eSuite Directions

Lincoln Consolidated Schools uses eSuite for employee self-service, such as viewing and printing paystubs and tax forms. You are also able to review your Sick, Personal Business, or other PTO bank, change your Federal Tax Withholding or update your contact information.

As soon as you are set up in Lincoln's payroll system, you can activate your account. Generally, you are active in the payroll system on your first day of work. You can activate your account from home or use an available computer at your work site. You should always use eSuite on a desktop computer. eSuite does not have good functionality with mobile devices or a mobile app and may behave unexpectedly when using it on a phone or tablet.

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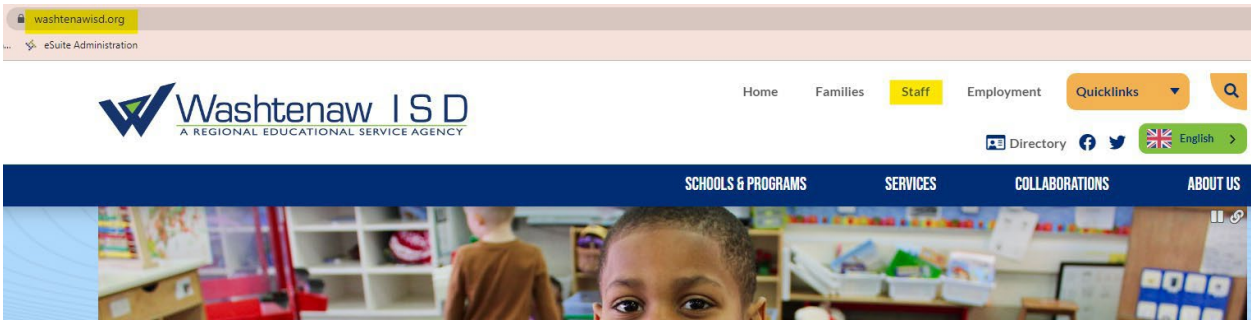
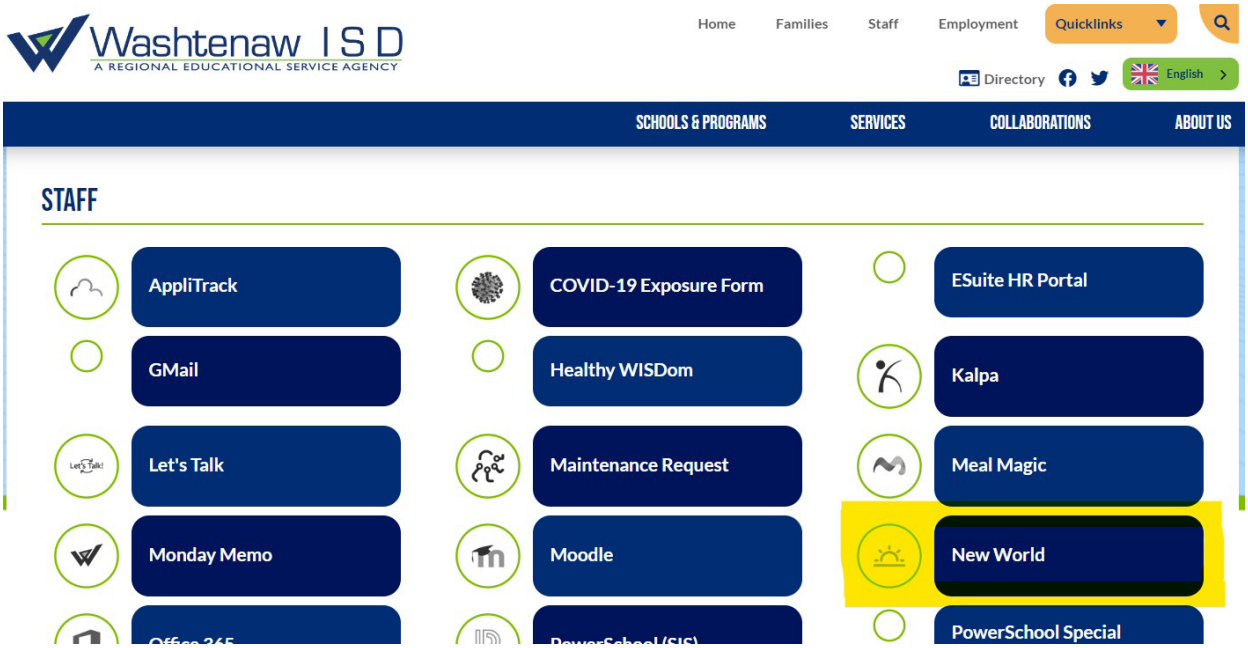
HOW TO ACCESS THE ESUITE PORTAL

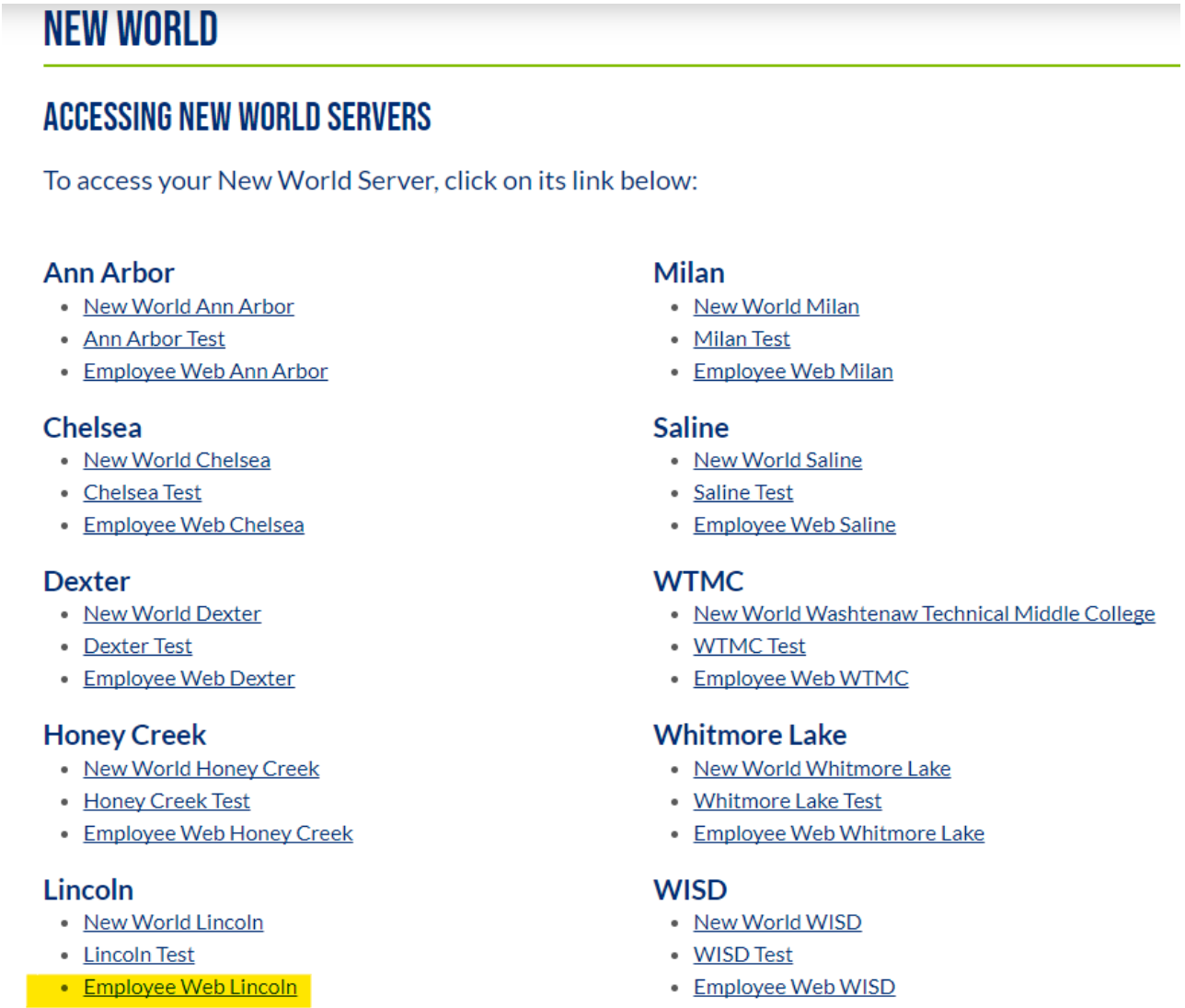
Visit www.washtenawisd.org and click on **Staff** in the top navigation pane.



