SMART eR GUIDE

November 2013

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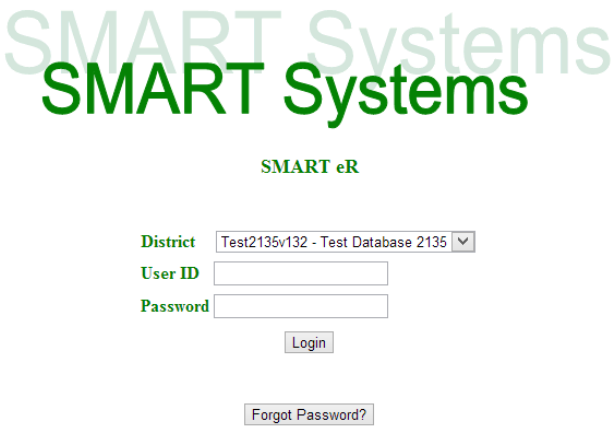
Logging into SMART eR



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.

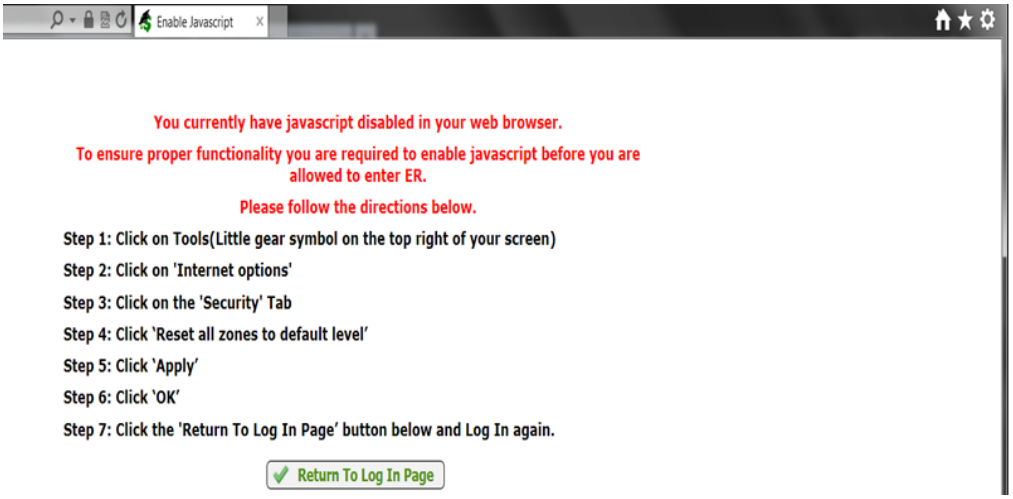
Once logged in employees are required to change their password and setup a minimum of three (3) question choices.

- 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).

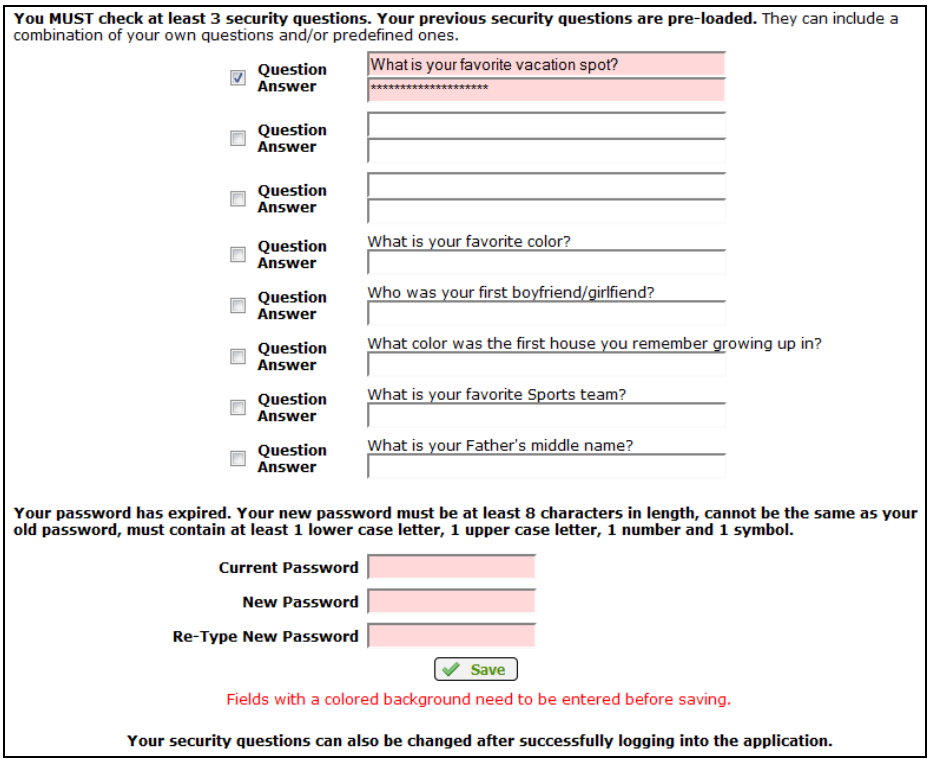
- Security Question: The security question will allow the employee to use the "forget password" link to reset their password should they forget it. Users will have the option to select predefined questions, type in customized questions, or a combination of both.

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.

