

Staff Quick Reference Guide

Last Updated: 12.05.2024

Topic	Quick Description	Questions? Who to contact.
SMARTeR	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 #}	Emily Evenson
Ordering	SMARTeR is used for ordering. Once you log into SMARTeR click on "Online Shopping" and begin shopping using Amazon or Express.	Rudy Martinez
TimeOff & Sick Leave Protection Bank	Details regarding TimeOff benefits and use of the sick bank can be found in SMARTeR under district forms (Master Agreement or Personnel Benefits).	Emily Evenson
Substitute Requests	Complete the 3 step process when requesting time off: Step 1: Submit Absence Request in TimeTracker (SMARTeR) to your administrator. Step 2: Secure your sub. (Skip this step for morning-of absences) Step 3: Submit the Substitute form.	Emily Evenson
Benefits	SMARTEeR has many documents that break down our benefits offered.	Emily Evenson
TimeTracker	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 #}	Emily Evenson Building Principal OR
Accounts Payable / Receivable	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.	Rudy Martinez
Payroll	Vouchers for reimbursement of hours worked should go to Emily.	Emily Evenson
Tech Items	Internet / Email / Phones	Bill Simmons - PRHS OR Timothy Brynildson VES
Skyward:	This is the student information system (SIS) used by teachers for attendance and grading purposes.	Jannet Sanchez - PRHS OR Kara Bunkowski - VES
Digital Message Board	This is the digital message board located in the Chauncy Martin Parking Lot. School and community announcements scroll on this.	Jannet Sanchez
Skylerts	Telephone communication system with families of our students and staff.	Jannet Sanchez
Marketing / Communication	Website, FaceBook, District Newsletter	Becky Wontor
SchoolPay	ONLINE PAYMENT link can be found via the school website. Used to pay for lunches, activities, etc.	Becky Wontor

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Emily Evenson x4445 eevenson@vikes.us	Brian Korf x4435 bkorf@pelicanrapids.k12.mn.us
Jannet Sanchez x4484 jsanchez@vikes.us	Bill Simmons x4829 bsimmons@vikes.us
	Rudy Martinez x4078 rmartinez@vikes.us
	Becky Wontor x4250 bwontor@vikes.us