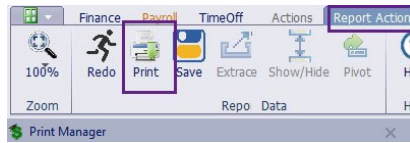
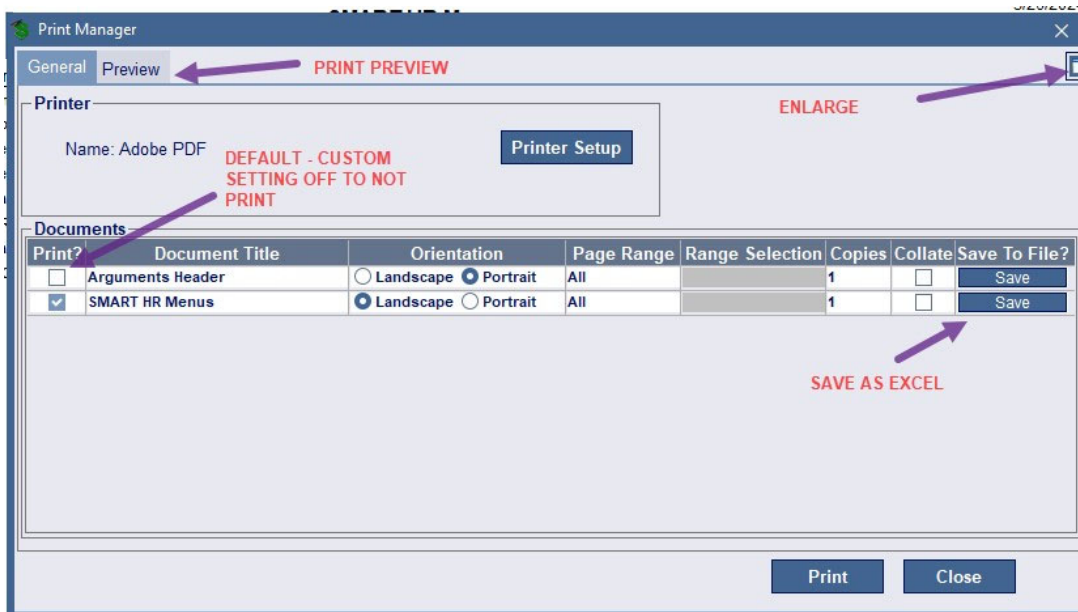


Did you know?

Print Manager



- Under Report Actions, clicking the print icon opens Print Manager
- You can print preview before printing
- You can enlarge the print manager window during the print preview
- Save as Excel, WORD, or another file format
- There is a custom setting option for printing argument headers on reports. Within the Print Managers window, there is a check box where users choose to print/show report retrieval options or not. Default is N for not printing, you can select the box to choose to print



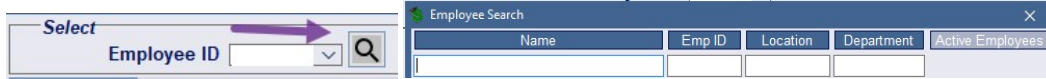
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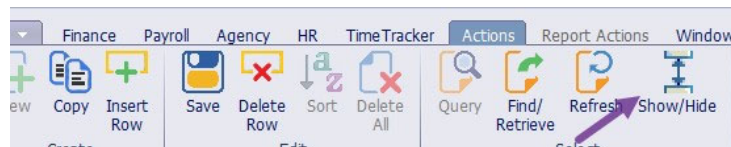
Other Custom Settings

Magnifying Glass:



There is a setting that affects the default filter which is applied to the list of IDs to automatically show ALL or only AC. Regardless of the setting that is declared here, the user can still click the button in the upper right corner of the binoculars popup window to temporarily toggle between settings.

Employee Filter:



There is a setting to determine how many rows appear in Employee Setup windows tabs based on dates. For example, 365 days in the past, 180 days in the past, whatever exceeds the days set in the custom setting will be shrunk and the user can click the “Show Hide” icon to expand.

Days Before Pay Day:

This is a setting that determines how many days prior to the check date that a paystub is visible on SMARTeR. Examples of values are as follows, 0 - Paystubs visible on the check date (or after), 3 - Paystubs visible 3 days prior to the check date (or after).

New Hire Privacy Default:

This controls the default value for the Privacy field on the New Hire window. This field can be defaulted on a specific privacy level, if desired. If the employee has requested their social security number (SSN), phone or address be kept private, make that selection using the dropdown list box.

