



<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 [employee entry](#) to enter their timesheet
 - Tutorial for an [approver to approve a timesheet](#) 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 [Leave reporting for Employees](#) (applies to managers, classified CSEA and non-representatives)
 - Tutorial for Managers to [Approve their employees' leave time](#) 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 screenshot displays the WebSMART website interface. At the top, there are navigation links: My.SMCCD, WebSMART, WEBSCHEDULE, WEBACCESS, and Support. Below these is a descriptive sentence: "WebSMART allows students to register for classes, download transcripts, apply for financial aid and much more." A "College Sites Index" bar lists letters A through Z. Below the index are logos for my.smccd (Student Email Login), Cañada College, College of San Mateo, Skyline College, and Distance Education Gateway. The main content area is split into two columns. The left column contains a text block explaining WebSMART's purpose and a "WebSMART Login" form with fields for "User ID:" and "Pin:", "Login" and "Forgot PIN" buttons, and a link for "Problems logging in?". The right column features a promotional banner for "Dance" with a photo of dancers, the text "Express Yourself Through Dance!", a "Learn more" button, and contact information for Skyline College: "Contact: (650) 738-4271".

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.

Welcome, I (employee's name) :o WebSMART Last web access on May 01, 2015 at 02:28 pm



Student Services

Registration, Student Records, Schedule Appointments, Student Account, DegreeWorks, Transcript Evaluation, Fee Payment Plan, Order Parking Permits, Financial Aid, Emergency Text Message Contact Information, Not Anymore Video, Voter Information



Financial Aid

My Overall Status of Financial Aid, Apply for a 2014-2015 Board of Governors Fee Waiver Application, Apply for a 2015-2016 Board of Governors Fee Waiver Application, My Eligibility, My Award Information, Access Government Services



Employee Services

Time Sheet, Leave Report, Benefits and Deduction, Pay Information, Tax Forms, Time Off Current Balances and History, Update Emergency Contacts, View Emergency Contacts, Human Resource Links, Emergency Text Message Contact Information



Financial Services

Approve Documents, Budget Queries, Encumbrance Query, Journal Transfer - Single Line, Journal Transfer - Multiple Line, Purchase Order, Requisition, View Document, Finance Reports

MY PROFILE

View Address(es) and Phone(s)

Your active addresses are displayed in order by address type. Are both your legal and your mailing addresses up to date?

Addresses and Phones

Legal **Phones**

Mailing **Phones**

Work Address **Phones**

[\[Update Address\(es\) and Phone\(s\) | Student Email Information \]](#)

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Employee Services


Benefits and Deductions

[Health Insurance](#)
[Flex Spending Accounts](#)
[Beneficiaries and Dependents](#)
[Benefit Statement](#)

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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: 781.5600
Employer Amount: 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
End Date: Sep 30, 2001
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:

Plan: EE + Family, Active

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](#)]


WebSMART   

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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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](#)]

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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
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[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

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Benefit Summary ID Criteria

Choose either My Benefit Summary or choose Employee's Summary and enter the ID, then choose Select.

My Benefit Summary:

Employee's Summary:

Employee ID:

Select

[\[Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents \]](#)

Pay Information

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[Earnings History](#)
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Earnings History

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Select Earnings to View

Select a date range for which to view your earnings and then click View Earnings Summary.

From Date:

To Date:

Display

[\[Pay Stub | Deductions History \]](#)

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

Select 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](#)

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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:

Filing Status: Married, 0 or 1 allowance

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.

Submit

[\[Return To Tax Forms Menu \]](#)

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	Taken as of May 07, 2015	Available Balance as of May 07, 2015
Bereavement/Immediate family	Hours	May 01, 2001	.00	.00	.00	.00
CompTime	Hours	May 01, 2001	.00	2.25	2.25	.00
Jury Duty	Hours	May 01, 2001	.00	.00	.00	.00
Leave No Pay	Hours	May 01, 2001	.00	.00	.00	.00
Military Service	Hours	May 01, 2001	.00	.00	.00	.00
Sick	Hours	May 01, 2001	.00	26.50	90.00	101.50
Vacation	Hours	Nov 01, 2001	.00	185.95	137.50	269.70

[\[Pay Stub \]](#)

