

## Smart Systems – SMART eR Has a new look!

Go to the district website and click on the link for SMART eR (Employee Self Service).

Reminder – passwords as usual are case sensitive.

<b>User ID</b>	<input type="text" value="Your ID"/>
<b>Password</b>	<input type="password" value="••••••"/>
<input type="button" value="Login"/>	

If your account becomes locked, you could get reset if you have an already setup security question, if not contact your district office personnel to be unlocked.

<a href="#">Forgot Password?</a>
<b>User account has been locked!</b>

This is first page you will see, this example is an employee of the district.

Any messages sent to the employee will be referenced on this page.

Click on the Subject information and the message will preview in the message box.

[Announcements - 9999](#) ▶ **Reports**

Pay and Personal Information | **Reports**

Employee Information ▶

### Reports

To delete a requested announcement, check the box next to it and click the delete button.

Priority	From	Subject	Received
<input type="checkbox"/>		<a href="#">Welcome to the New ESS site!</a>	4/23/2010 1:19:26 PM

**Message**

Click the Pay and Personal Information tab to find the following categories:

(1) My Pay: Allows you to view your current and old pay stubs as well as your year to date pay.

(2) My Benefits: Allows you to view leave and flex information.

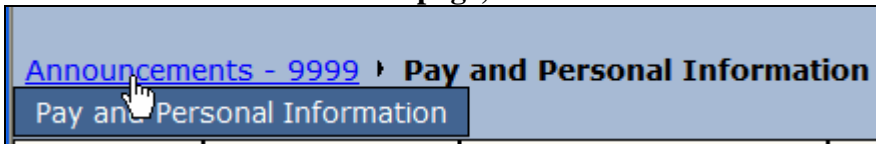
(3) My Tax Information: Allows you to view your tax withholdings, W-2s, and W-2 information. Please note, you may only view your W-2 and related information online if you have given consent.

### Information available to the employee:

Click on the tab “Pay and Personal Information” and the available information categories will show up below. If your district allows the employee to change their home address on the web, to do this click on the “About Me” tab and select the employee information area.

<b>Pay and Personal Information</b>	User List				
<a href="#">My Pay</a> ▶	<a href="#">My Benefits</a> ▶	<a href="#">My Tax Information</a> ▶	<a href="#">About Me</a> ▶	<a href="#">My Credentials</a> ▶	<a href="#">My Profile</a> ▶

Return to the announcements page, click as shown.



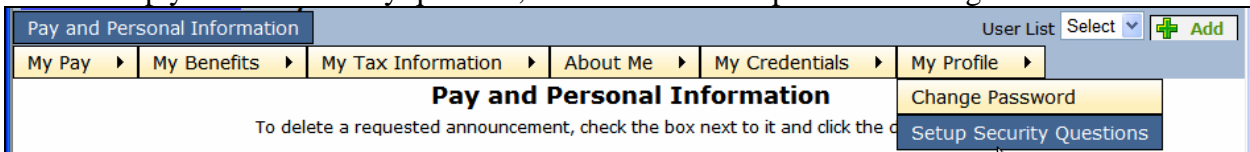
Logging out – click here.



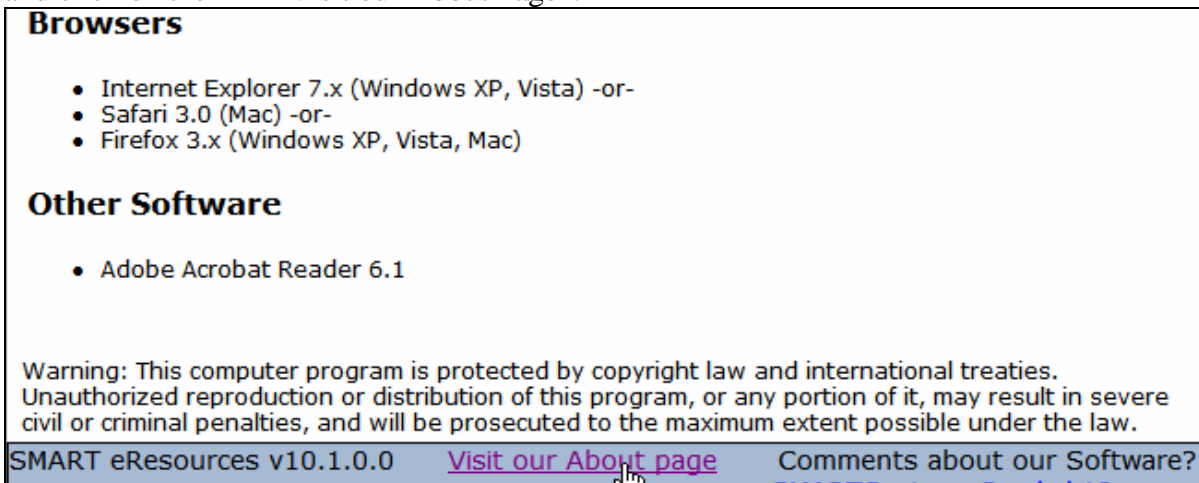
Setup up your own “favorites” within this website, you click here:



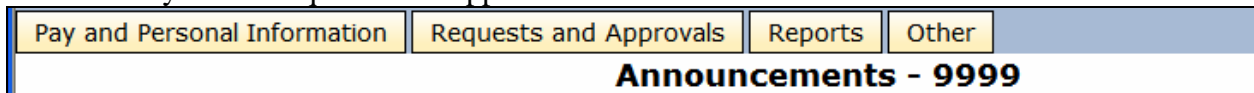
Please setup your own security question; this will avoid the process of being locked out.



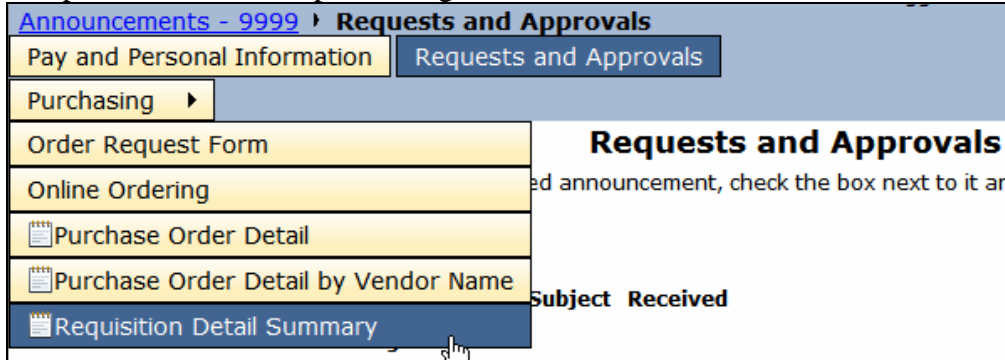
To preview the browsers that are supported by this application, scroll to the bottom of any page and click on the link “Visit our About Page”.



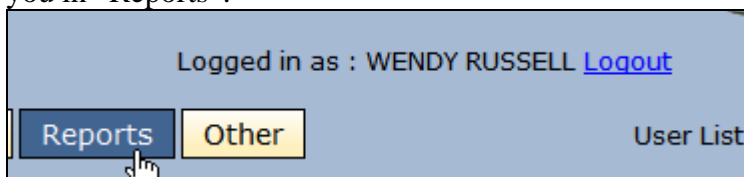
If you are an employee with purchase ordering rights in eR, you will have an additional tab available to you in “Requests and Approvals”.



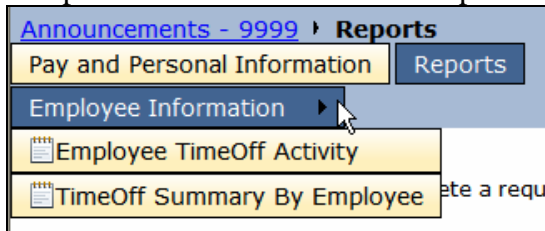
Sample information for purchasing:



If you are an employee with timeoff reports in eR, you will have an additional tab available to you in “Reports”.



Sample information for TimeOff reports:



**Announcement to appear on the front page after logging into SMART eR:**

Click the Pay and Personal Information tab to find the following categories:

- (1) My Pay: Allows you to view your current and old pay stubs as well as your year to date pay.
- (2) My Benefits: Allows you to view leave and flex information.
- (3) My Tax Information: Allows you to view your tax withholdings, W-2s, and W-2 information. Please note, you may only view your W-2 and related information online if you have given consent.
- (4) About Me: Allows you to view your address, contact information, emergency contacts, and dependents. Please note, you may update your emergency contacts by using ESS.
- (5) My Credentials: Allows you to view your training, tests, and skills information.

Click the Requests and Approvals tab to find the following categories:

- (1) Purchasing: Allows you to request items or shop for items online and be submitted to the district.