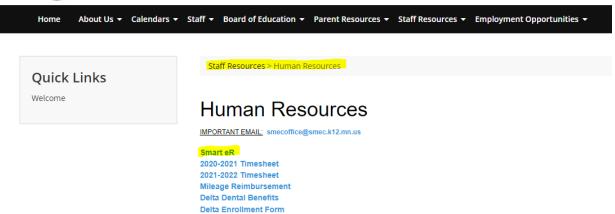# Finding Used and Remaining PTO in Smart eR

1. Go to www.smec.k12.mn.us
2. Hover over "Staff Resources" → Click "Human Resources" → Click "Smart eR"



3. Once logged in to Smart eR, Click on "My Payroll" in the top navigation pane



4. Click "TimeOff", this will pull up your PTO/Time off report.