Click **New World.**



Select **Employee Web Lincoln.**



NEW WORLD

ACCESSING NEW WORLD SERVERS

To access your New World Server, click on its link below:

Ann Arbor
- New World Ann Arbor
- Ann Arbor Test
- Employee Web Ann Arbor

Chelsea
- New World Chelsea
- Chelsea Test
- Employee Web Chelsea

Dexter
- New World Dexter
- Dexter Test
- Employee Web Dexter

Honey Creek
- New World Honey Creek
- Honey Creek Test
- Employee Web Honey Creek

Lincoln
- New World Lincoln
- Lincoln Test
- Employee Web Lincoln

Milan
- New World Milan
- Milan Test
- Employee Web Milan

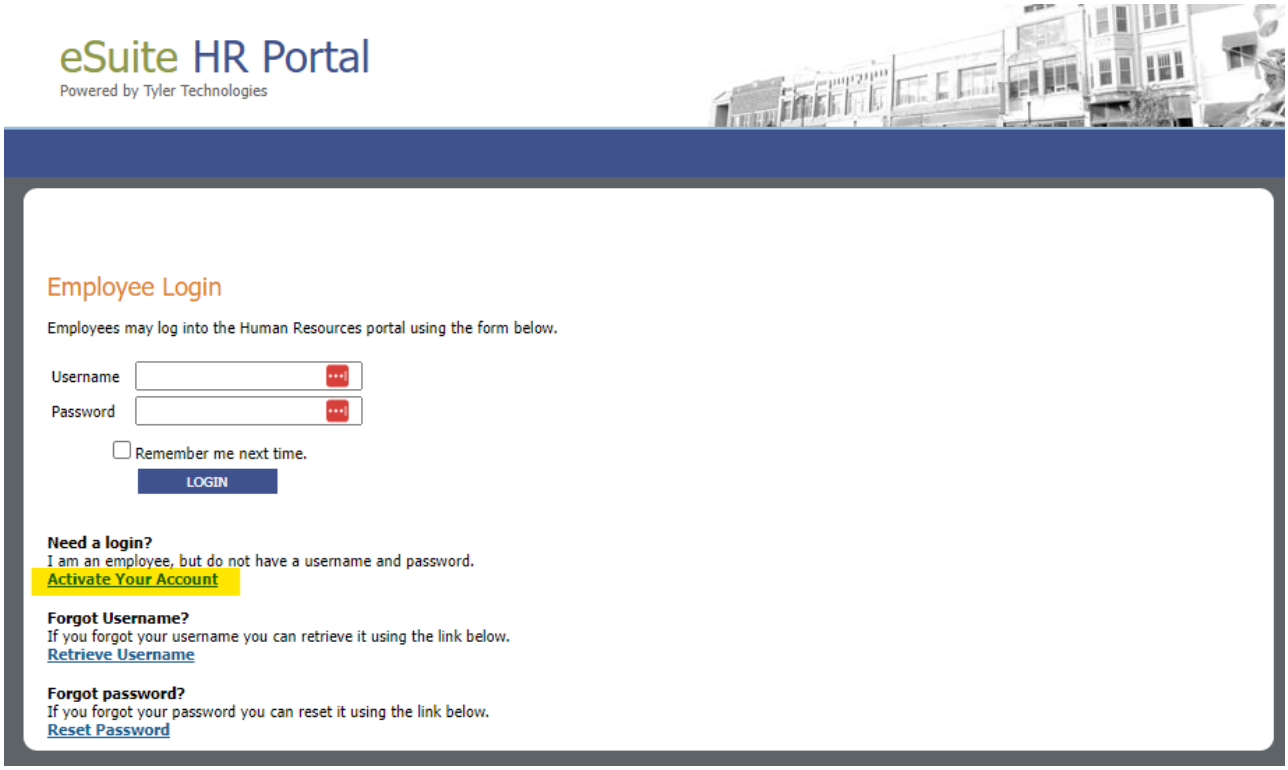
Saline
- New World Saline
- Saline Test
- Employee Web Saline

WTMC
- New World Washtenaw Technical Middle College
- WTMC Test
- Employee Web WTMC

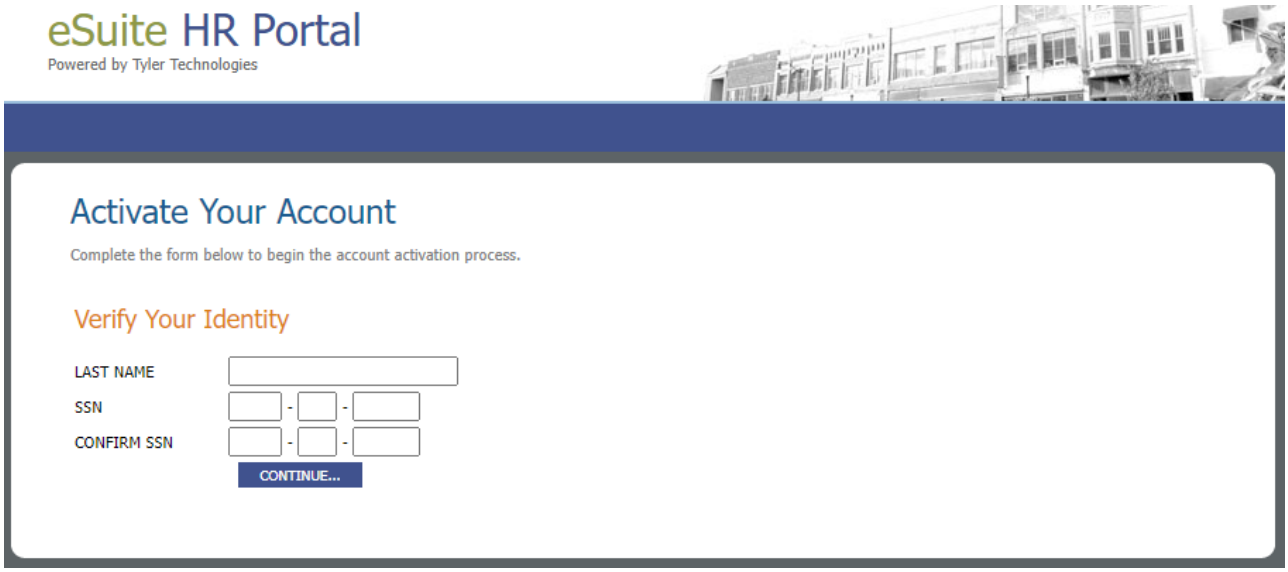
Whitmore Lake
- New World Whitmore Lake
- Whitmore Lake Test
- Employee Web Whitmore Lake