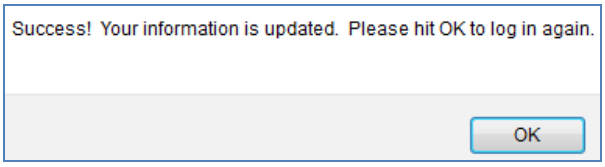
Please make sure Javascript is enabled for your browser for SMART eR to work correctly in Internet Explorer 10 & 11. If it is not enabled you will get the following screen:



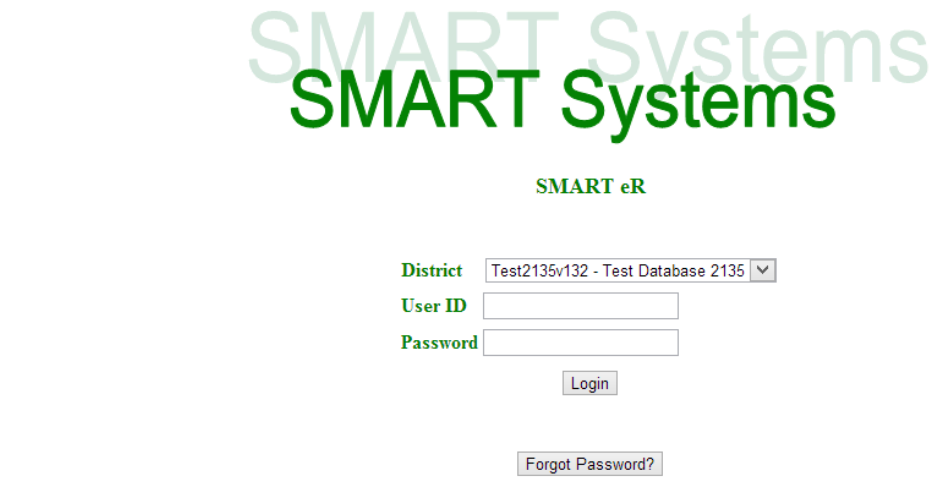
After successfully entering a login id and password, the system will redirect to a new security setup page. All fields with a colored background need to be entered in order for the page to save.



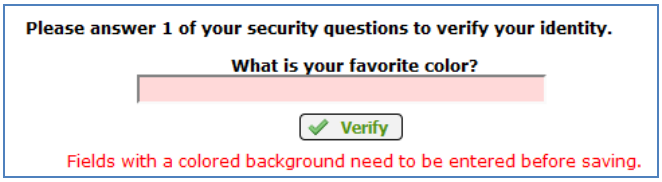
When your changes have been saved successfully, the following message will display.



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



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



Note:

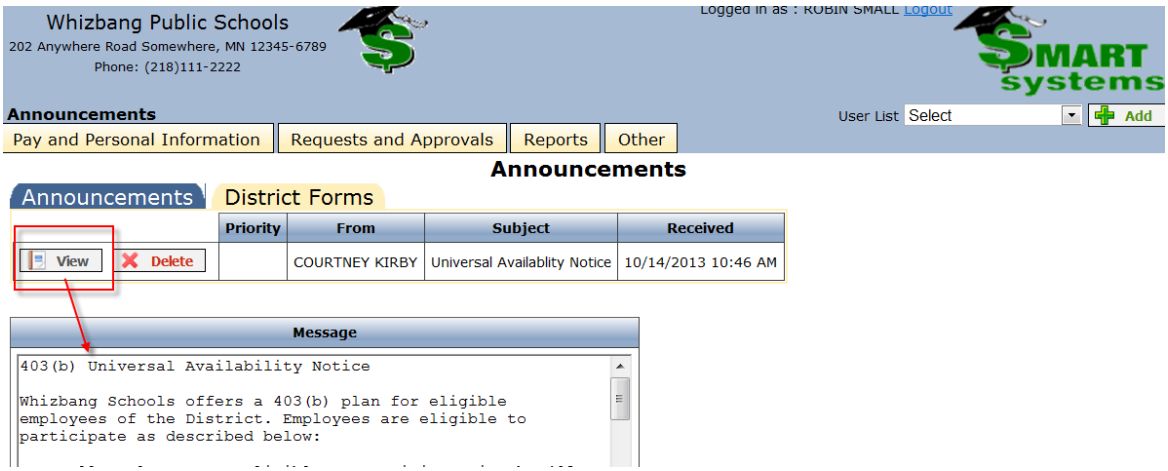
1. If you are locked out and have security questions setup – You can use the **Forgot Password** link to reset your password. You will be asked to answer one of your security questions.
2. If you provide the correct User ID and Password, but forgot the answer to your security question – Close out of 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.



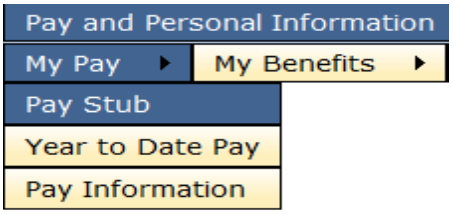
To access any forms that have been attached, click on the "District Forms" button. Click on the View tab to view and/or print the forms.

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.



This shows the detail of the last processed payroll.

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

Logged in as : ANGELINA ANDREWS Logout

Announcements ▸ Pay and Personal Information ▸ *My Pay* ▸ **Pay Stub**

User List Select Add

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**

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

Pay

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

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 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.

Deductions

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

Benefits

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

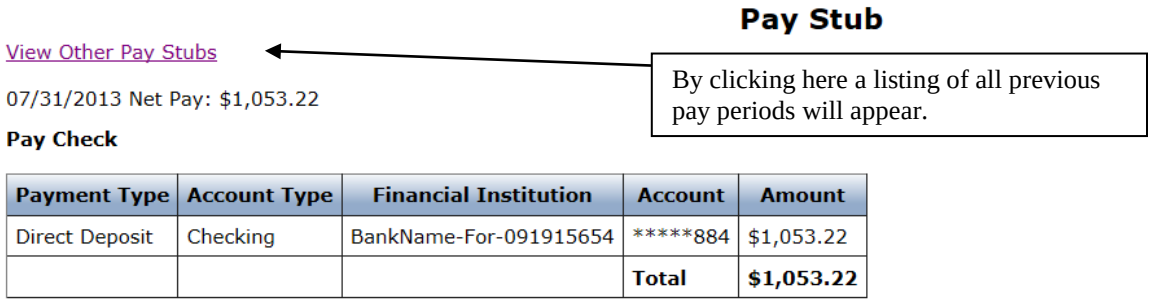
This section shows the amount of District match that the employee is eligible for under their work agreement.

