Printing your W2

You can access your W2 or paystubs at any time from any computer from the Pierz Schools website.

Go to Staff Resources, click on Smart – Payroll

Smart - Payroll

Log in – enter your employee ID and password (email Jennie Loidolt if you don't know your employee ID)

If you use SmartER to clock in/out, select the 'continue to ER' option below the clock in/out buttons.

There is multifactor authorization, so you will be asked to pick an email or cell number to receive a verification code.

After you enter the code, you will be on the Home page.

Click on the My Payroll option

*Please note - if this is the first time you are printing your W2 from SmartER, you will also have a box to consent to receiving your information online as part of this process.

Here you can look at your paystubs, Time off balances, W2 and other pay information. To print your W2, select W2.

After you click on W2, you will need to re-enter your password and last 4 digits of your SSN.

Next you will see the option to pick the current year W2 or previous years. Click on Go when you have the year you want to print selected.

The last screen is just to preview your W2 or print. When you click 'print' it will open your W2 in a print screen as a separate window.