Can your district use Rate Tables ?

The Setup Rate Tables window allows the employer a way to establish tables that contain schedules of pay rates, benefit costs, deduction amounts, etc. A rate table is an organized set of values, each uniquely identified by a set of factors. These factors are not used in any calculations but do provide information. *Refer to the RMIC webpage for more info on rate tables.*

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Did you know?

SMART Doco

This is a repository to hold district documents accessible off the Quick Access menu (not specific to an employee). The BUSMGR and PAYROLL user classes are defaulted in to have full access with being able to add files, delete files and download files. SMART Documents will default in with the main menu items as folders. This includes Benefits, Emp Mgmt, Finance, Payroll, Personnel, Timeoff, and TimeTracker. These are the system folder that cannot be deleted. The BUSMGR and PAYROLL user classes are defaulted in to have full access to manage the folder structure beyond these system folders.

Employee Notes

The Notes button is available on every window that retrieves using the employee ID. The button provides the employer with an additional area to electronically store notes on an employee. The Notes feature includes an attachment option to scan a document to an employee's electronic personnel file. Notes marked as confidential can only be viewed by the user ID that entered the note. Notes can be stored in specified folders to organize them for easy retrieval.

Mass Change options – **USE WITH CAUTION**

The last few years have brought us some new mass change options. Be sure to reach out to HRSupport for any assistance during the use of these windows and make sure to use the Help Icon for more information.

Clean up Paycheck Data

The Cleanup Paycheck Data window allows the user to cleanup bad distribution codes, pay codes, or deduct codes. The window will compare distribution code stop dates and pay/deduction code stops dates on the payroll setup levels and the employee levels.

Mass Emp Pay/Deduct Code Maint

The Mass Emp Pay/Deduct Code Maint window allows the user to mass change pay or deduct code information. This window also allows the user to apply new pay or deduct codes based off another pay or deduct code selection. Pay and Deduct codes may be tied to a rate table. Annual limits may or may not be used. The rate table maintenance along with lane/step rollup are not part of this window.

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Did you know?

Mass Update Emp Work Email

The Mass Update Emp Email window is used to update the work email address in mass for employees. This updates the current status row for work email and any future dated rows. Data can be exported, imported, or maintained using this window.

New Pay/Deduct Code

The New Pay/Deduct Code window allows the user to add a pay code or deduction/benefit code, in mass, to an employee group. For example, a group may qualify for additional compensation or a new benefit in the new budget year. This window is available in Payroll | Payroll Utilities. Rows are highlighted if there is an active emp pay authorization row.

Reserved Word Regen

Any mass change options used require a reserved word regen after. This will resync the employee’s pay profile with changes that have been made through mass change. Normally these are run after a mass change is completed at the Region, but sometimes within a district if they have made a lot of changes to employee’s information or to rate tables. A district can run the Regen on all employees, only current employees or just select individuals.

The screenshot shows the 'Reserved Word Regen' window. It contains a text area with instructions: 'This window deletes and rebuilds the emp_reserved_words and paycheck tables and changes the pr_history, pr_history_deduct, pr_history_pay and pr_history_tax tables. It is important that these tables be backed up before the regeneration. Click on the employees you want to regenerate. 3. Regenerate'. Below the text are three checkboxes: 'Regen Resv Words', 'Create Paychecks', and 'Update History'. To the right of these checkboxes are three red arrows pointing to them, with the text '1. Select all 3 boxes'. Below the checkboxes are two buttons: 'Regenerate' and 'Select All'. To the right of these buttons is a checkbox labeled 'Select Current', with a red arrow pointing to it and the text '2. Select Current'. Below the buttons and checkboxes is a table with columns: Fed Entity, Name, ID, Department, Status, Union, and Union Code. The table contains six rows of data.

Fed Entity	Name	ID	Department	Status	Union	Union Code
416003		2434	01	TR	AFSC	AFSCME AFSCME
416003		115	01	TR		BOARD SCHOOL BOARD MEMEBE
416003		2233	01	TR		CASUAL OFFICIAL/CONCESSION/TR
416003		2078	01	TR		COACH EXTRA CURRICULAR
416003		2512	01	TR	AFSC	CSE CONFIDENTIAL/SUPERVISI
416003		2442	294	TR	COAC	SUB SUBSTITUTE

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