



ESUITE - HR & PAYROLL PORTAL



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The City of Wyoming is proud to announce the ESUITE PORTAL. You can access this **safe and secure site** from any computer connected to the internet, at any time - day or night. Just follow the easy steps on the following pages.

WEBSITE <http://wyomingmi.gov/eSuite>

First log in to this website. You will probably want to add to favorites/bookmark it for ease of locating it in the future

Once the Welcome screen appears click on "eSuite Acceptable Use Policy". Logging into this site indicates your acceptance with the City's eSuite portal use policy. To begin using the Portal click on the eSuite Portal button.



First time user will need to click on "Activate Your Account"

Employee Login

Employees may log into the Human Resources portal using the form below.

Username []

Password []

Remember me next time.

LOGIN

Need a login?
I am an employee, but do not have a username and password.
Activate Your Account

Forgot password?
If you forgot your password you can reset it using the link below.
Reset Password

This is only necessary the first time you log in, after that you will just put in the **Username and Password** you created the first time you logged in. So you need to write them down somewhere when you create them.

Activate Your Account
Complete the form below to begin the account activation process.

Verify Your Identity

LAST NAME

SSN - -

CONFIRM SSN - -

Create Your Account

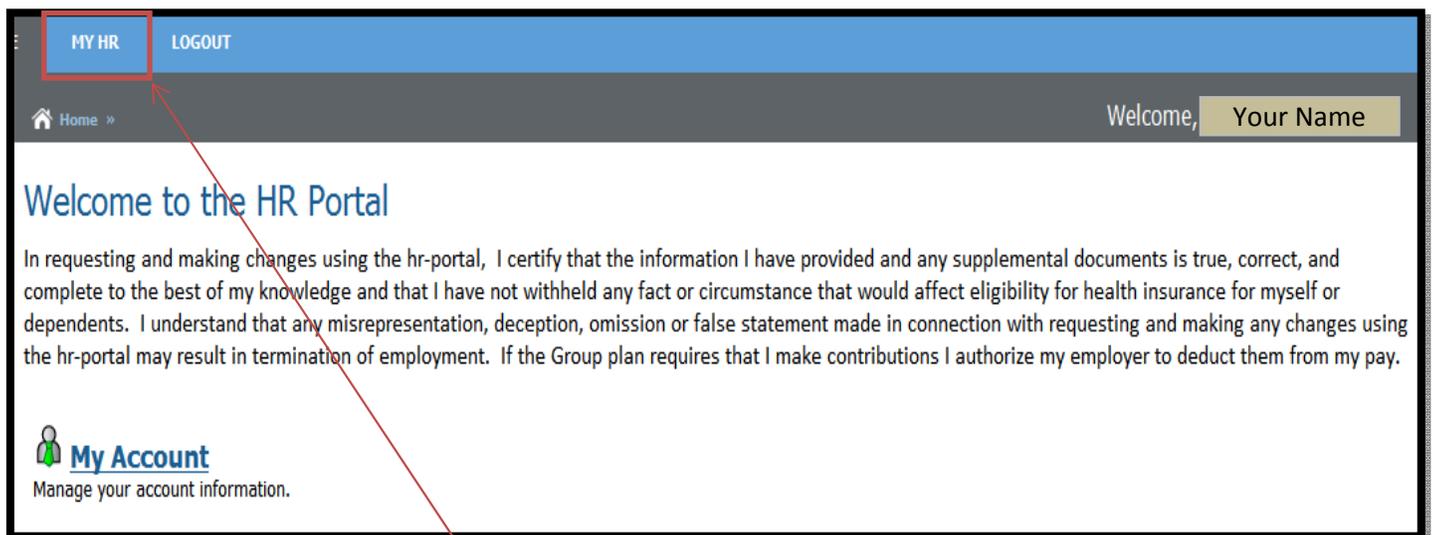
USERNAME

PASSWORD *Must be between 5 and 25 characters*

CONFIRM PASSWORD *Must be between 5 and 25 characters*

[CONTINUE...](#)

Enter the requested information and **record the Username and Password you created for future use.** Only YOU will know your Username and Password so it is very important to put them in a safe place. Once you have completed this section "CLICK" the Continue button. Login using your username and password created above.



Click on the "MY HR" in the BLUE toolbar on the top of the window.

