

# Staff Quick Reference Guide

Last Updated: 12.05.2023

Topic	Quick Description	Questions? Who to contact.
<b>SMARTeR</b>	This is where you find your paystub, print your W-2 form, look at TimeOff balances, find district forms, vehicle checkouts, etc. LOGIN: {Employee ID #}	<b>Emily Evenson</b>
<b>Ordering</b>	SMARTeR is used for ordering. Once you log into SMARTeR click on "Online Shopping" and begin shopping using Amazon or Express.	<b>Rudy Martinez</b>
<b>TimeOff &amp; Sick Leave Protection Bank</b>	Details regarding TimeOff benefits and use of the sick bank can be found in SMARTeR under district forms (Master Agreement or Personnel Benefits).	<b>Emily Evenson</b>
<b>Substitute Requests</b>	Complete the 3 step process when requesting time off: <b>Step 1:</b> Submit Absence Request in TimeTracker (SMARTeR) to your administrator. <b>Step 2:</b> Secure your sub. (Skip this step for morning-of absences) <b>Step 3:</b> Submit the Substitute form.	<b>Emily Evenson</b>
<b>Benefits</b>	SMARTEeR has many documents that break down our benefits offered.	<b>Emily Evenson</b>
<b>TimeTracker</b>	This is where you would request an absence through SMARTeR. Non-certified staff also use this to clock in and out daily when connected to the school's wifi. LOGIN: {Employee ID #}	<b>Emily Evenson</b>
<b>Accounts Payable / Receivable</b>	Student and Activity Accounts are all handled by our Finance Director. Vouchers are to have a vendor paid go to Rudy. Electronic Reimbursement is for reimbursement of an approved purchase.	<b>Rudy Martinez</b> OR <b>Emily Evenson</b>
<b>Payroll</b>	Vouchers for reimbursement of hours worked should go to Emily.	<b>Emily Evenson</b>
<b>Tech Items</b>	Internet / Email / Phones	<b>Bill Simmons - PRHS</b> OR <b>Timothy Brynildson VES</b>
<b>Skyward:</b>	This is the student information system (SIS) used by teachers for attendance and grading purposes.	<b>Jannet Sanchez - PRHS</b> OR <b>Shari VerDorn - VES</b>
<b>Digital Message Board</b>	This is the digital message board located in the Chauncy Martin Parking Lot. School and community announcements scroll on this.	<b>Jannet Sanchez</b>
<b>Skylerts</b>	Telephone communication system with families of our students and staff.	<b>Jannet Sanchez</b>
<b>Marketing / Communication</b>	Website, FaceBook, District Newsletter	<b>Becky Wontor</b>
<b>SchoolPay</b>	ONLINE PAYMENT link can be found via the school website. Used to pay for lunches, activities, etc.	<b>Becky Wontor</b>

<b>Timothy Brynildson</b> x5201 tbrynildson@vikes.us	<b>Emily Evenson</b> x4445 eevenson@vikes.us
<b>Rudy Martinez</b> x4078 rmartinez@vikes.us	<b>Jannet Sanchez</b> x4484 jsanchez@vikes.us
<b>Shari VerDorn</b> x5301 sverdorn@vikes.us	<b>Bill Simmons</b> x4829 bsimmons@vikes.us
<b>Becky Wontor</b> x4250 bwontor@vikes.us	