

https://websmart.smccd.edu/

WHAT YOU CAN ACCESS IN WEBSMART

You can access WebSmart 24/7 any time anywhere. Remember to always follow security precaution when using a public computer.

WebSmart is used by students for admissions as well as financial aid services.

MY PROFILE

- Address Change: Please be sure to change your mailing address for your payroll check. If you add an end date, please be sure that a new mailing address is added once this end date expires. Otherwise payroll will contact you to have a mailing address listed. This is crucial for your W2.
- Please be sure to change your telephone number as well.

EMPLOYEE SERVICES

- Approve Timesheets for student assts or short-term employees if you are an Approver.
 - Tutorials for student Asst <u>employee entry</u> to enter their timesheet
 - Tutorial for an <u>approver to approve a timesheet</u> for student assts or short-term employee
- Leave Report: Accrued Time you as an employee have taken off work
 - You are required to report your time taken of vacation, sick leave accrual, or any paid leave available to an employee at the end of the month through WebSmart such as bereavement leave or jury duty.
 - Tutorial for <u>Leave reporting for Employees</u> (applies to managers, classified CSEA and non-representatives)
 - Tutorial for Managers to <u>Approve their employees' leave time</u> reporting
 - Leave Reporting month can be printed by clicking on the preview tab in WebSmart and in the timesheet. You select control-p (there I no file menu on this page) and the instructions indicate to print in landscape to see the entire month's hours in one page.
- ➤ **Benefits and Deductions**: You can view the cost for the health benefits including retirement, and access your benefits statement as well.
 - Health Insurance: An employee can view their medical, dental, vision, and employee assistance program expense. You are able to view inactive plans that you previously had as well. You can also view month by month as well.
 - You can also access vendor websites.
- ➤ **Retirement Plans Information:** View deductions for Retirement System of contributions along with any 403B Plan or 457 plan of voluntary contribution an employee may have.
 - Retirement System: You can view history of contribution by month as well.

- You can also access vendor websites.
- Flexible Spending Accounts: Can view employee and annual contribution an employee has enrolled along with history by month as well.
 - You can also access vendor website.
- ➤ Beneficiaries and Dependents: An employee can view their beneficiaries they have listed for the basic life insurance they have with the District.
- ➤ **Benefit Statement:** Access a statement regarding all of your health benefits, medical, employee assistance, dental, vision, life insurance, disability insurance, supplemental life insurance, retirement including voluntary 403B or 457 plan.
 - Statement provides contributions by the employee or employer including start of coverage, eligible enrolled dependents, and type of plan covered.
- ➤ Pay Information: Earnings history view by month include comp time earned, long service increment and regular pay
 - Pay stub can view pay stub by year broken down by month
 - Can print pay stub by check and view history
 - Deductions history can view all deductions by month(s) that includes employee and employer contribution for each deduction
- > Tax Forms: You can download your W-2, view and change your W-4 allowance.
 - You can access a W-2 from prior years. The W-2 is available each year in January and an email is sent from Payroll that informs all employees that their W-2 is available. This access is usually at least a week or more available immediately prior to a paper W-2 that payroll is required to mail out.
 - W-4 Tax Allowance for state and federal can be changed. If you are changing your taxes, please be sure to go to each deduction, federal and then state to make the changes in both deductions if that is what you wish to do. You are able to view history of changes you have made to your w-4 as well as the deductions by month.
- ➤ Time Off Current Balances and History: you can view your paid leave accruals to see what your balances are, and the usage up to date for the entire fiscal year.
- **Emergency Contact:** You can view your emergency contact and update it if needed
- **Human Resources Link:** You are able to go to the direct vendor's websites to access the retirement system, IRS, tax board, human resources and hourly assignment.
- ➤ Alert-U Emergency Text Message Notification: Sign-up by placing your cellular number to receive text messages when there is an emergency on campus.

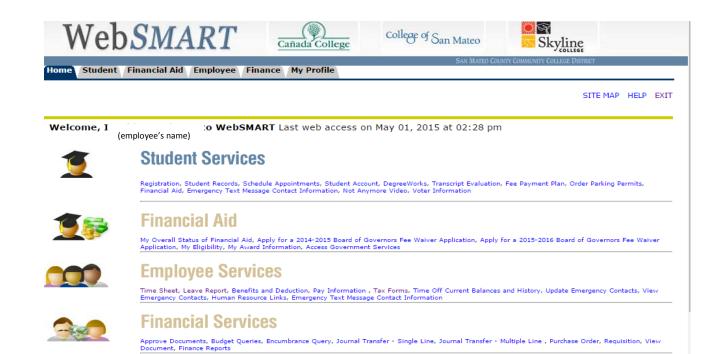
LOGGING-IN

User ID: Use your Employee ID which is your G #: 9 digits total, includes letter G in the front with 8 numbers

Pin: first time logging in your pin will be your date of birth, MM/DD/YY



The system will prompt you to change your password the first initial time. You can always go to MYPROFILE to change your password at any time.



MY PROFILE



Employee Services

Benefits and Deductions



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Health Benefit Information



This is a list of all of your health benefits.