"My Account" option will allow you to change your password.

The screenshot shows the Employee Portal interface. At the top, there is a navigation bar with 'HOME', 'MY HR', and 'LOGOUT' options. Below this, a breadcrumb trail reads 'Home » My HR'. The main content area is titled 'Employee Portal' and contains ten categories, each with a description:

- Accrual Information**: A glance at your accrued overtime, vacation and personal time.
- Benefits**: A summary of your current and historical benefits.
- Contacts**: Manage your personal contacts for use in case of an emergency and for other purposes.
- Deductions**: A summary of your current and historical deductions.
- Dependents**: Manage your dependent information.
- Direct Deposits**: Manage your direct deposit distributions.
- Paychecks**: View your recent and previous paychecks.
- Pay Rate History**: View your current and historical pay rates.
- Personal Information**: Manage your personal information such as address, contact information, etc.
- Positions Held**: View your current and historical positions.
- Taxes**: View a summary of your current tax withholdings.
- Print W2 Forms**: Print your W2 Forms.

These are the areas available to you. In the description below the category (i.e. Contacts), if it says "Manage", you will be able to make changes to those areas. Instruction on how to make these changes are on the following pages. If on the other hand the description says "View or at a Glance", you will ONLY be able to see the information and NO changes can be made to those areas.

View Only Categories

- Accrual Information
 - balances are through the last payroll processed
 - calendar year is based on actual dates of 1/1 - 12/31
- Paychecks (Can be Printed)
- Taxes
- Benefits
- Deductions
- Pay Rate History
- Positions Held
- Print W2 Forms (Can be Printed)

Changes can be made in these Categories

- Contacts
- Dependents
- Personal Information
- Direct Deposits

My Contacts

Your contacts may be used by HR in the event of an emergency or for other purposes.

Name	Address	Other Information	Options
John Doe <i>*Primary Contact</i>	123 Easy Street Wyoming, MI 49509	(616) 123-4567	EDIT DELETE

[<< ADD A NEW CONTACT >>](#)

1 Active Contacts

Contacts - Emergency contacts

If you click on the blue line which says "Add A New Contact" the following screen will appear.



Create Contact

Contact Information

Name * This is my primary contact
Full Name

Address
Street Address Street Line 2

City State Zip Code

Home Phone * Work Phone
Example: 5558675309 Example: 5558675309

Other Phone Email
Example: 5558675309 SOMEBODY@SOMEPLACE.COM

Note
64 Characters Remaining

[SUBMIT CHANGES](#)

Fill it out with your new contact information and click the "**Submit Changes**".

Changes made to contacts will not have to be reviewed/approved. Once you click submit changes your contact information in New World will be automatically updated.

My Dependents

Please ensure your dependent information is kept up to date.

Name	Relationship	Gender	Date of Birth	Status	Options
Bombay D Chowchow	Dependent	M	8/1/1999	Active as of 12/12/2011	VIEW EDIT DELETE
Endora S Chowchow	Dependent	F	4/1/1999	Active as of 12/12/2011	VIEW EDIT DELETE

[<< ADD A NEW DEPENDENT >>](#)

Dependents - Used for Health/Dental/Vision Insurance Dependent Information Only

Only used by fulltime employees

Additions of Dependent

MUST submit dependent additions within 30 days from date of qualifying event (birth, marriage, etc).

All dependent additions will require proper documentation be presented to the Finance Department. (marriage certificate, birth certificate, adoption decree)

Birth of child - submit addition of child as soon as possible after birth/

- enter social security number as soon as received the Social Security Administration.

NOTE: Priority Health will not pay providers until they receive the child's social security number.

Adoption, Marriage, - effective date is date of qualifying event.

Deletion of Dependent

Divorce, Death, removal of child from plan - effective date is date of qualifying event.

Currently there is no field to enter a reason or an effective date. Therefore when a change is made in eSuite portal **YOU ALSO NEED TO SEND AN EMAIL** to insurance@wyomingmi.gov with:

Employee Name, description of change (reason), effective date

Add Dependent

Complete the form below and submit your changes.

Change Request Form

* Denotes required field.

