

## 2 SMART HR

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### 3 Today's Agenda

- Random Reminders
- New windows and reports
- We have a process for that
- Questions

#### 4 Random Reminders

## 5 PERA Annual Leave Reporting

► Due for schools on July 31, 2023

6 ☐ For plan years starting in 2023 the ACA affordability percentage is 9.12%.

7 ☐ **There is a tab on the Employee Info window – Custom Info?**

8 ☐ **And yes there is a report...**

9 ☐ **Wage Statement Signatures tracking**

## 10 Help screens

Menu Group	Window
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## 11 Folders can be built in Employee Notes

Folders are automatically setup for all employees

12 ☐ **Employees will be emailed if certain data changes in Payroll...**

- Paycheck Data
  - ▶ W4
  - ▶ Direct Deposit
- Employee Information
  - ▶ Address
  - ▶ Email Address: work or home

13  If you know the name of a window, but not where it is, you can search for it...

14 ☐ If you need to check with someone else about data in a window, you can message them in SMART?

## 15 New Windows and Reports

16  SMART Documents

## 17 Payroll Processing | Paystub Hrs Override

18 ☐ Paycheck Data has a new field to enter Paycheck Rate of Pay...

...so that an accurate amount can be entered for employees if their hours fluctuate due to annualized pay.

- 19 ☐
- 20 ☐ **Payroll Utilities - Mass Emp Pay/Deduct Code Maint**
- 21 ☐ **Agency Reporting – Flex Nondiscrimination Test**
- 22 ☐ **Agency Reporting - PERA GASB Audit**
- 23 ☐ **Employee Information - SMART eR MFA Information**
- 24 ☐ **Payroll Setup - Setup New Hire/Rehire Templates**
- 25 ☐ **New Hire changes**
- 26 ☐ **Rehire  
Employee  
changes**
- 27 ☐ **Payroll Utilities - Cleanup Paycheck Data**
- 28 ☐ **General Ledger – Payroll/Finance Comparison**  
This report will compare Payroll to what Finance has
- 29 ☐ **We have a process for that...**
- 30 ☐ **I have a spreadsheet, but don't want to do data entry...**
- Timecard Import
  - ACA Hours Import
  - ACA Covered Individual Import
  - Mass Update Emp Work Email
  - TimeOff Activity- File Import
  - Benefit Import for Deductions
- 31 ☐ **I need OSHA information...**
1. *Supervisor's Report of Accident* can be entered in eR by Supervisors or in HR by the business office.
  2. The SRA will load into the *First Report of Injury* which populates the MN DOL's pdf form which can be sent out.
  3. If an employee has a *Workers Compensation Claim*, additional information can be tracked.
  4. All of the information entered is summarized into the *OSHA Form 300* to post or an *OSHA Form 300A* can be created.
  5. A file of the information can be created to upload to the DOL in the *OSHA Filing 300A* window.
- 32 ☐ **I have a flex plan...**
1. Use the window *Agency Reporting|Extract Flex Nondiscrimination Test* prior to the start of the plan year for estimated amounts.
  2. Setup the employee rows in mass in the *Payroll Utilities|Mass Emp Pay/Deduct Code Maint* window.
  3. Each payroll create the deduction file to send to the company for each employee in the *Agency Reporting|Vendor Extracts-Pre-Tax Deducts* window.
  4. Use the window *Agency Reporting|Extract Flex Nondiscrimination Test* at the end of the plan year for actual amounts.

33 ☐ **I am over 100 employees and need to do EEOC-EEO-5 reporting...**

1. Employees can enter their self-identified ethnicity and gender in SMART eR.
2. Use the *Gender and Ethnicity Proof* window to compare Employee Information to the employee entered information.
3. Create and proof data in the EEOC Form 168A in the *EEOC-EEO5* window.
4. When finished, use that window to create a file.
5. Upload file to the EEO-5 Online Filing system website.

34 ☐ **I need to do Seniority reporting...**

Per person

35 ☐ **I need to do Civil Rights reporting...*anticipated Summer 2023***

*Sections STAF-1 and STAF-2-3 can be created by SMART*

1. *Pay Detail* must be setup.
2. Use the *CRDC Reporting* window to proof and create data.

36 ☐ **I need to terminate an employee, but need to keep track of data...**

1. Use the *Terminate Employee* window as of a chosen date.  
Payroll, TimeTracker, TimeOff, ACA, Assignments, Software permissions
2. Reports to track terminations:
  - *Termination Statistics by Location*
  - *Termination Statistics by Reason*
  - *Terminations by Date*
  - *Turnover by Location*
  - *Turnover by Union*

37 ☐ **I have annualized hourly employees wages...**

1. *Schedules* can be created by employee groups.
2. Employees can *clock in/out or enter timesheets* in SMART eR.
  - Contract time will count toward contract pay and additional hourly time will be paid by timecards.
  - If an employee works more than 40 hours, overtime will automatically be generated per DOLs rules.
3. Employees are paid...correctly based on the hours they work.
4. An audit trail of the information will be stored in the system in case there ever is a DOL audit.