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**	

SMART eResources v13.2.0.0 Visit our About page Comments about our Software? SMARTSystems@erdc.k12.mn.us

View Other Pay Stubs



Pay Stub

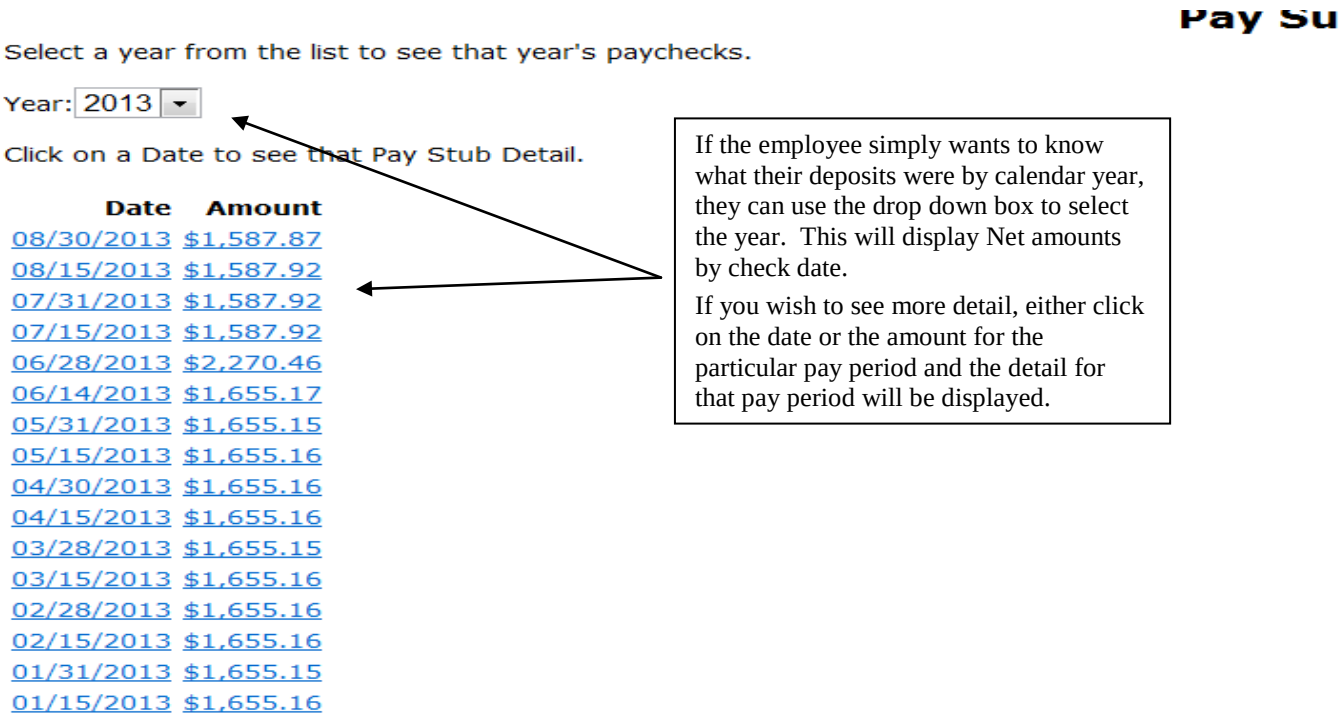
View Other Pay Stubs

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

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 Su

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

Year: 2013

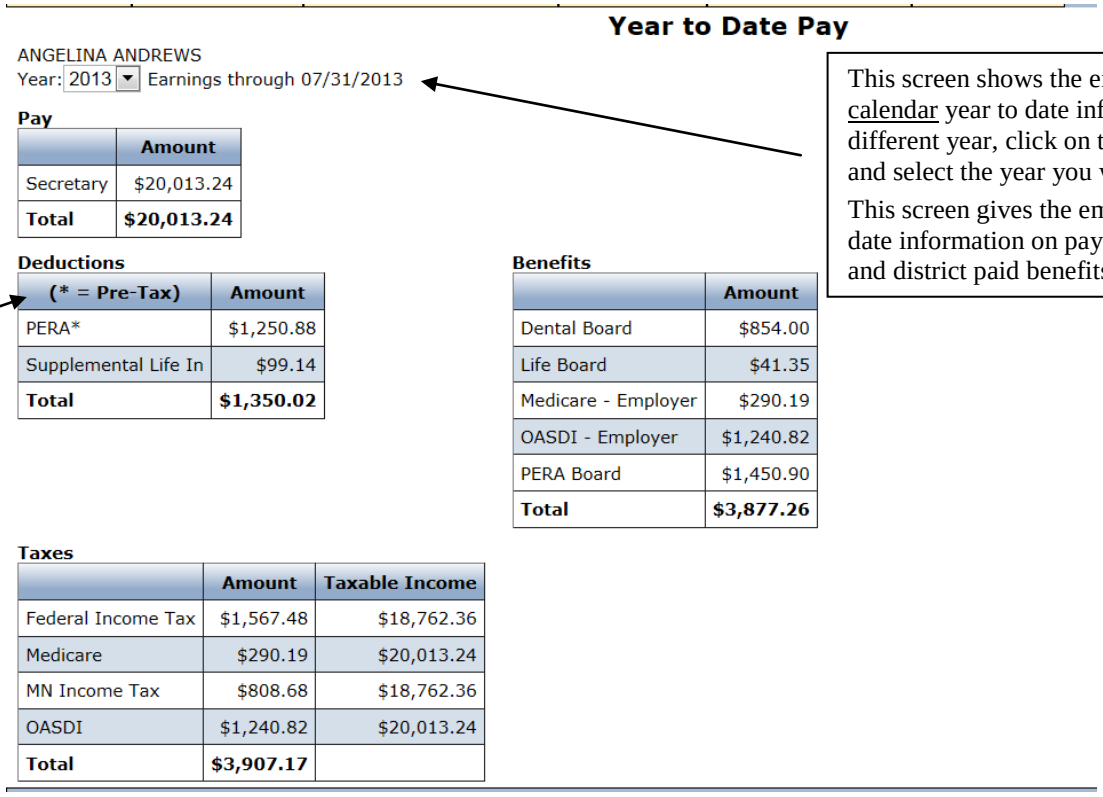
Click on a Date to see that Pay Stub Detail.