Name	<input type="text" value="John"/> *	<input type="text"/>	<input type="text" value="Doe"/> *	<input type="text"/>
	FIRST	MIDDLE	LAST	SUFFIX
SSN	<input type="text" value="123-45-6789"/>			
	Example: 123-45-6789			
Relationship	<input type="text" value="Dependent"/> *			
Gender	<input type="text" value="M"/>			
Date of Birth	<input type="text" value="10/1/2011"/>			
<hr/>				
Home Address	<input type="checkbox"/> Same as Employee			
	<input type="text"/>			
	Street Address			
	<input type="text"/>			
	Address Line 2			
	<input type="text"/>			
	Address Line 3			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CITY	STATE		ZIP CODE

SUBMIT CHANGES

My Personal Information

Your human resources department has the following information on file. To make changes simply click the Make Changes button and submit a change request.

Information On File

Name	John Smith	01/01/1900
Date of Birth	(616)555-5555	
Phone Number	smithj@wyomingmi.gov1155	
Email	28th Street, Wyoming, mi	
Home Address	49509	
Mailing Address		

[MAKE CHANGES](#)

Personal Information - Name, home and mailing address, date of birth, phone number, email address,

Difference between home and mailing addresses:

Home Address = Permanent address

Mailing Address = Temporary address (Ex. While attending school)

Name changes:

must provide proof from the Social Security Administration that the name has been changed.

Personal Information Change Request

Some changes to personal information require HR approval.

Change Request Form

Name:

Date of Birth:
Format: MM/DD/YYYY *

Phone:
Example: 5551231203 *

Email:

Home Address:
Street Address 1 *

Street Address 2

Street Address 3

City * State * Zip *

Mailing Address: Same as Home Address

Street Address 1

Street Address 2

Street Address 3

City State Zip

[SUBMIT CHANGES](#)

My Personal Information

Your human resources department has the following information on file. To make changes simply click the Make Changes button and submit a change request.

Your change request has been submitted. Some changes are pending approval as indicated below.

	Information On File	Changes Pending Approval
Name	JJ Smith	JOHN J SMITH
Date of Birth	01/01/1900	
Phone Number	(616)555-5555	1155
Email	28th Street	123 EASY STREET
Home Address	Wyoming, MI	WYOMING, MI 49519
Mailing Address	49509	

[EDIT CHANGES](#) [CANCEL CHANGES](#)

Paycheck Information

Select a year and pay period from the drop down boxes and click print pay check button.

Year & Pay Period

Select a Pay Period ...	Amount
11/7/2011 - 11/20/2011	\$2,543.20
10/10/2011 - 10/23/2011	\$5,086.40
9/12/2011 - 9/25/2011	\$2,543.20
8/29/2011 - 9/11/2011	\$2,543.20
8/15/2011 - 8/28/2011	\$2,543.20
8/1/2011 - 8/14/2011	\$2,543.21
7/18/2011 - 7/31/2011	\$2,543.20
7/4/2011 - 7/17/2011	\$2,543.20
6/20/2011 - 7/3/2011	\$5,213.60
6/6/2011 - 6/19/2011	\$2,416.08
5/23/2011 - 6/5/2011	\$2,416.08
5/9/2011 - 5/22/2011	\$2,416.08
4/25/2011 - 5/8/2011	\$2,416.08
4/11/2011 - 4/24/2011	\$2,416.08
3/28/2011 - 4/10/2011	\$2,416.08
3/14/2011 - 3/27/2011	\$2,416.08
2/28/2011 - 3/13/2011	\$2,416.08
2/14/2011 - 2/27/2011	\$2,416.08
1/31/2011 - 2/13/2011	\$2,416.08
1/17/2011 - 1/30/2011	\$2,416.08
1/3/2011 - 1/16/2011	\$2,416.08
12/20/2010 - 1/2/2011	\$2,416.08

Paychecks

Print copy of paychecks or paystubs.

Print W2 Forms

Tax Year EIN

Tax Year	EIN
38	545
38	933
38	973

Print W2 Forms - Copies of W2's by year and Federal ID# of employer

Fed ID# 38-****933 - City of Wyoming

Fed ID# 38-****545 - 62A District Court

Fed ID# 38-****973 - Employees Retirement System

- currently the system will not display 1099R's for Retirees.

Once an addition/deletion/change has been submitted using this portal be sure to watch your e-Mail address on file for the approval/denial response that will be sent once the request has been reviewed.