WISD
- New World WISD
- WISD Test
- Employee Web WISD

Select **Activate Your Account.**



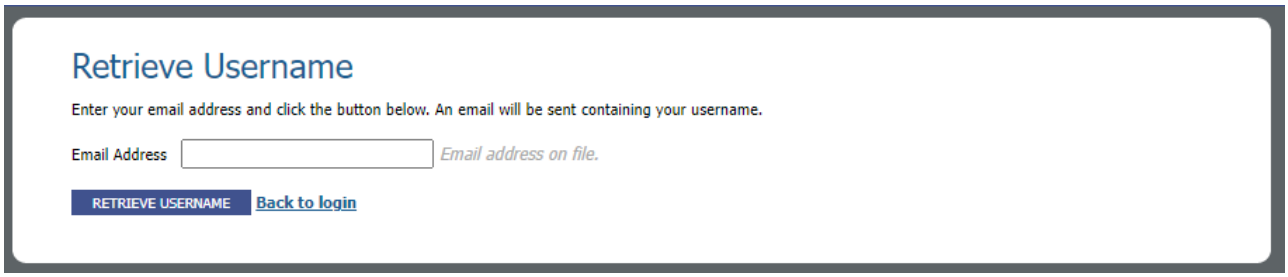
Complete the information needed to verify your identity, and click **Continue.**



You will receive an email with further instructions to create your login and password. If you do not receive this email, please contact Human Resources or Payroll to verify the correct primary email has been setup correctly in eSuite. Do not continue attempting to register if you are receiving errors, instead contact Human Resources or the Payroll Office. If you have too many failed attempts, you will be locked out and unable to create an account until the system resets.

RETRIEVING YOUR USERNAME

If you having trouble logging in and are not sure what your username is, you can retrieve it using the Retrieve Username tool. Begin by clicking **Retrieve Username** under the login box.

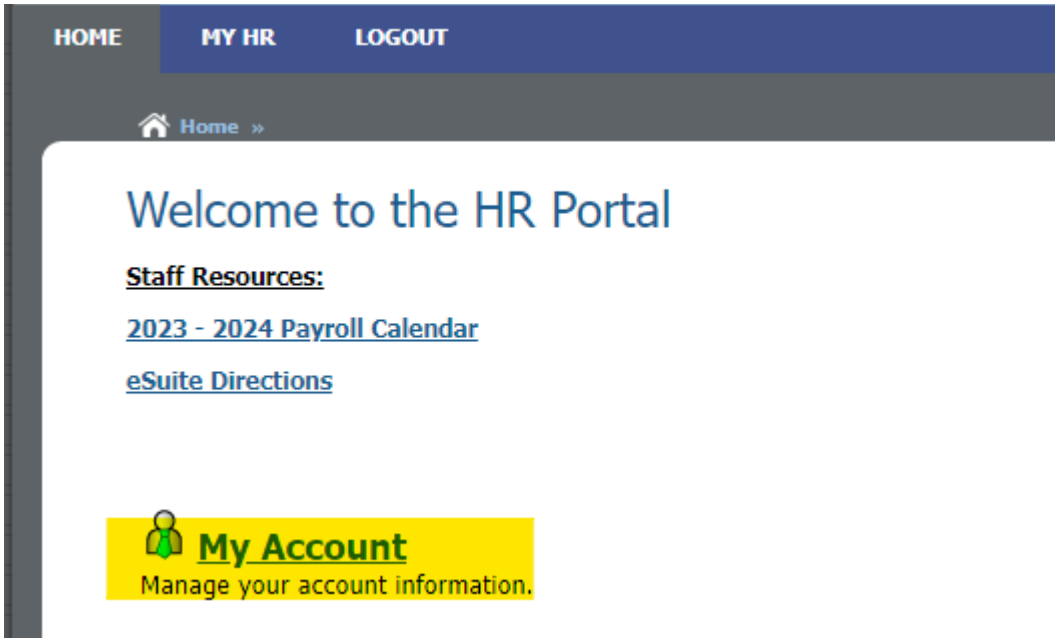


You will be asked to enter your email address so the system can provide your username.

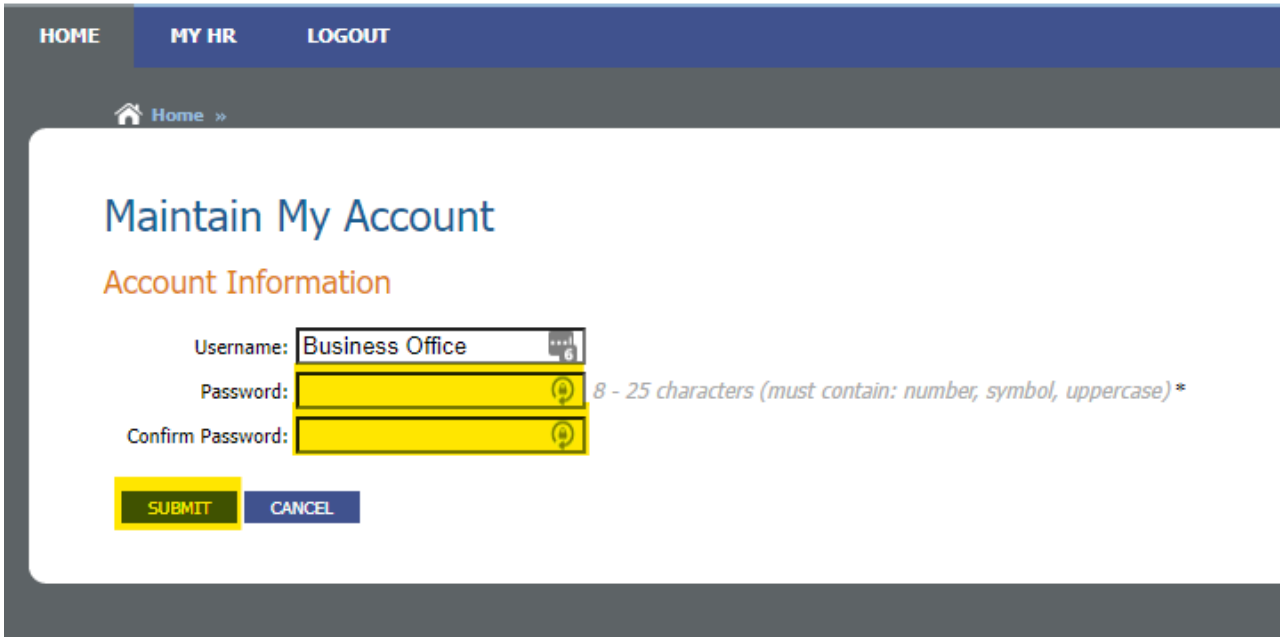
If you have still have trouble logging in, please proceed to resetting your password or contact the Business Office for assistance.

CHANGING YOUR PASSWORD

On the Home Page, click **My Account** to be taken to the password change tool.