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.

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

Year to Date Pay



Year to Date Pay

ANGELINA ANDREWS
Year: 2013 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

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

Fiscal Year: 2014
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:

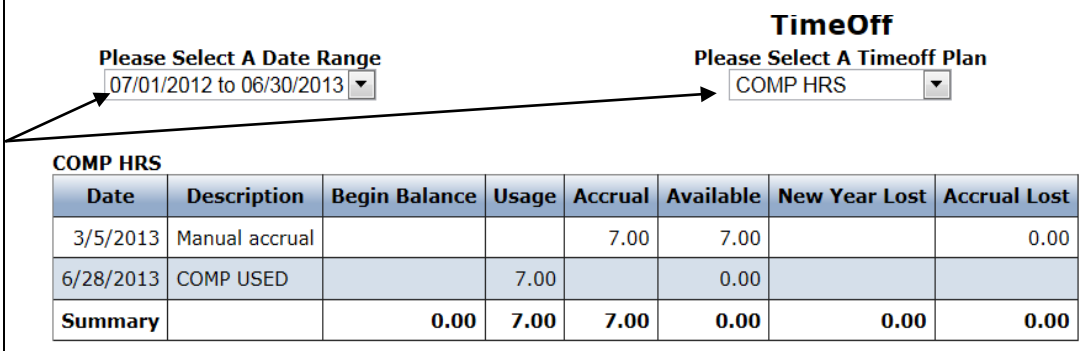
Start Date	Stop Date	Pay Code	Lane	Step	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount
07/01/2013		SECRETARY			1.0000	$0.00	$34,259.20	7.75	260	2,015	$17.00	$131.77	$0.00

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.

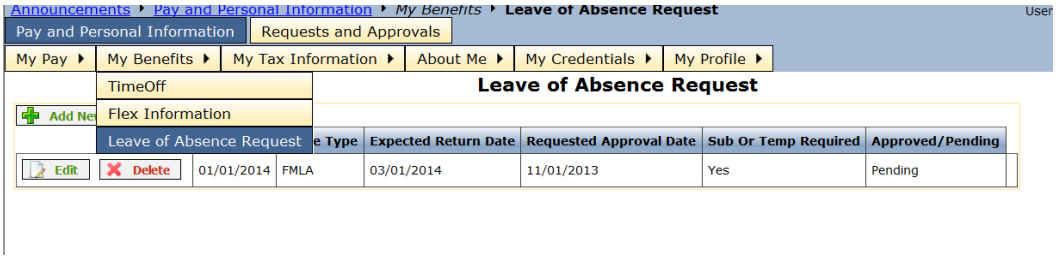
Time off information from prior years can also be viewed by selecting the appropriate date range.



COMP HRS

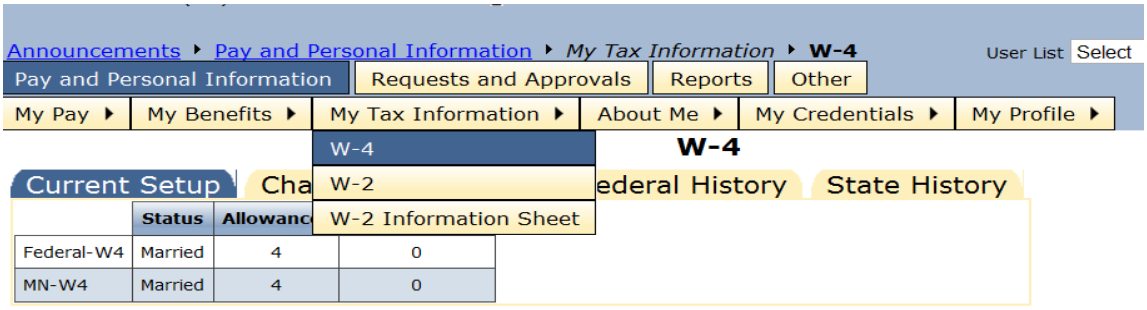
Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
3/5/2013	Manual accrual			7.00	7.00		0.00
6/28/2013	COMP USED		7.00		0.00		
Summary		**0.00**	**7.00**	**7.00**	**0.00**	**0.00**	**0.00**

