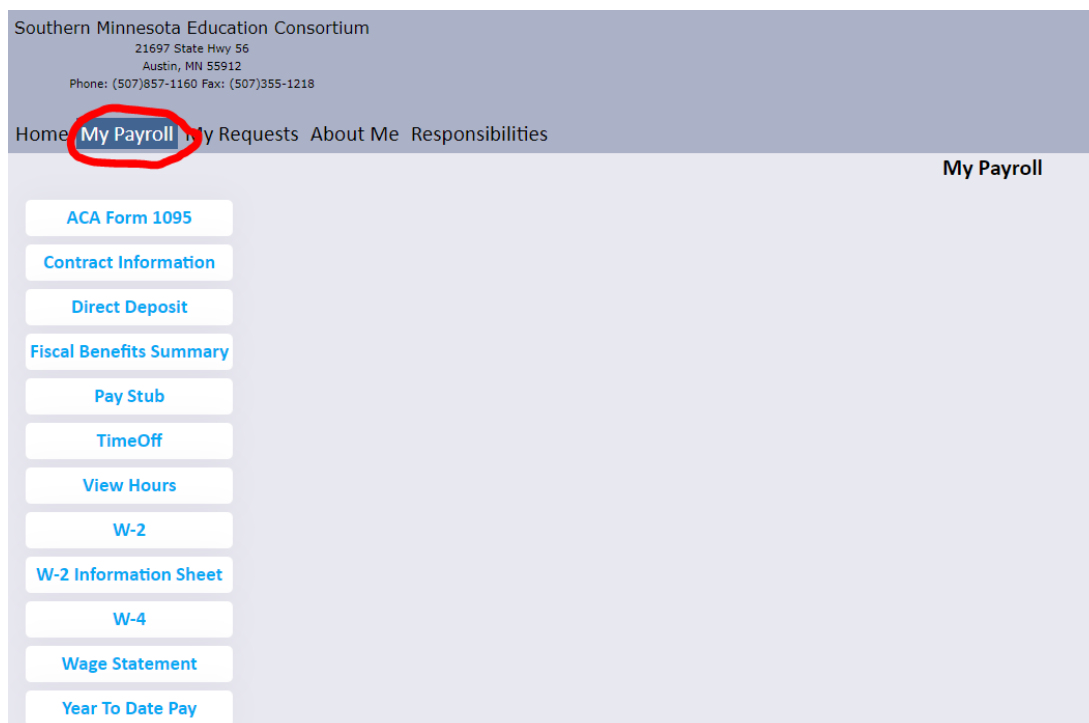
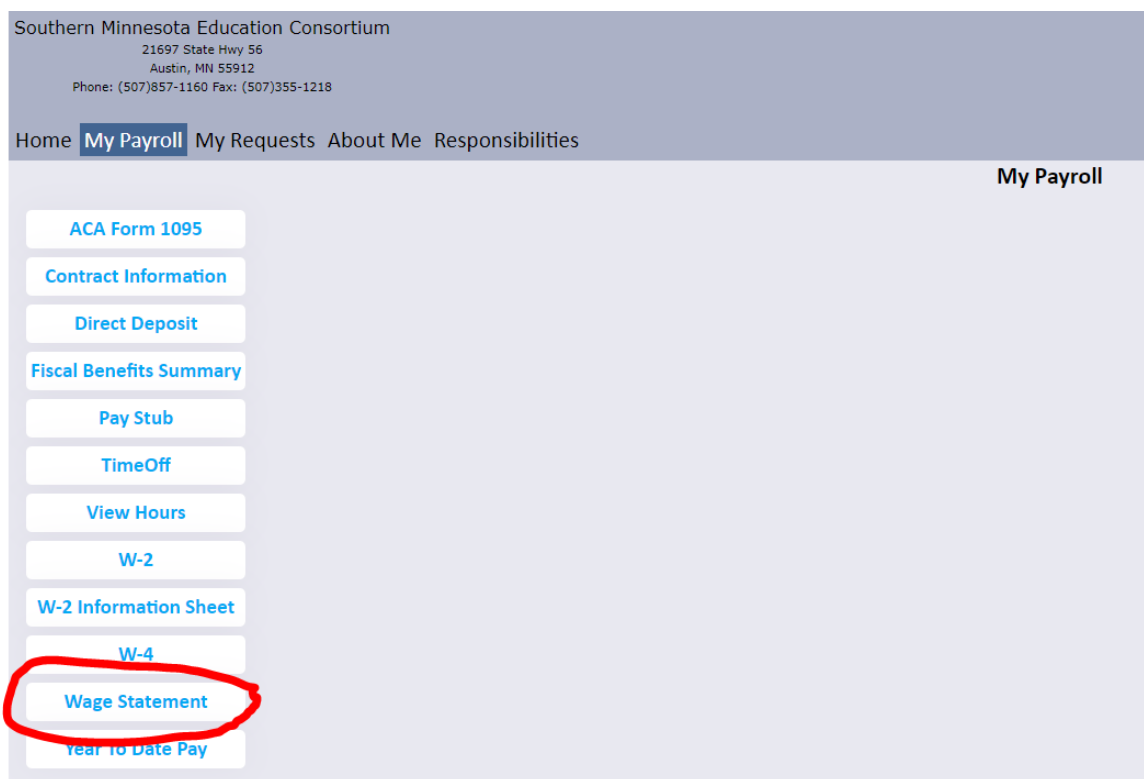


## Checking and Signing Wage Statements in SmartER

1. Once logged in to SmartER, click on “My Payroll” at the top navigation screen



2. Click on “Wage Statement” on the right-hand side navigation list



3. Make sure the current fiscal year is selected in the year drop-down menu.  
Click Print/Preview to review the wage statement information.

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

**Wage Statement**

Choose Year **2023** ▾

Your most current statement will be the top one.

|                               | Created On            | Date/Time Signed     |
|-------------------------------|-----------------------|----------------------|
| Sign  Print/Preview           | 8/11/2022 11:03:49 AM |                      |
| Print/Preview  View Signature | 7/13/2022 3:28:55 PM  | 7/13/2022 3:32:38 PM |

4. If all looks good, go back to the wage statement screen and click “Sign” to sign electronically.  
Check the authorization box and click “Sign Wage Statement”

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

**Wage Statement**

☒

I authorize that I have read this wage statement and agree to the terms listed in it.

Created On 8/11/2022 11:03:49 AM

Fiscal Year 2023

Sign Wage Statement Close

5. Sign in the box and click  
“Save Signature”

If you are not on a mobile device you can use your mouse to sign. If you are on a mobile device you can use your finger to sign.

Save Signature Clear Signature Close

Please sign in box below...

6. Enter the information requested and click "Verify"

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.

7. YAY! You did it!