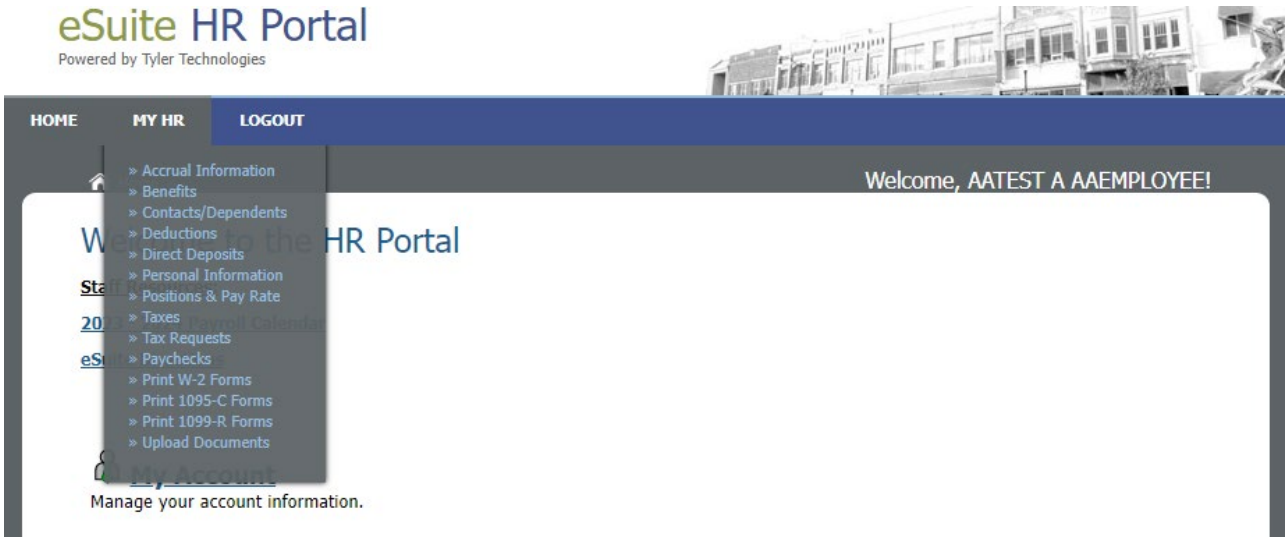
Here, update both the **Password** and **Confirm Password** fields before hitting **Submit.**

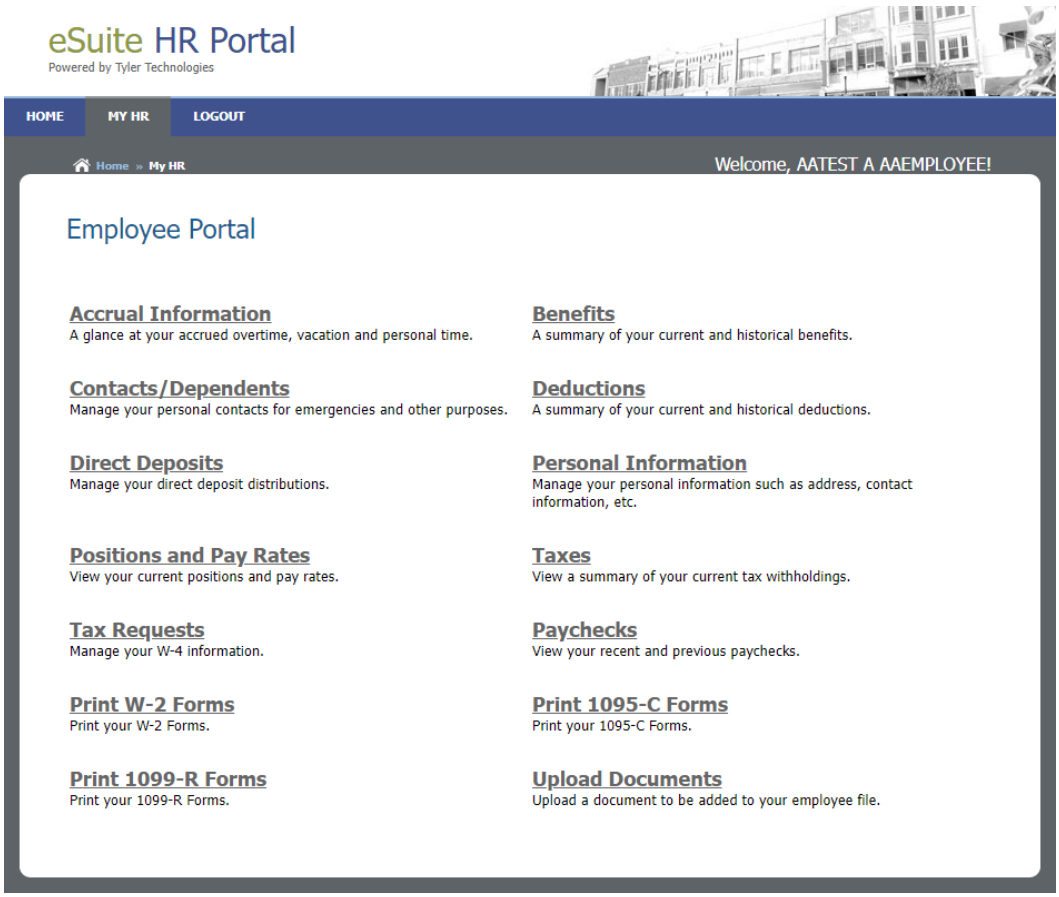


If you frequently log into eSuite from this device, please make sure to immediately log out and log back in with your new password, so you can update the saved password in your browser. Otherwise, the next time you log in, your browser may try to use the old password.

NAVIGATING MyHR

eSuite is the primary method you will use to review and request changes to your payroll information. The menus can be navigated from the drop-down when you hover over **MyHR,** or you can click **MyHR** to be taken to a static list of menu items.





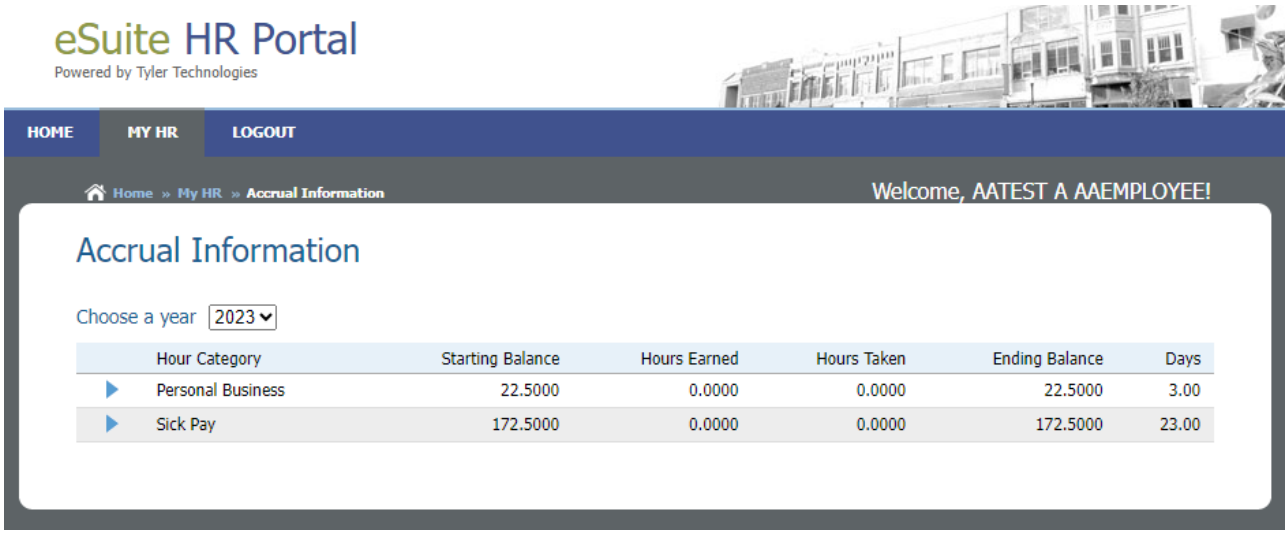
ACCRUAL INFORMATION

Accrual information is where you can see your time off banks as of the last processed paycheck. You can find the last processed date by navigating to **MyHR -> Paychecks**. You should reference the pay period ending date. Paid time off banks are tabulated by the calendar year, not the school year. So if you are looking to review payroll attendance data in September of 2022, you would need to select **2022** from the drop-down menu. If you want to review payroll attendance data from January of 2023, you would need to select **2023.**

You will have a separate line for each type of PTO. For example, if you are a parapro working 10 months, you will see only a sick bank. However, if you are a Teacher, you will see lines for both Sick and Personal Business time.