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



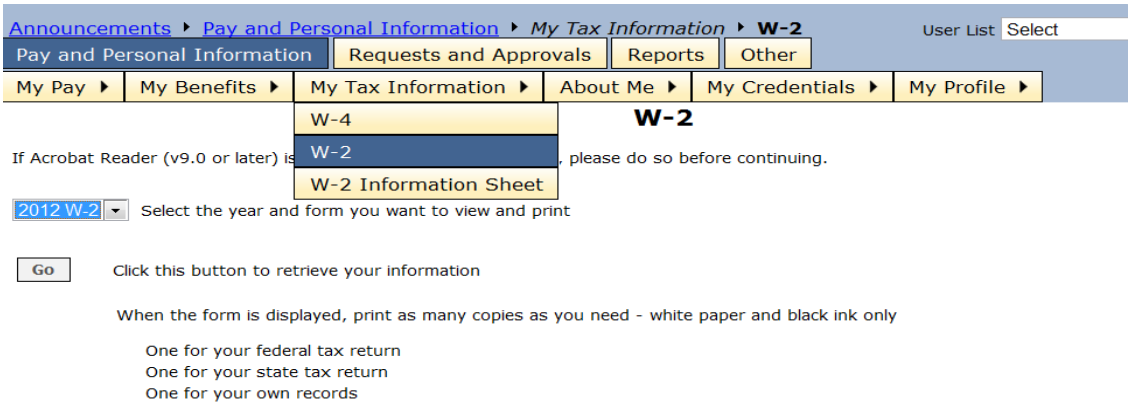
3.) My Tax Information: Allows you to view your tax withholdings, W-2s, and related information online if you have given consent.

W-4



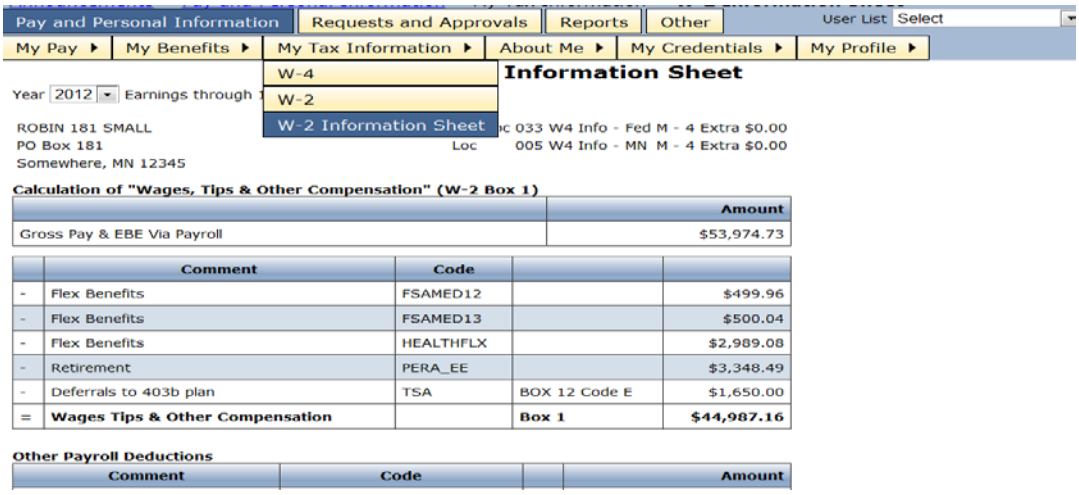
W-2

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



W-2 Information Sheet

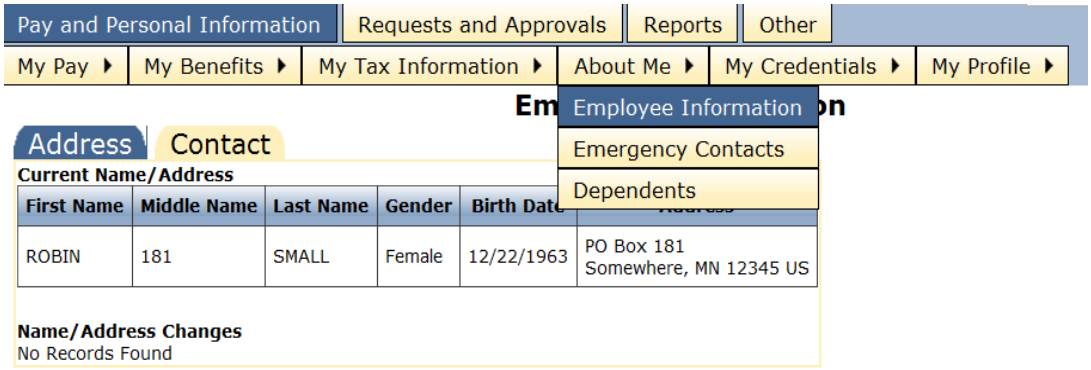
W-2 Information Sheet is available to all employees, even if the employee has not consented to an electronic W-2.

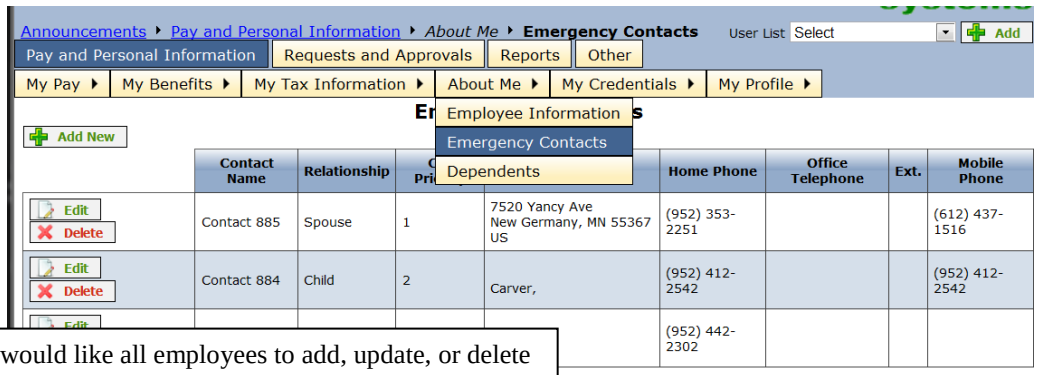


4.) About Me: Allows you to view your address, contact information, emergency contacts, and dependents. Please note, you may update your emergency contacts and dependents by using eR.

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.





