

Employee Self Service Website

ESS is a feature 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: <http://www.rtrschoools.org>

Please save this link in your “Favorites” folder for future use. This link can also be found on the RTR District Website under Staff> ESS Login

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 amount, if applicable
- Annual W-2 and W-2 Information Sheet
- ACA form information
- 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 rtrschoools2902 until you change it. Your employee number (EMP ID) can be found on your direct deposit slip or by contacting Sallie Thooft at (507-247-5913) or sallie.thooft@rtrschoools.org



SMART eR

District

User ID

Password

Login

Forgot Password?

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.

You MUST check at least 3 security questions. They can include a combination of your own questions and/or predefined ones.

Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What is your favorite color?
		Answer	*****
Check Here	<input type="checkbox"/>	Pre-Setup Question	Who was your first boyfriend/girfiend?
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What color was the first house you remember growing up in?
		Answer	*****
Check Here	<input type="checkbox"/>	Pre-Setup Question	What is your favorite Sports team?
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What is your Father's middle name?
		Answer	*****

Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Re-Type New Password	<input type="password"/>

Please memorize your password as it will not be repeated back to you.

Fields with a colored background need to be entered before saving.

* If you forget your password, please use the 'Forgot Password?' button on the SMARTeR Login page to reset it.

* Your security questions can also be changed after successfully logging into the application.

When your changes have been saved successfully, the following message will display.

Success! Your information is updated. Please hit OK to log in again.

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 Sallie in the district office.

Employee Self Service

Once logged in:

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

Logged in as : HENRIETTA PADILLA
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

My Frequent Places
[Emp Notification Setup](#)
[Licensure](#)
[Pay Stub](#)
[TimeOff](#)

Home
My Information
Payroll Items
Contract Information
Direct Deposit
Flex Information
Pay Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet
Requests
About Me

View Timeoff Detail

Timeoff Description	Balance/Hours
Sick Leave	305.0000
Personal Hours	20.0000

View Pay Stub Detail

Paycheck Date	Amount
02/29/2016	\$932.28

[View YTD Pay](#)

Announcements (1) Notifications District Forms Employee Forms

Priority	From	Subject	Received
!	JANIE COTE	IMPORTANT TAX RETURN DOCUMENT AVAILABLE	01/05/2016 08:53 AM

Message

SMART eResources v16.1.0.0 [Visit our About page](#)
Comments about our Software? SMARTSystems@erdc.k12.mn.us

- 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 ESS if on a public computer to keep their data safe.*
- D- Menus can be opened or closed by clicking on the +/-.

Employee Self Service

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

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

My Frequent Places

- Contract Information
- Ordering
- Pay Information
- Pay Stub
- TimeOff

View Timeoff Detail

Timeoff Description	Balance/Hours
Personal Hours	19.2500
Sick Leave	280.0000
Vacation Hours	165.5000

View Pay Stub

Paycheck Date	Amount
08/12/2017	\$1,145.10

View YTD Pay

2) It will open the Pay Stub information:

Pay Stub

This page provides a summary of your pay information. To see all of the detail and/or print a format that is acceptable for banks, click on the View/Print Entire Pay Stub button.

Pay Check

Date	Payment Type	Account Type	Financial Institution	Account	Net Pay
08/12/2017	Check				\$1,145.10
Total					\$1145.10

Summary

	Gross	Fed Tax	State Tax	Medicare	OASDI	EIC	Deductions	NET
Current	\$1557.83	\$124.97	\$58.52	\$22.59	\$96.59		\$110.06	\$1145.10
Taxable Income		\$1456.57	\$1456.57	\$1557.83	\$1557.83			
Calendar YTD	\$19771.87	\$1564.50	\$738.21	\$286.69	\$1225.86			

Timecards For This Check

Check Description	Hours	Rate	Gross
XSub Teacher Hourly Sub 8/15	2.0000	\$20.00	\$40.00

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

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

My Frequent Places

- Contract Information
- Ordering
- Pay Information
- Pay Stub
- TimeOff

Home

- My Information
- Payroll Items
 - Pay Stub
 - Year To Date Pay

Pay Summary

Select a year from the list to see that year's paychecks... 2017

Click on a button below to see that pay stub detail...

Date/Amount

- 08/12/2017 - \$1,145.10
- 06/30/2017 - \$1,126.51
- 06/15/2017 - \$1,117.66
- 05/31/2017 - \$1,126.46
- 05/15/2017 - \$1,117.65
- 04/28/2017 - \$1,126.46

- 1) Once the page is opened to the Pay Stub, to print, Choose Print Entire Pay Stub. This will open the Pay Sub in Adobe to be viewed or printed.

4/25/2016 Pay Stub

Whizbang Public Schools HENRIETTA PADILLA

202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

[Need Help? district](#) [ision](#)

Net Pay

Pay Stub

[View Other Pay Stubs](#)

02/29/2016 Net Pay: \$932.28

Pay Check

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

Gross Pay

Pay

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

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

https://mars/eRRRestructure/Ess/pay_detail.aspx 1/2