You can use the blue arrows on the left to expand each bank and see your history of time used and accrued.

When reviewing paid time off banks, you should always reference the number of hours rather than the calculated number of days.



BENEFITS & DEDUCTIONS

The Benefits and Deductions modules can be used to review your current Benefit and Deduction setup. Each page has a chart of your current Benefits/Deductions, as well as a history below which can be accessed by clicking the blue triangle next to the orange heading **Benefit/Deduction History.**

When reviewing these pages, keep in mind that Benefits are employer paid, meaning they do not come out of your paycheck. Deductions are employee paid and are deducted from gross wages when calculating your net, take-home pay.

An example of benefit information, including district-paid insurance and ORS contributions.

Benefit Information

Listings below are **Employer** paid.

Current Benefits

Benefit	Amount	Percent	Frequency	Start Date	End Date
DENTAL BA - Dental Insurance	$42.69		First Pay Only	06/11/2023	< Open >
ER ORS DC 1% - Employer DC 1% Match		1.0000%	ALL - All Pays	12/30/2018	< Open >
ER ORS PHF - Employer PHF 2% Match		2.0000%	ALL - All Pays	12/30/2018	< Open >
MESSA ABC 1 - Health Insurance - Ben Admin	$502.03		First Pay Only	06/11/2023	< Open >
NEGOTIATED BA2 - Negotiated Package	$33.99		First Pay Only	06/11/2023	< Open >
PP PHF2 - ER Pen-Plus with PHF 27.16%		27.1600%	ALL - All Pays	12/30/2018	< Open >
VISION BA - Vision Insurance	$6.65		First Pay Only	06/11/2023	< Open >

▶ Benefit History

An example of deduction information, including employee-paid HSA contributions, Optional Insurances, and 403(b) deferral.

Deduction Information

Current Deductions

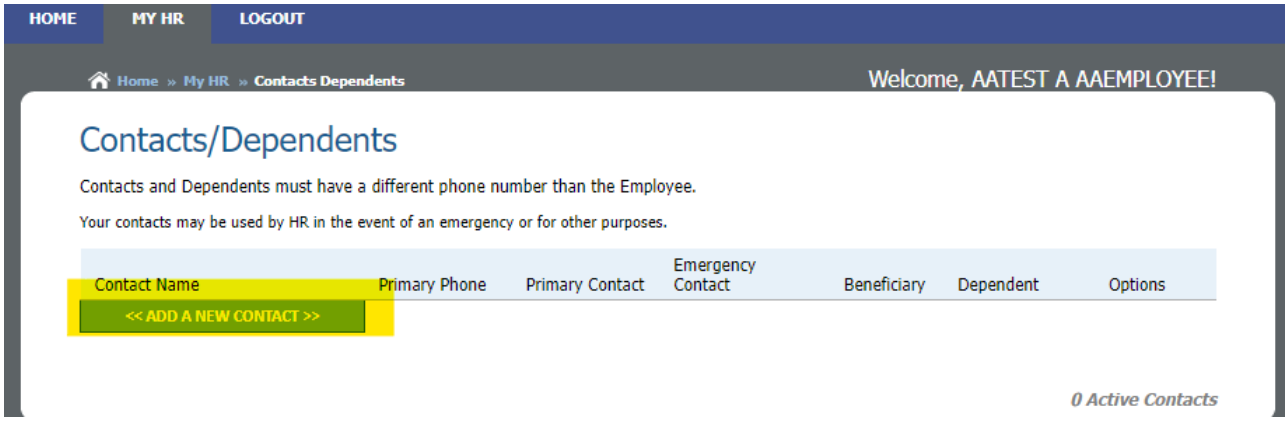
Deduction	Amount	Percent	Frequency	Start Date	End Date
HSA - Empl Paid HSA Pre-Tax	$20.00		ALL - All Pays	01/26/2020	< Open >
OPT LIFE SUPP - Optional Life Supplemental	$0.75		1&2 - First and Second Only	12/15/2019	< Open >
OPT STD - Optional Short Term Disability	$6.00		1&2 - First and Second Only	12/15/2019	< Open >
ORS DC 2+1 - DC 2%EE + 1%ER		6.0000%	ALL - All Pays	02/19/2023	< Open >
ORS PEN-PLUS2 - PENSION PLUS 2		6.2000%	ALL - All Pays	12/30/2018	< Open >
ORS PHF - Personal Healthcare Fund 2%		2.0000%	ALL - All Pays	12/30/2018	< Open >
TSA 403B - TSA 403(b)	$75.00		ALL - All Pays	02/19/2023	< Open >

▶ Deduction History

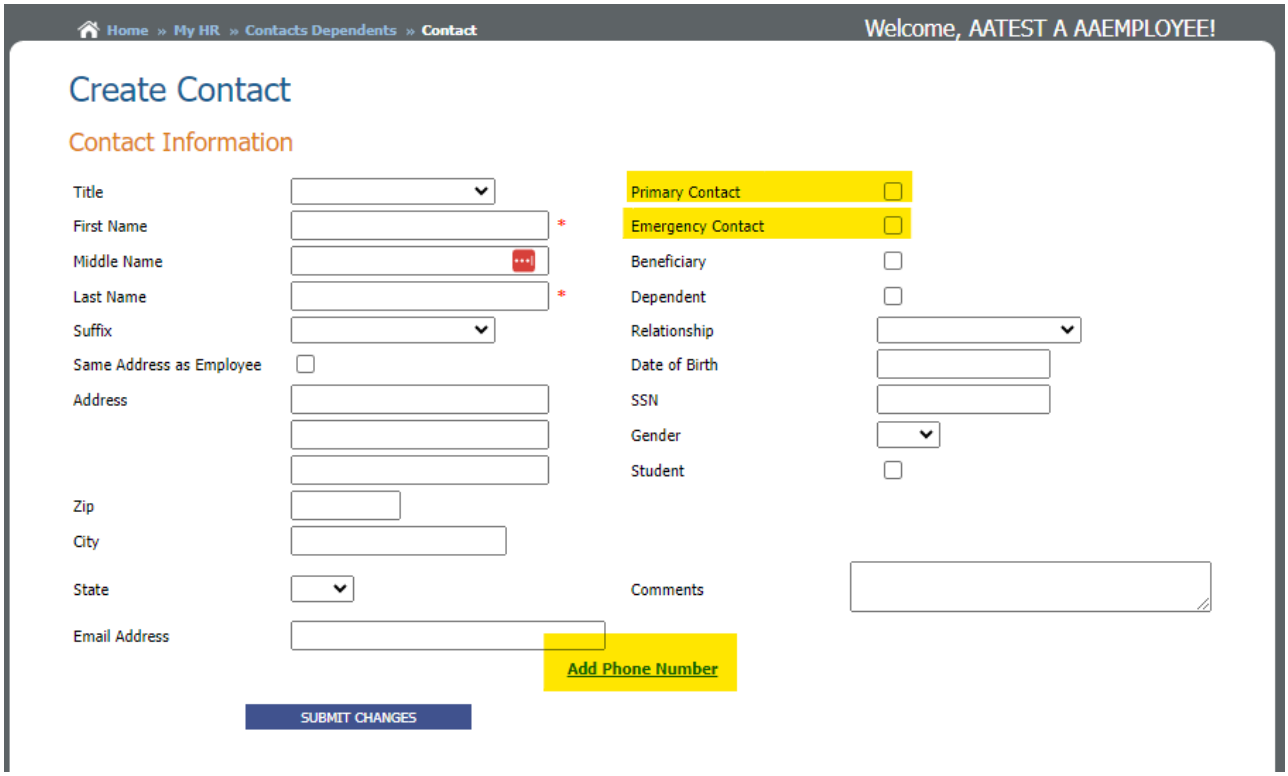
For more information about the items appearing on your paystub, see page 24– *Anatomy of a Paystub.*

ADDING OR UPDATING CONTACTS/DEPENDENTS

To add a new contact or dependent, click the blue **Add A New Contact** button. To update an existing contact, you can select **Edit** under the **Options** heading.