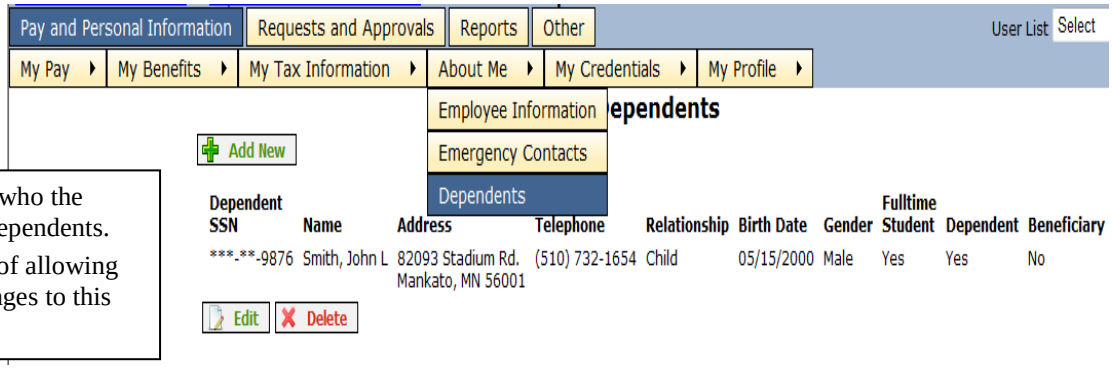
This is where the District would like all employees to add, update, or delete the individuals they would like contacted in the event of an emergency situation. If there are contacts in the district's database, they will be listed here.

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.

This screen will show you who the district has listed as your dependents.

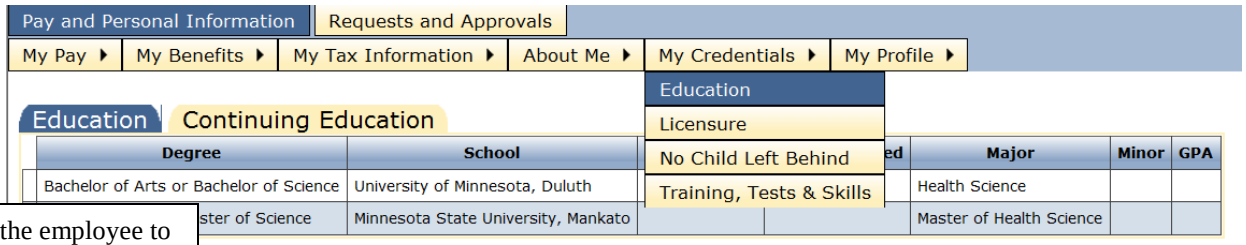
The district has the option of allowing the employee to make changes to this information



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

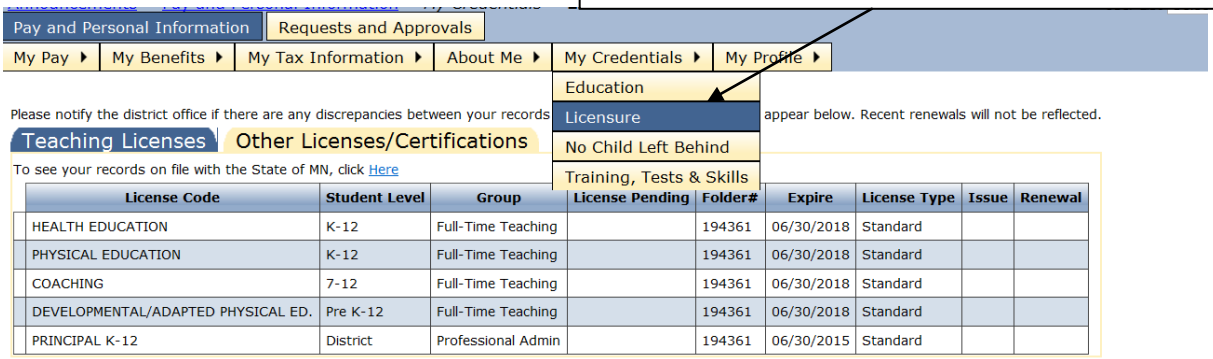


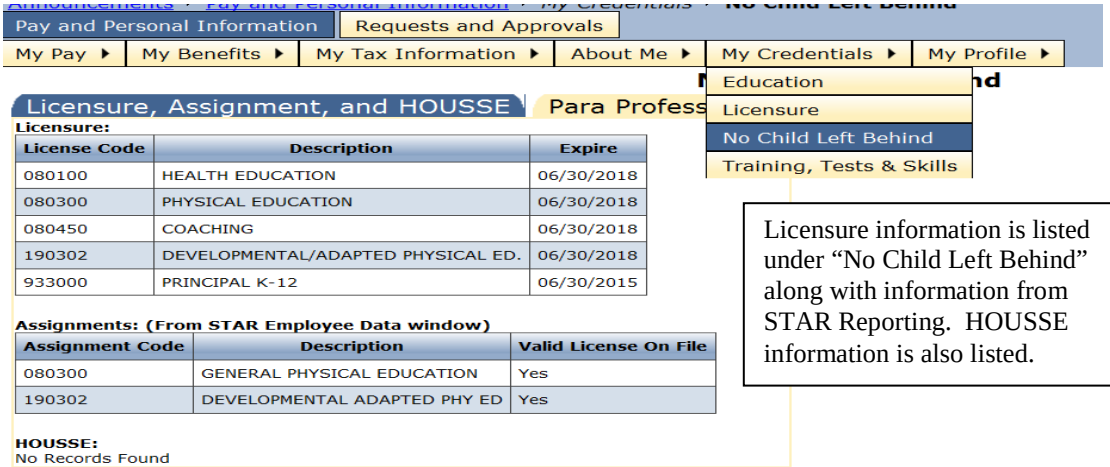
This screen allows the employee to view the information the district has on file for their education along with continuing education credits *(e.g. Lane Changes).*

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.

