

EMPLOYEE SELF SERVICE

This is a way to view your pay and employee information!

Logon to the internet using the following address:

<https://www.region1.k12.mn.us/SMARTeR/Login.aspx?dn=0630>

You need to enter your Employee ID and password. Your ID can be found on your pay stub. Your password is the last 4 digits of your SSN. You may change your password at any time.

You may look up information relating to:

- 1) Pay summary
- 2) Year to date pay
- 3) Leave account balances
- 4) Flex account balances
- 5) Tax info
- 6) W-2

You have 3 attempts to log on. If you fail, you will need to contact Judy to reset your password. Current pay stubs can be viewed one day in advance.