SMART eR

SMART eR is a feature being offered to our employees that will allow you to view your payroll information on a secure website. The online viewing of your pay information can be accessed through the Internet anywhere, anytime. Use the following link to connect: https://swscer.swsc.org/smarter/login.aspx?dn=2534

Please save this link in your "Favorites" folder for future use. This link can also be found on the Employee Intranet homepage as a "SMART eR" button.

Through this secure website, you will be able to view the following information:
> Current and historical payroll information, by paycheck date (this is your check stub or direct deposit information)
> Year-to-date pay summary
> Payroll deduction and benefit information
> Leave History (summary and detail of leave earned and used)
> W-4 tax withholding information showing marital status, exemptions, and extra tax, if applicable
> Annual W-2 and W-2 Information Sheet
> Employer Announcements
> Employee Information (address, phone number, etc.)
> Emergency Contact Information
> Licensure Information

You will log in by entering your employee number as the User ID. The password is *2534*xxxx where xxxx is the last four digits of your Social Security number. Your employee number (EMP ID) can be found on your direct deposit slip or by contacting Penny Christy at (523-1031 X2101).

SMART eR

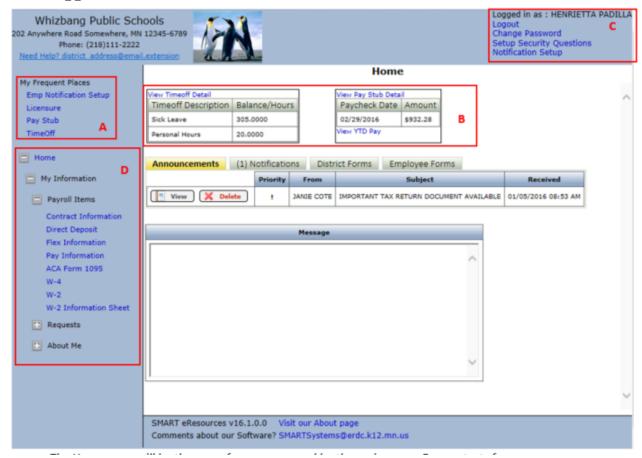| District	SW/WC Service Cooperative ▼
User ID	
Password	

Login

The first time you log in, you will be required to set up three security questions. Every time you log in thereafter, it will randomly ask you one of those three security questions. See SMART eR Security Notification for more information.

If you do forget your password and haven't set up a security question or if you get locked out of your account, please contact the district office.

SMART eR

Once logged in:

A- This section will track the pages by user that are visited most frequently. It will list the top 5 most accessed. *They are also available in the normal menu.*

B- These two sections gives directly access the most frequently used pages, TimeOff Detail and Pay Stub Detail. It will provide the most current amounts available for TimeOff, but detail Timeoff can be view by clicking on the link to View Timeoff Detail. The most resent paycheck will be displayed. Click View Pay Stub Detail to get the details on this paycheck. *Old pay Stubs can also be found under the link.*

C- The links for changing passwords or Security Questions are located there. *We still RECOMMEND that users logout of SMART eR if on a public computer to keep their data safe.*

D- Menus can be opened or closed by clicking on the +/-.

SMART eR

1) Click on the "View Pay Stub Detail" link:

2) It will open the Pay Stub information:

1) To get to other older paystubs, click on the "View Other Pay Stubs" link to get a list to choose from:

1) *Once the page is opened to the Pay Stub to be printed, Choose to Print (IE -Print Preview if wanting to view on screen first) from your browser…these are different based on browser selected.*

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
Need Help? district_address@email.extension

HENRIETTA PADILLA

Pay Stub

View Other Pay Stubs

02/29/2016 Net Pay: $932.28

Net Pay

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Checking	BankName-For-091000022	*****603	$932.28
			Total	$932.28

Pay

	End Date	Units	Rate	Amount
Food Service	02/29/2016	0.0000	$0.00	$1,207.32
			Total	$1,207.32

Gross Pay

Any benefits paid by the District

Deductions

(* = Pre-Tax)	Amount
PERA *	$78.48
Total	$78.48

Deductions Withheld
*means pre-tax

Benefits

	Amount
Workers Comp Bd	$13.16
Medicare - Employer	$17.50
Social Security- Bd	$74.86
PERA Board	$90.55
Total	$196.07

Taxes

	Amount	Taxable Income
Federal Income Tax	$67.88	$1,128.84
Medicare	$17.50	$1,207.32
MN Income Tax	$36.32	$1,128.84
Social Security	$74.86	$1,207.32
Total	$196.56	

Taxes Withheld &
Taxable Income