

## Printing your W2

You can access your W2 or paystubs at any time from any computer from the Pierz Schools website.

Go to Staff Resources, click on Smart – Payroll



[Smart - Payroll](#)

Log in – enter your employee ID and password (email Jennie Loidolt if you don't know your employee ID)

The SMART eR login page features the SMART systems logo at the top. Below the logo, it says "SMART eR". There is a login form with three fields: "District" (a dropdown menu showing "0484 - Pierz"), "Emp ID" (a text input field), and "Password" (a text input field with an eye icon for visibility). A "Login" button is below the fields, and a "Forgot Password?" link is below the button. To the right of the form, there is a section titled "Browsers/Software Supported" with a bulleted list: "Edge 116.x and up or", "Safari 15 and up or", "Google Chrome 117.x and up or", and "Firefox 112.x and up". At the bottom of the page, it says "A Cooperative Project between Regions 1-5".

If you use SmartER to clock in/out, select the 'continue to ER' option below the clock in/out buttons.

There is multifactor authorization, so you will be asked to pick an email or cell number to receive a verification code.

After you enter the code, you will be on the Home page.

Click on the My Payroll option

The image shows a screenshot of the Pierz Schools website. At the top left, there is contact information for Pierz-Ind School Dist 484, including the address "112 Kamnic Street, Pierz, MN 56364", phone number "(320)468-6458", fax number "(320)468-6408", and email "Need Help? smarter@pierzschoools.org". To the right of this is the Pierz Lions logo. Below the contact information is a navigation bar with links: "Home", "My Payroll" (highlighted in yellow), "My Requests", "About Me", "Approval", "Responsibilities", and "Setup". Below the navigation bar is a dashboard with three main sections: "My Frequent Places" with links for "Approval", "Process Period", "TimeOff Request", "View Hours - Supervisor", and "View TimeOff Request - Supervisor"; "My Pay" with a "Pay Stub" link for the week of 01/08/2024 and a "View YTD Pay" link; and "My TimeOff" with a "TimeOff Request" link and a "My TimeOff" link.

**\*Please note - if this is the first time you are printing your W2 from SmartER, you will also have a box to consent to receiving your information online as part of this process.**

Here you can look at your paystubs, Time off balances, W2 and other pay information. To print your W2, select W2.

Pierz-Ind School Dist 484  
 112 Kamnic Street  
 Pierz, MN 56364  
 Phone: (320)468-6458 Fax: (320)468-6408  
[Need Help? smarter@pierzschoools.org](mailto:Need Help? smarter@pierzschoools.org)



Home **My Payroll** My Requests About Me

- ACA Form 1095
- Contract Information
- Fiscal Benefits Summary
- Flex Information
- Pay Information
- Pay Stub
- TimeOff
- View Hours
- W-2**
- W-2 Information Sheet
- W-4
- Wage Statement
- Year To Date Pay

After you click on W2, you will need to re-enter your password and last 4 digits of your SSN.

Please complete the following information and click Verify to validate your identity.

Current Password:

Last four digits of your SSN:

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

Next you will see the option to pick the current year W2 or previous years. Click on Go when you have the year you want to print selected.

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Home **My Payroll** My Requests About Me Approval Responsibilities Setup

**W-2**

**Warning:** If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people.

If Acrobat Reader (v9.0 or later) is not installed on your computer, please do so before continuing.

**2023 W-2** Select the year and form you want to view and print

**Go** Click this button to retrieve your information

When the form is displayed, print as many copies as you need - white paper and black ink only

**Reminder:** ACA Form 1095 is a new tax form beginning in 2015 and beyond for individual tax returns. You may or may not be receiving one.

It is not available at this time, but will be coming in the future.

The last screen is just to preview your W2 or print. When you click 'print' it will open your W2 in a print screen as a separate window.

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Home **My Payroll** My Requests About Me