Blue Shield Net Value

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Waived Start Date: Jan 01, 2012

End Date:

Plan: 3-party Non-Rep (CAP)

MM Ret:

MM Spo: **Employee Ded Amount: Employer Amount:**

781.5600 1,482.0000

Employee Annual Limit: Employer Annual Limit:

Contributions or Deductions | Vendor Web Site

Delta Dental

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Active Start Date: Oct 01, 2001

End Date:

Plan: EE + Family, Supercomposite

Employee Amount:

Employer Amount: 116.5000

EmplPrev: EmprPrev:

Contributions or Deductions | Vendor Web Site

Claremont Employee Assistance Program Benefit or Deduction as of date: May 07, 2015

Status of Benefit or Deduction: Active Start Date: Jul 01, 2005

End Date:

Plan: Employee Assistance Program

Employer Amount: 2.2500

Contributions or Deductions | Vendor Web Site

Kaiser

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Terminated Start Date: Jun 01, 2001 End Date: Dec 31, 2011 Plan: 3-party Non-Rep. (CAP)

MM Ret:

MM Spo:

Employee Amount: 197.7900 **Employer Amount:** 1,281.5800

Employee Annual Limit: **Employer Annual Limit:**

Contributions or Deductions | Vendor Web Site

DeltaCare (PMI)

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Terminated Start Date: Jun 01, 2001 Sep 30, 2001 **End Date:** Plan: Emp & 1 dep, Active

Employee Amount:

Employer Amount: 39.7400

EmplPrev:

EmprPrev: 37.67

Contributions or Deductions | Vendor Web Site | Vendor Web Site

Vision Service Plan (VSP)

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Active Start Date: Aug 01, 2005

End Date:

EE + Family, Acitve Plan:

Employee Amount:

Employer Amount: 33.3500

EmplPrev: EmprPrev:

Contributions or Deductions | Vendor Web Site

Add a New Benefit

[Retirement Plans | Flex Spending Accounts | Miscellaneous | Beneficiaries and Dependents]









Home Student Financial Aid Employee Finance My Profile

RETURN TO MENU SITE MAP HELP EXIT

Retirement Plans Information

🕠 This is a list of all of your retirement benefits/deductions. Actions available are listed at the end of the table for each benefit/deduction. To add a retirement plan, click the Add a New Benefit/Deduction button on the bottom of this page.

Public Emp Ret Sys, Non-Taxed

Benefit or Deduction as of date: May 27, 2015 Status of Benefit or Deduction: Active Start Date: Jun 01, 2001 **End Date:**

Plan: PERS Contribution Rate

Employee Contribution: 7.0000 **Employer Contribution:** 11.7710

History | Contributions or Deductions

403(b) Plan - VALIC

Benefit or Deduction as of date: May 27, 2015 Status of Benefit or Deduction: Active Start Date: Feb 01, 2005

End Date:

Employee Contribution: 350.00 **Annual Contribution Limit:** 18,000.00

Protected Salary: County Code:

History | Contributions or Deductions

Add a New Benefit Or Deduction

[Health Insurance | Flex Spending Accounts | Miscellaneous | Open Enrollment | Beneficiaries and Dependents]

RETURN TO MENU SITE MAP HELP EXIT

Flex Spending Account Information



This is a list of all of your flex spending accounts.

PayFlex - Healthcare Account

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Terminated Start Date: Sep 10, 2005 End Date: Dec 31, 2007 **Employee Deduction Amount:** 25.00 **Annual Limit:** 300.00

History | Details | Contributions or Deductions | Vendor Web Site

Add a New Spending Account

[Retirement Plans | Health Insurance | Miscellaneous | Beneficiaries and Dependents]

Beneficiaries and Dependents

Persons Covered By Your Policies and Benefits



Please contact Human Resources for updates to this information.

Beneficiaries and Dependents Information

Name

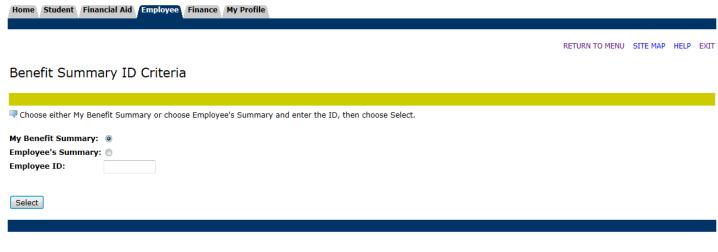
SSN or SIN or TIN Relationship Birth Date Gender Status Member Type College Status

Retirement Plan | Health Benefits | Flexible Spending Accounts | Miscellaneous | Open Enrollment | Benefit Summary