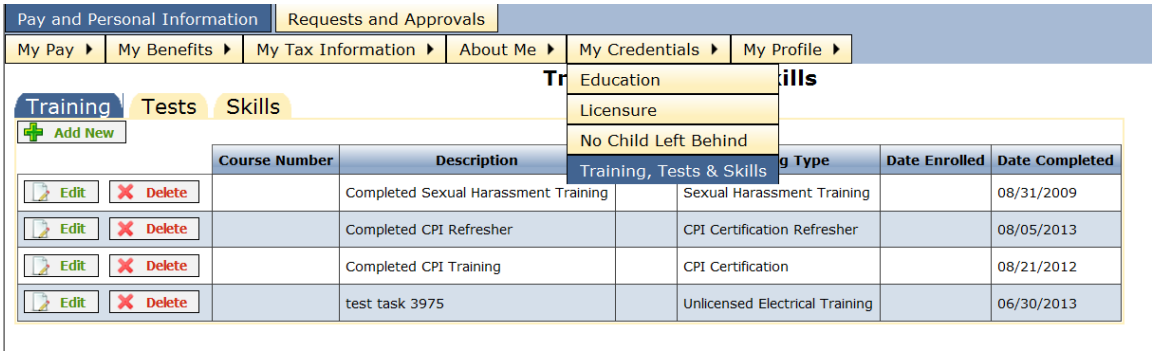
You can also view additional license information by selecting the Other Licenses/Certifications tab..





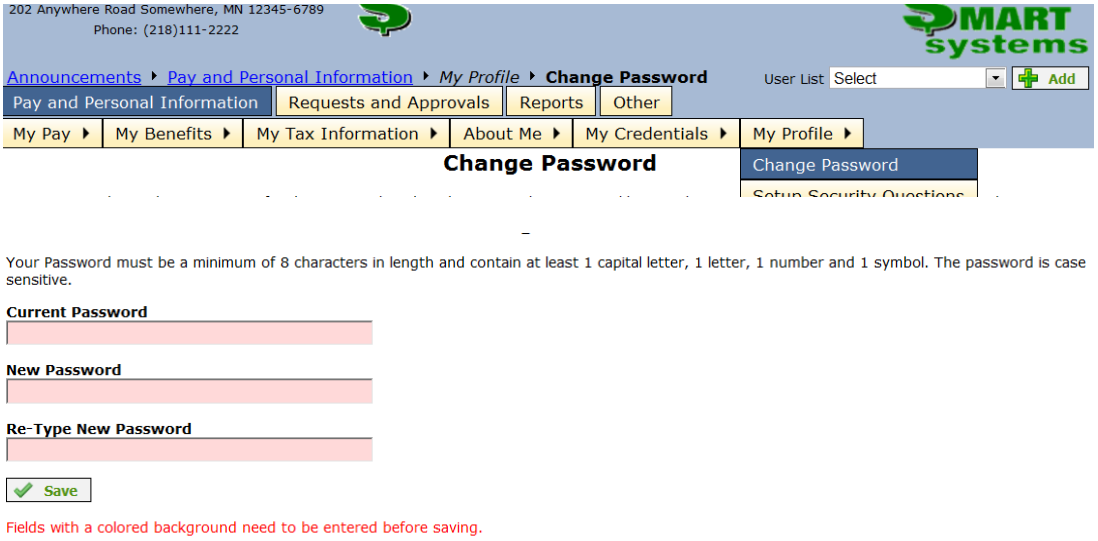
Licensure information is listed under “No Child Left Behind” along with information from STAR Reporting. HOUSSE information is also listed.

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



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

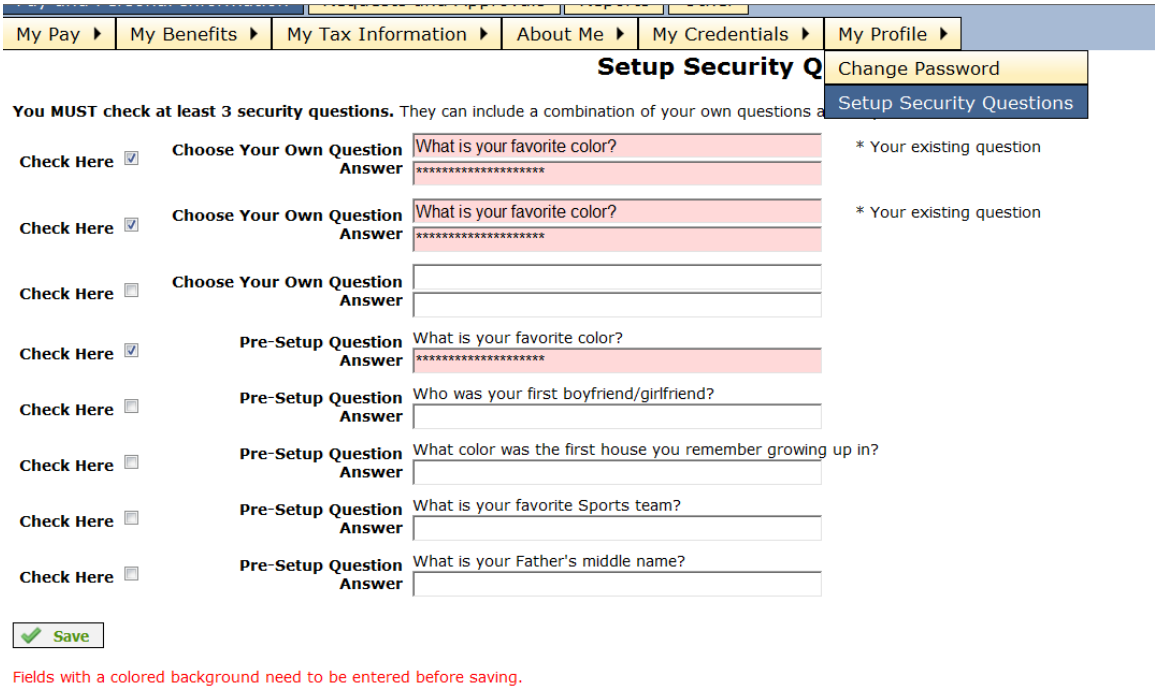
You can change your password and security questions on this page.



