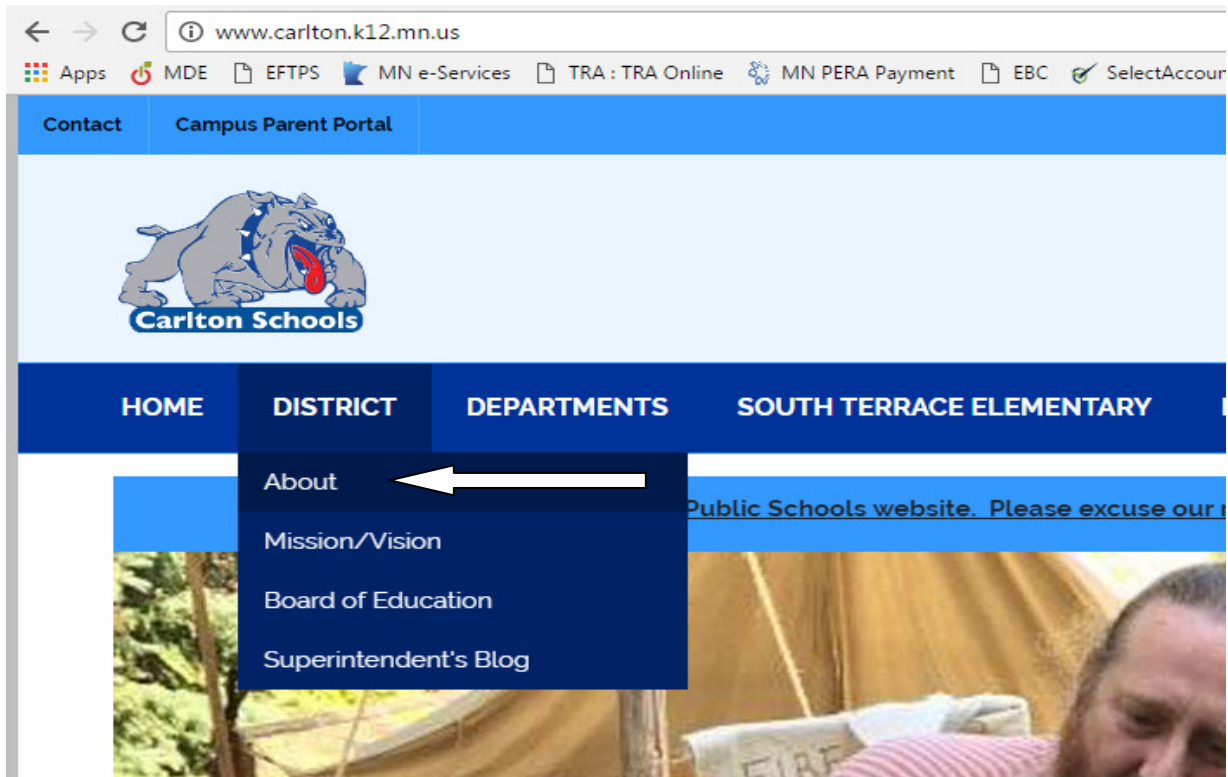
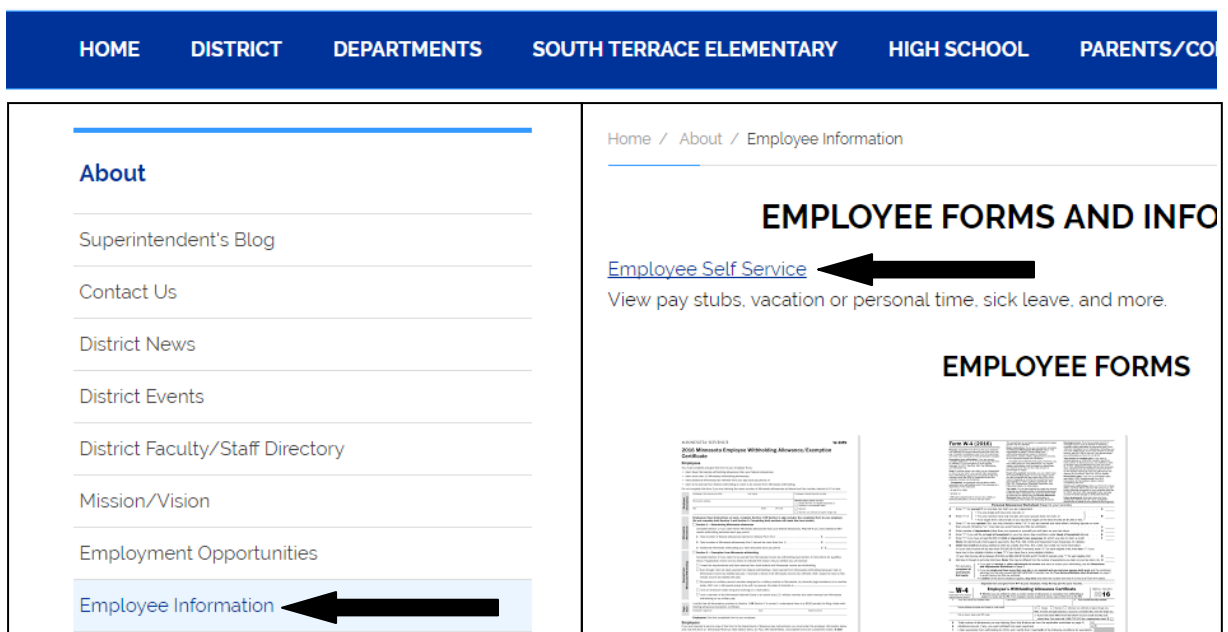


New Website Instructions to reach Employee Self Service.