Return To Benefits and Deductions Menu

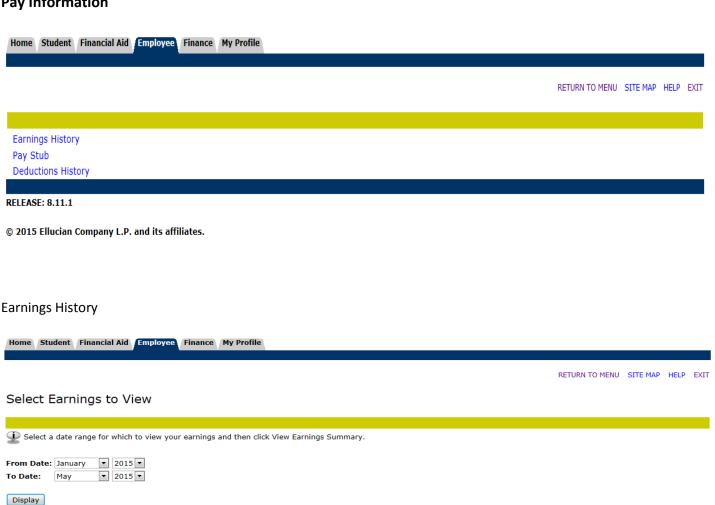
[Retirement Plans | Health Insurance | Flex Spending Accounts | Miscellaneous]

Benefit Statement



[Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents]

Pay Information



[Pay Stub | Deductions History]

Pay stub

Select Pay Stub Year Select a year for which you wish to view your pay stubs and then click View Pay Stub Summary. Pay Stub Year: 2015 ▼ Display [Earnings History | Deductions History] **Deduction History** Select Deductions to View Delect a date range for which to view your deductions and then click View Deductions Summary. From Date: January 2015 To Date: May ▼ 2015 ▼ Display [Earnings History | Pay Stub] **Tax Forms** √ W-2 Year End Earnings Statement W-4 Federal Tax Exemptions/Allowances California State Taxes Tax Consent RELEASE: 8.11.1 © 2015 Ellucian Company L.P. and its affiliates. Select W-2 Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button. Tax Year: Select ▼ Employer or Institution: San Mateo Cnty Comm Coll Distr Display

[W-4 Tax Exemptions/Allowances]

W-4 Tax Exemptions/Allowances

Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

To change your exemptions or allowances, click on the Update link below.

To see an IRS W4 worksheet, click here .

Federal Withholding Tax

As of Date: Name: Address:

Last Name differs from SSN card:

Deduction Status:

Start Date: **End Date:**

Filing Status:

Number of Allowances:

Note: Additional amount, if any, you want withheld from each paycheck.

Print

History | Update | Contributions or Deductions

[W-2 Year End Earnings Statement]

California State Taxes

State of California tax deduction. Link to State of California Franchise Tax Board bottom of this page.

California State Taxes

Benefit or Deduction as of date: May 07, 2015 Status of Benefit or Deduction: Active Start Date: Apr 26, 2001 End Date:

Married, 0 or 1 allowance Filing Status:

AddAllow:

Exempt: 0

Additional Withholding \$\$:

History | Update | Contributions or Deductions | Vendor Web Site

Add a New Benefit Or Deduction

[Retirement Plans | Health Insurance | Flex Spending Accounts | Beneficiaries and Dependents]

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.



[Return To Tax Forms Menu]

Time Off Current Balances and History

View Leave Balances



- · Full time faculty will see sick leave balances.
- · Classified employees will see both sick and vacation balances.

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

Please note: Although leave balances are correct, the detail of comp time earned prior to April, 2009 may not be accurate.

For questions about leave balances, call: Office of Human Resources at 358-6779.

More information is available on the district intranet (look under Human Resources)

Time taken is updated by mid-month after the month that the leave was taken.

List of Leave Types

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of May 07, 2015	•	Available Balance as of May 07, 2015
Bereavement/Immediate family	Hours	May 01, 2001 .00	.00	.00	.00	.00
CompTime	Hours	May 01, 2001 .00	.00	2.25	2.25	.00
Jury Duty	Hours	May 01, 2001 .00	.00	.00	.00	.00
Leave No Pay	Hours	May 01, 2001 .00	.00	.00	.00	.00
Military Service	Hours	May 01, 2001 .00	.00	.00	.00	.00
Sick	Hours	May 01, 2001 .00	26.50	90.00	15.00	101.50
Vacation	Hours	Nov 01, 2001 .00	185.95	137.50	53.75	269.70

[Pay Stub]

Update Emergency Contacts - Select Contact

💵 Your current emergency contact information is listed below. To update a contact, click the name of the contact you wish to update. To add a new contact, click New Contact.

If you have questions about the Emergency Contact information and its maintenance and usage, please contact staff in the Office of Human Resources at Extension 6555.

Emergency Contacts

Order Name

Address and Phone

Relationship

Emergency Text Message Contact Information

AlertU - Emergency Text Message Notification

Enables college administration to send emergency information by text messages to cell phones on a subscription basis. To receive college alerts, enter your cell phone number in for your college below. After you click Submit, you will receive a text message asking you to Reply Y to complete the sign up process. AlertU is supported by all major carriers: Alltel, AT&T, Boost Mobile, Cellular One, Nextel, Sprint, T-Mobile, US Cellular, and Verizon. Small regional carriers, pre-paid phones and mobile virtual network operators (MVNOs) often do not support short code access. If your carrier is not currently supported, please e-mail us at support@alertu.org as new carrier support is constantly being added to the AlertU platform.









RELEASE: 7.3 SMCCCD