

# Payroll Self Service Instructions

Go to the Aitkin Schools Web page, under “district”, and click on “Payroll Self-Serve Info” or enter the following URL in your web browser’s address line:

<https://ess.arcc.org/ess/login.aspx?dn=0001>

You should get a SMART Systems Employee Self Service login window.

## **LOGIN-**

Your User ID is your employee ID number - \_\_\_\_\_

Your password is the last 4 digits of your social security number.

The first time you log in to the system you will get a consent message. You must choose whether or not you want an electronic W-2. Please read the message and consent or not.

## **The first thing you should do is change your password.**

Go to the Pay and Personal Information tab. Go to “My Profile”, click on “Change Password”. Enter the information requested and click on Change Password. The new password can be up to 12 characters in length and can be numbers, letters, or a combination of both. You will use your new password the next time you log into Employee Self Service.

## **My Pay**

- Pay Stub - Displays your current pay stub. Click on “View old pay stubs” to view past pay stubs. To display detail about a particular pay date, click on either the date or the net pay amount. This will give you a separate window showing all the information about your pays, deductions, taxes, and deposit information.
- Year to Date Pay – displays your calendar year to date totals for all pays, deductions, and taxes. To see detail for the previous year, click on the drop down arrow after the year and you can select another calendar year.

## **My Benefits**

- Time Off – displays your current leave balances. To see detail by leave plan, click on the “+” next to the leave plan name.
- Flex Information – displays current flex plan balances. Click on the flex code for detail.

## **My Tax Information**

- Tax Withholding - displays your current withholding status. If you want to make changes, get a new W-4 from Wendie.
- W-2 – Print your W-2, most current and previous years.
- W-2 Information Sheet – gives additional information used in preparing W-2. (Flex, 403b, insurance, TRA/PERA, etc.

**About Me** – Please update your contact information as it changes.

**FOR YOUR PRIVACY . . . remember to LOG OUT before leaving the website!!!**

*If you have problems logging in or any other questions, call Wendie Carlson.*