1. Under the District header select **“About”**.



2. Under About find **“Employee Information”** and select the link for **“Employee Self Service”**.



You will arrive at this screen. Use your **employee ID number as your user ID**. Someone in the District

Office will be able to tell you what your employee number is if you have forgotten or have not been told! To login on your first visit, your password will be "0093xxxx" where the x's are the last four digits of your social security number. When you enter the Smart System for the first time, you will be instructed to update your password. Your new password must include one UPPERCASE letter, one lowercase letter, one number and one symbol. The password needs to be at least 8-characters in length. (For example: "We1come!" Or "P@sswOrd" or "Abc&1234") Then you will be prompted to select three security

questions. Be sure to use questions and answers you will remember! After saving these questions the first time you will be logged out and will need to re-enter the system at the USER ID login with your new password. One of your personalized security questions will be asked each time you enter the site.

If you cannot remember your password or enter it incorrectly four (4) times, the system lock you out so will need to be reset -- you will need to contact Mary, Norm, or Renee in the District Office to refresh your account.

Upon entering the correct ID and password you will arrive here: This is the Home Screen

1	Pay stub and YTD Pay
2	Time off Detail
3	Tax Information (W-4) Payroll Information, W-2 (where consent needs to be given)
4	About Me: Employee Address, phone numbers, birth date, and Dependent information
5	Manage Account upper right corner by logout

There are computers available in the Library to use if you have no other access to the internet.

Contact Us:

District Office

384-4225

Mary (ext. 114)

Norm (ext. 162)

Renee (ext. 115)

- This year Carlton School District employees will have the opportunity to Print W-2s online. **W-2s online will be available sooner than the paper copies that will be mailed on/around January 26th.** Prior to having this ability consent must be given to print/retrieve W-2 information from Employee Self-Service. This section will be found under My Information→Payroll Items→W-2. **If an employee wishes to retrieve their W-2 online consent should be given prior to January 19th to avoid duplication of work.**

My Tax Information: W2

- View and print the tax Form W-2

- Note: If you have not consented to print the Form W-2, you will be presented with an online consent form as shown below.**

eR W2 Consent

Notice & Consent To Receive Form W-2 Electronically

If you give your consent, the IRS allows your employer to furnish your Form W-2 electronically, instead of furnishing it to you on preprinted forms as in the past. Consenting could result in your receiving the W-2 more promptly and it may be more convenient for you as well. It should also be more economical for your employer.

Please review the information below and then choose one of the following responses:

Do you consent to receive your Form W-2 electronically?

Yes Select the "Yes" button to give your consent to receive Form W-2 electronically, as soon as it is practical for your employer to do so in January. Your employer will notify you when it is available. The notification will state "IMPORTANT TAX RETURN DOCUMENT AVAILABLE" as is required by the IRS regulations. You will be responsible for printing as many copies of your Form W-2 as you need for your tax returns.

No Select the "No" button if you do not want to receive your Form W-2 electronically. It will be printed and distributed to you by January 31 as required by the IRS.

For Minimum Requirements see our 'About' page:

- [About page](#)

Withdrawing consent:

You may withdraw consent by providing a written statement to your payroll or human resources department, indicating that you want to receive a paper W-2. The payroll or human resources department will confirm in writing, the effective date of the change which will be within ten business days of your written request. If W-2s for the current year have been printed or provided electronically prior to the effective date of your withdrawal, then your withdrawal will be effective for the following year. The next time you log on to SMARTeR, you will be asked to answer this consent question again. If you choose "No", you are confirming that you want a paper Form W-2 in the future. If you choose "Yes", you are consenting to receive your Form W-2 electronically in the future.

Record Retention:

Your employer retains a copy of your Form W-2, as required by IRS regulations. If in the future, it becomes unfeasible to electronically furnish Form W-2, your employer will notify you. You may wish to print and retain a copy of this consent page for your records.

- Once you have consented to receive your W-2 online, you can select the year that you wish to view or print, select go, and then print. An additional document that you may want to keep with your tax documents is the W-2 Information Sheet.

My Tax Information: W2 Information Sheet

This report shows how Taxable Gross Pay is calculated for the tax for W-2.

W-2 Information Sheet

Year 2015 ▼ Earnings through 05/29/2015

Sample Employee
1234 Lake Street
Anywhere, MN 55811

Chk Loc 101 W4 Info - Fed M - 0 Extra \$0.00
Loc 101 W4 Info - MN M - 0 Extra \$0.00

Calculation of "Wages, Tips & Other Compensation" (W-2 Box 1)

	Comment	Code		Amount
	Gross Pay & EBE Via Payroll			\$39,499.32
-	Flex Benefits	HEALTHFLX		\$2,112.64
-	Retirement	TRA_EE		\$2,962.38
-	Deferrals to 403b plan	TSA	BOX 12 Code E	\$6,400.00
=	Wages Tips & Other Compensation		Box 1	\$28,024.30

Other Payroll Deductions

	Comment	Code		Amount
	Other	DUES1		\$485.90

- Employees should look for a notification **on/around the 19th of January stating that important tax information is available; W-2 will be available after notice is sent.** After employees receive this tax notice they can follow these instructions to print the W-2 documents. **Paper documents will be available and mailed on/around the 26th of January. Paper copies will not be sent to the employees that consent to online W-2.**
- It was brought to the attention of the district office that when filing taxes that some tax companies require people to have a copy of form 1095 before filing taxes.
- Form 1095 is a form that is generated by the School District which reports to the government an employee's health insurance information. This information includes the cost of coverage and months covered. Those tax documents aren't due until March 2nd, 2018.