

## Finding Used and Remaining PTO in Smart eR

1. Go to [www.smec.k12.mn.us](http://www.smec.k12.mn.us)
2. Hover over "Staff Resources" → Click "Human Resources" → Click "Smart eR"

**SMEC** Southern Minnesota Education Consortium

Home About Us Calendars Staff Board of Education Parent Resources Staff Resources Employment Opportunities

Quick Links  
Welcome

Staff Resources > Human Resources

### Human Resources

IMPORTANT EMAIL: [smecoffice@smec.k12.mn.us](mailto:smecoffice@smec.k12.mn.us)

**Smart eR**

- [2020-2021 Timesheet](#)
- [2021-2022 Timesheet](#)
- [Mileage Reimbursement](#)
- [Delta Dental Benefits](#)
- [Delta Enrollment Form](#)

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

Southern Minnesota Education Consortium  
21697 State Hwy 56  
Austin, MN 55912  
Phone: (507)857-1160

Home **My Payroll** My Requests About Me

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

Southern Minnesota Education Consortium  
21697 State Hwy 56  
Austin, MN 55912  
Phone: (507)857-1160

Home **My Payroll** My Requests About Me

- [ACA Form 1095](#)
- [Contract Information](#)
- [Direct Deposit](#)
- [Fiscal Benefits Summary](#)
- [Pay Stub](#)
- [TimeOff](#)**
- [View Hours](#)
- [W-2](#)
- [W-2 Information Sheet](#)
- [W-4](#)
- [Wage Statement](#)
- [Year To Date Pay](#)