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.

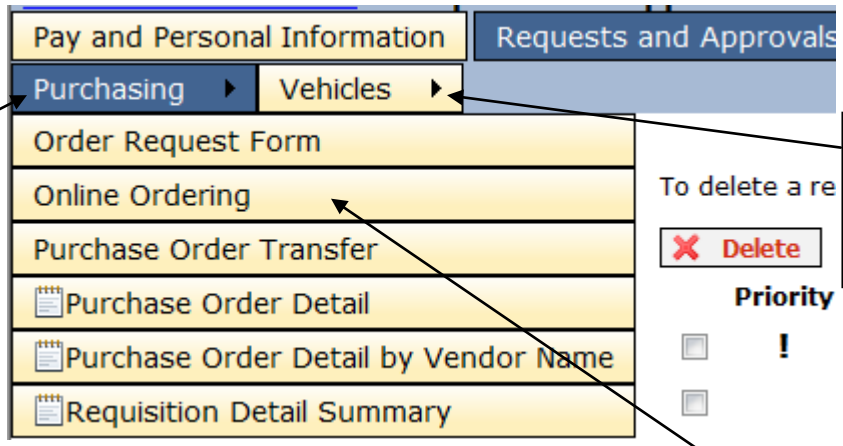
Three (3) questions must be set up.



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.

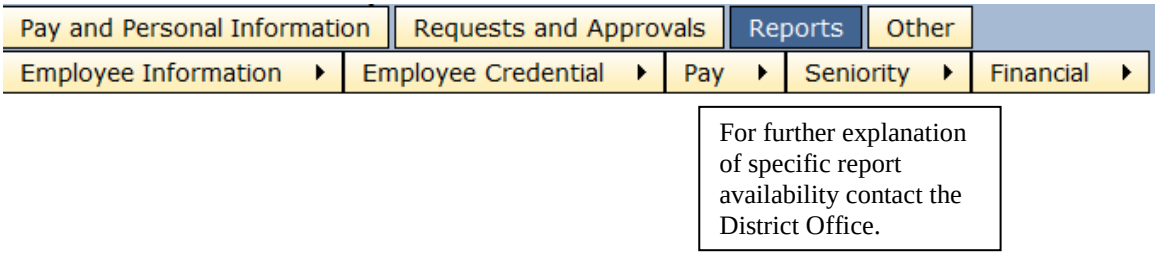
The **Vehicles** tab can be used by Districts who wish to track the check-in/out of District owned vehicles.

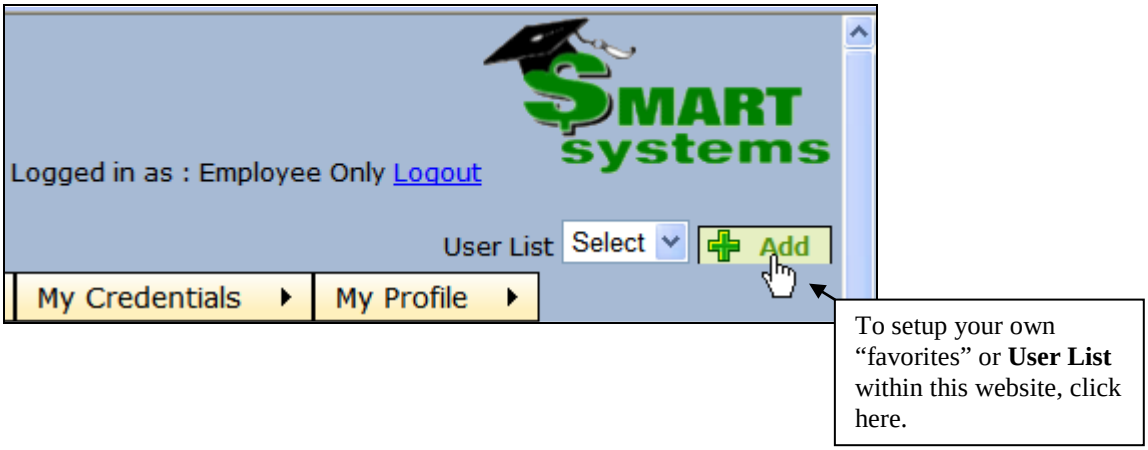
Online Ordering allows the user to punch out to a vendor's website.

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

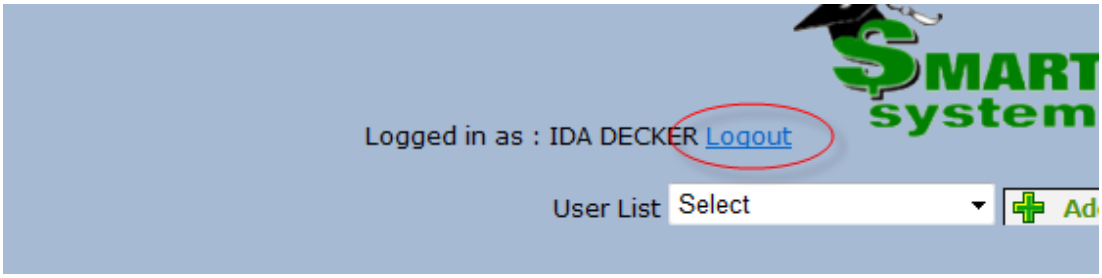
Reports

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.





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.