Fill in the required information, and make sure to check any relevant boxes on the right to indicate this person as your primary or emergency contact. You can also add a phone number for the contact by clicking **Add Phone Number** near the bottom of the page.



When you are finished, click **Submit Changes.** The change request will be sent to the payroll office, and you will receive a confirmation when it is accepted. If there are any issues, you will receive an email letting you know the change has been denied along with comments regarding what needs to be fixed before the request can be processed.

DIRECT DEPOSITS

You can review and request changes to your Direct Deposit setup by navigating to **MyHR -> Direct Deposits.**

Your current Direct Deposit setup will be displayed under the orange heading **Information on File.**

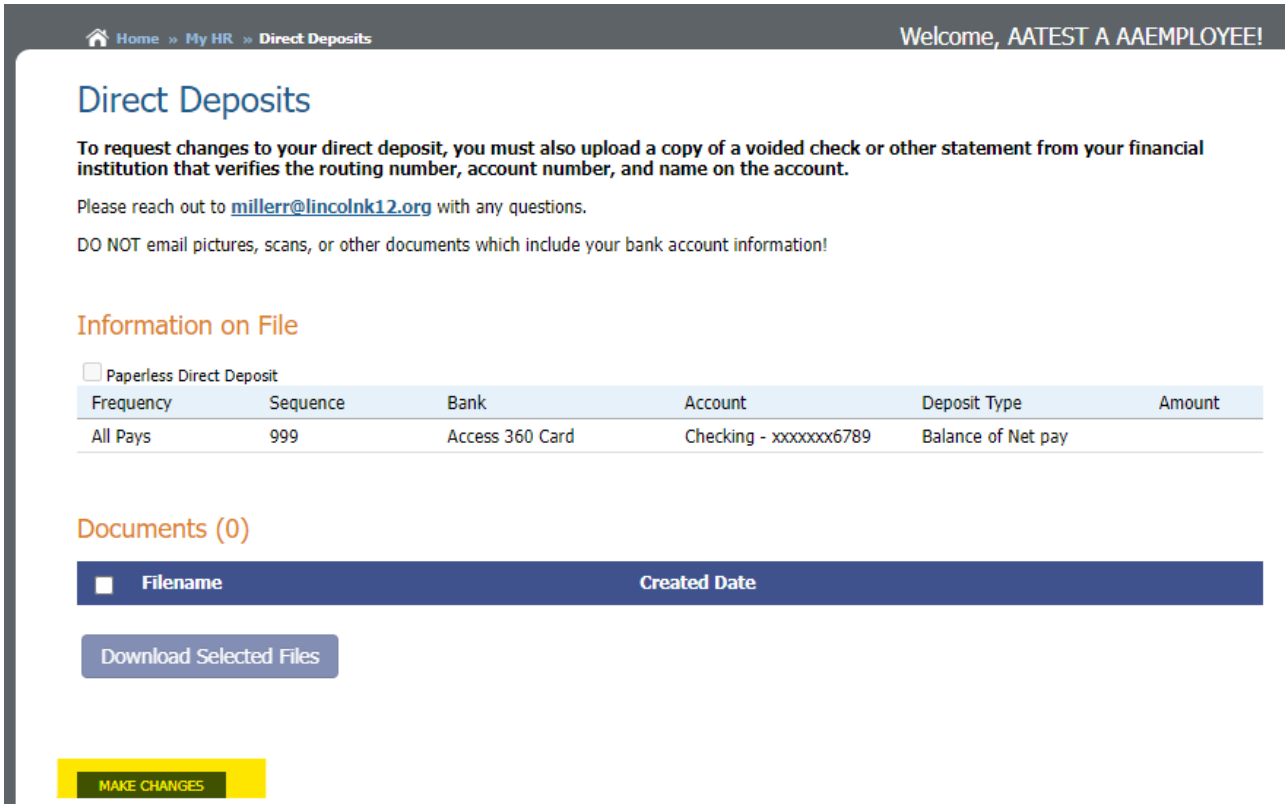
All requests adding a bank must include documentation of: Account holder's name, Account Number, and Routing Number. This documentation may be a voided check, a pre-populated direct deposit form from your bank, or any other bank document which lists the required information.

If you need help submitting your direct deposit change request, please reach out to the Business Office for an appointment. We're happy to help you!

IMPORTANT

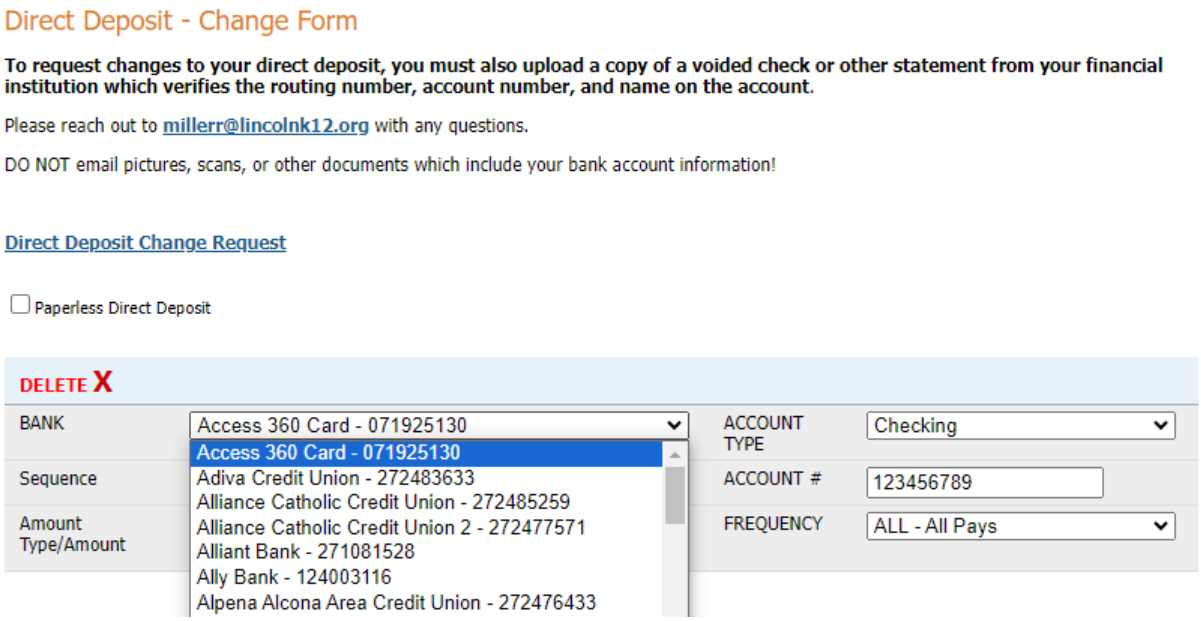
- Carefully review the directions on this page as well as the payroll calendar before requesting any changes. Changes need to be requested a week in advance to guarantee placement on the next paycheck, and incomplete requests will not be returned.
- DO NOT email pictures, scans, or other documents which include your bank account information. You should upload all documents containing sensitive information, including bank documents, through **My HR -> Upload Documents**.
- If you have closed or have plans to close any current Direct Deposit account, please notify payroll immediately.

