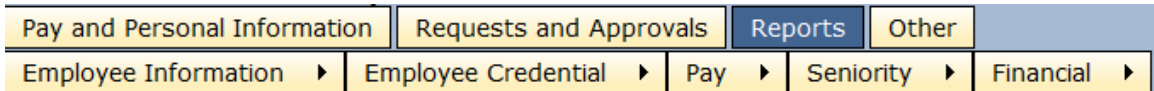
Responsibilities | Supervisor's Report of Accident

Supervisor's Report of Accident

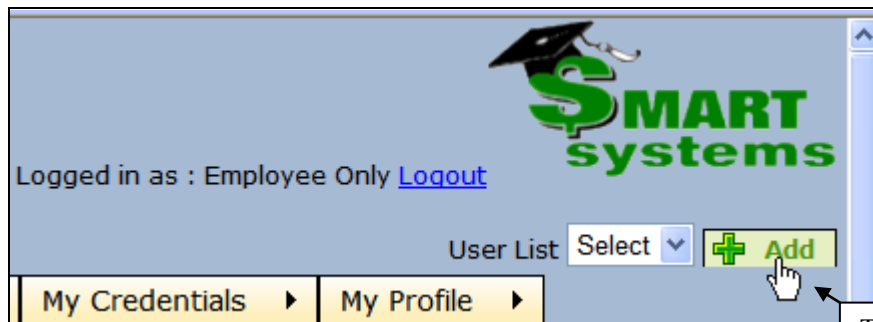
Employee ID [SELECT] ▼

Reports

There are many different reports available via SMARTeR. This option allows the user to have access to the information they need and alleviates the need for an individual to have a login/password to the software itself.



For further explanation of specific report availability contact the District Office.



To setup your own "favorites" or **User List** within this website, click here.

NOTE: You will need to be on the specific page in order to add it to your User so SMARTeR knows which one to add.
Once added, you will be allowed to delete pages if you no longer wish them to be included in the list.

To logout, click on the **Logout** link.

