

DIRECT DEPOSIT AND E VOUCHERS

Pennfield Schools pays employees on the 5th. and 20th. of each month. We encourage all employees to have their pay deposited directly into their bank account via direct deposit. If the 5th is on a weekend we will pay on the Friday before, if the 20th is on a weekend we will pay the Monday after. In an effort to reduce the amount of paper waste you will not receive a paper copy of your pay information, it will be available online using the following directions.

- Go to the Pennfield Schools website at www.Pennfield.net
- Click on Staff
- Click on Employee Services
- Click on Online pay voucher

- Or you can go directly to the site using this link -
<https://smart.resa.net/smartweb/Account/Login?>

This will take you to the Employee Access website. Once there you will select the Pennfield School District in the drop down menu and then (see image below)

- **If you have an employee ID and password**, put the information in the required fields. and login.



User name

Password

District

Pennfield Schools ▼

Login

Register? if you haven't already.

Forgot your username?

Forgot your password?

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- **If you do not have an employee ID** and password, click “Click here to register”.
- Follow the steps on the screen to complete a new registration, reset your password or reset your ID.

Register

Enter your birth date (MM/DD/YYYY) along with either your Employee # or last 4-digits of your SSN.

The registration form is titled "Register" and includes the instruction: "Enter your birth date (MM/DD/YYYY) along with either your Employee # or last 4-digits of your SSN." The form contains the following fields and elements:

- District:** A dropdown menu with "Pennfield Schools" selected.
- Birth Date:** A text input field with a calendar icon to its right.
- SSN (Last 4 digits only):** A text input field with the placeholder text "SSN last 4..".
- OR:** A separator text centered between the SSN and Employee # fields.
- Employee #:** A text input field with the placeholder text "Employee #...".
- Confirm:** A button located below the Employee # field.

Three red arrows originate from a single point on the right side of the form and point to the Birth Date, SSN (Last 4 digits only), and Employee # fields, indicating that any of these can be used for registration.

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- You will be able to view your vouchers and, if applicable, view attendance history and view and record Professional Development.

If you need assistance or have questions please contact Angela Biergeder at extension 5504 or biergeda@pennfield.net