To get started, click the blue **Make Changes** button at the bottom of the page.



Select the correct bank and routing number from the drop-down list. Always double check to make sure the routing number matches your documentation. An incorrect routing number will lead to delays receiving your pay.

If your bank is not listed, please upload your bank documentation under **MyHR -> Upload Documents** with a note that you need the bank added. You can also reach out to the Payroll or Business Office directly. Do not choose a different bank in order to proceed—wait for the correct bank to be added.



Sequence Number – This is the order your deposits will happen in if you have multiple Direct Deposit accounts. If you only have one account, you should leave this as **999**.

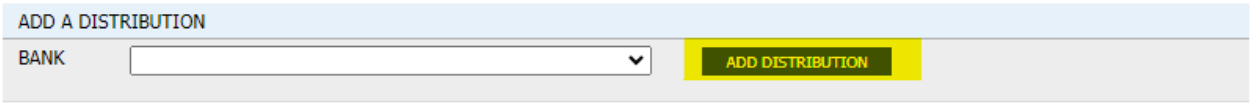
Amount type/Amount – Here you can set up a percentage or flat dollar amount to be allocated to this account when you have multiple accounts set up. If you only have one account, you should leave this as **Balance of Net**.

Account Type – Indicate if the account is Checking or Savings. An incorrect account type may lead to delays receiving your pay, so please be careful to choose the right one.

Account # - This account number needs to match the documentation you upload. If it does not, your request will be returned to you. An incorrect account number will lead to delays receiving your pay.

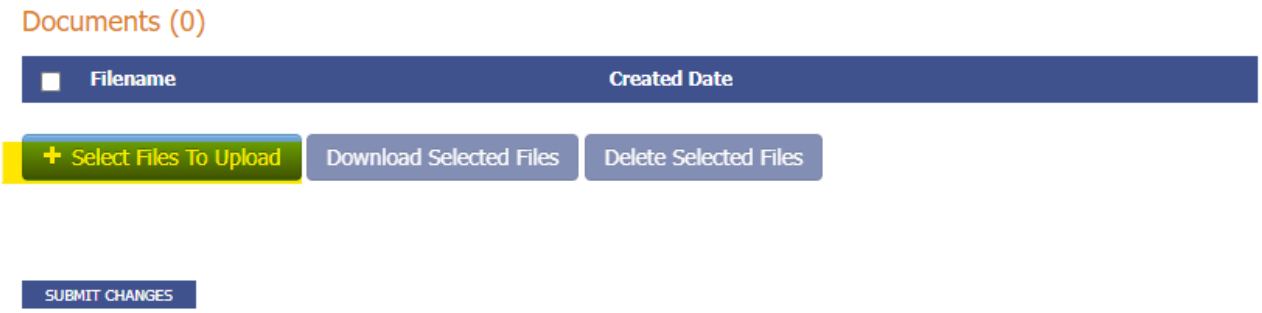
Frequency – If you want to split your pay but not every check, you can use the options here to have a deposit occur on the first or second check of the month only. For example, if you want to have $50 go into your savings account once per month, you can set that up to be $25 for every pay, or $50 for the first pay only.

Adding Multiple Accounts – If you want to add a second account, click the blue **Add Distribution** button under the **Add A Distribution** heading.



For examples of common direct deposit setups, please see page 22 – *Direct Deposit Setup Examples.*

When you are finished making your changes, upload documentation for any new accounts added by clicking the blue **Select Files To Upload** button.



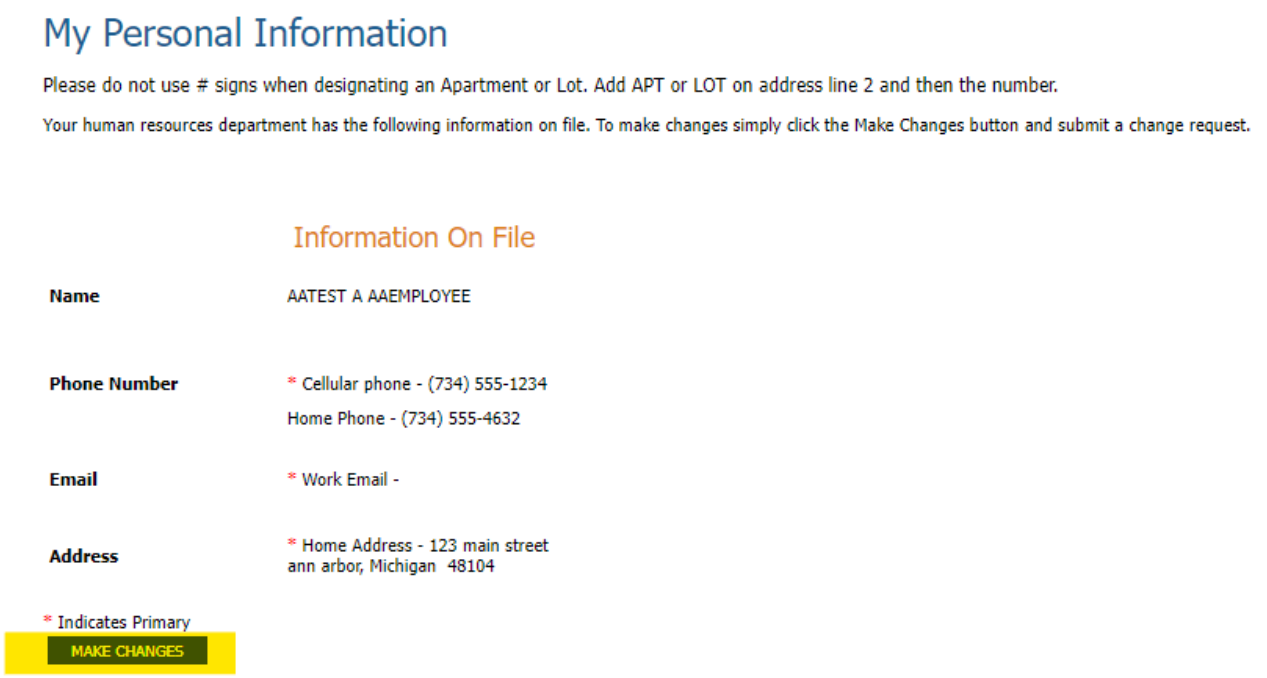
You will be prompted to attach your files from your computer. If you are on a mobile device, you may have issues with this step. If you have trouble attaching your document, please try again on a desktop computer or a laptop. If you need assistance or a scanner, reach out to the Business Office for an appointment.

Once your Direct Deposit information has been updated and your documentation uploaded, click the blue **Submit Changes** button to send the request to Payroll.

Payroll will review your request and you will receive a confirmation email when it is processed. If there is an issue, you will receive an email notifying you that the request has been denied with an explanation for what needs to be fixed before the change request can be completed.

