

e-Suite Portal Acceptable Use Policy (DRAFT) 12/19/2011

The City of Wyoming eSuite HR Portal is intended for use only by City of Wyoming staff, previous staff, and retirees. Unauthorized access (or attempted access) by others is strictly prohibited and legal action will be taken if fraudulent or unauthorized use (or attempt to use), is detected.

Authentication is required to access the information on the Portal pages. This means that you will be required to enter a user name and password to view the content. Access to and use of password protected and/or secure areas of this website is restricted to authorized users only. It is the responsibility of each user to protect their personal information by not sharing their user name and password with unauthorized users and to ensure that they log out of the HR Portal after each use.

The City of Wyoming uses reasonable care in the presentation and posting of materials on this web site. The information on the HR Portal is believed to be current and accurate as of its publication date. However, the City of Wyoming does not guarantee the accuracy or completeness of the materials, and makes no representations about the suitability of the information and services for any purpose. The City of Wyoming assumes no liability for any loss, damage or expense from the errors or omissions in the materials and services available on this web site.

In requesting and making any and all changes using the HR Portal, I certify that the information I have provided and any supplemental documents is true and correct and complete to the best of my knowledge and that I have not withheld any fact or circumstance that would affect eligibility for health insurance for myself or dependents. I understand that any misrepresentation, deception, omission or false statement made in connection with requesting and making any changes using the HR Portal may result in termination of employment. If the Group plan requires that I make contributions I authorize my employer to deduct them from my pay.

If you cannot access the e-Suite portal or if you have any questions about the information included on the portal, you may contact the Finance Department at 616-530-7202.

Logging into this site indicates acceptance of this policy.