PERSONAL INFORMATION

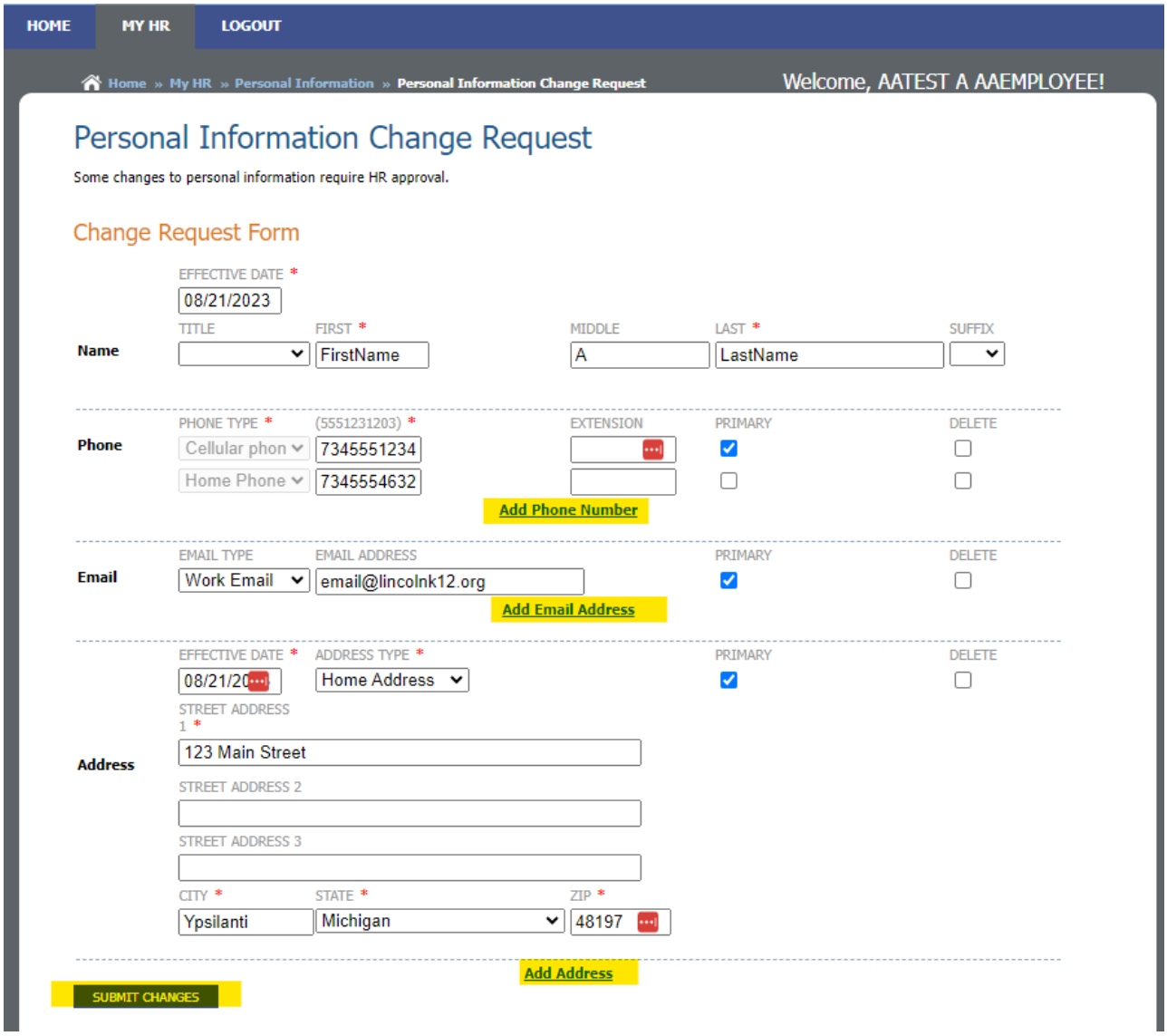
You can review and make changes to your personal information by navigating to **My HR -> Personal Information**. If you wish to make changes, click the blue **Make Changes** button at the bottom of the page.



If we need to contact you, we will use the information listed here, so please make sure to keep it up to date. Your address on file is where mail, including paychecks and W-2s will be sent.

Items marked with a red asterisk (*) are primary contact points. You can have multiple phone numbers, email addresses, and street addresses, but there must be one marked as Primary.

After clicking **Make Changes**, your current contact information will be displayed. Make any necessary updates and click **Submit Changes** at the bottom of the page. You can add phone numbers, email addresses, and street addresses by clicking the appropriate items on this page.



Please note that some changes, notably name changes, must be processed through HR and will be denied if requested here.

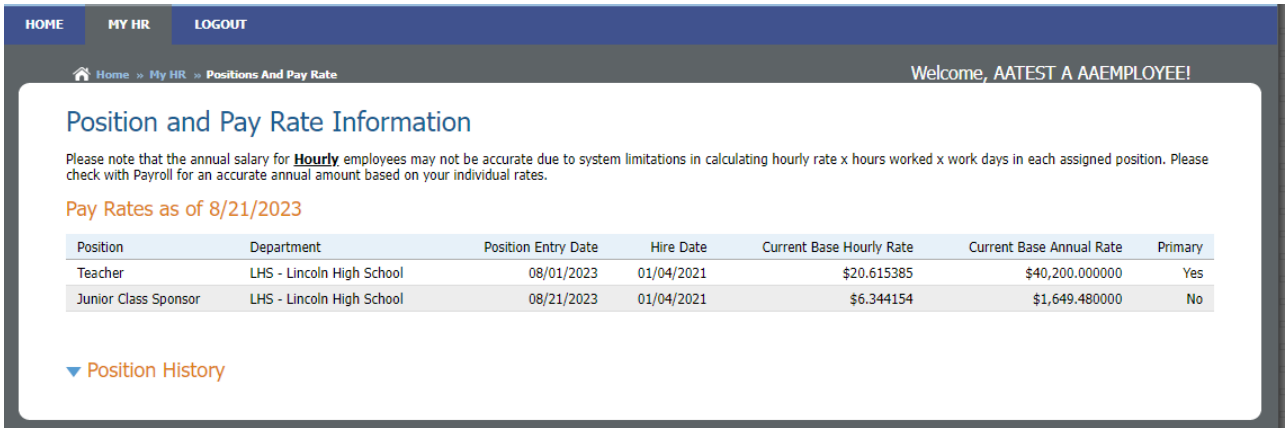
When you click **Submit Changes** your request will be sent to the Payroll Office and you will receive a confirmation email when it is processed. If there is an issue, you will receive an email notifying you that the request has been denied with an explanation for what needs to be fixed before the change request can be completed.

Changes to your personal information may impact payroll processing, especially in the case of a change of address. Change requests must be received the week before payday to be included on the next paycheck. Please review the payroll calendar for dates and contact the Payroll or Business Offices if there are any concerns.

POSITIONS AND PAY RATES

Navigate to **MyHR -> Position and Pay Rate Information** to see your current jobs and payrates. If you perform multiple duties, you may see multiple jobs here. For example, if you are a teacher and also the Junior Class Sponsor, you will see one line for your teaching position, and another for the Supplemental position.

The system will display your pay in both hourly and salary terms, but you should not refer to an hourly rate when you are a salaried employee and vice-versa. These amounts are calculated using a standard work year and may not be accurate.



You can view your position history by using the blue arrow to the left of the heading **Position History.**

Please note that Schedule B positions do not roll over automatically from year to year. You need to complete a new Schedule B form each school year, even if the position is already listed from the year prior.

TAXES

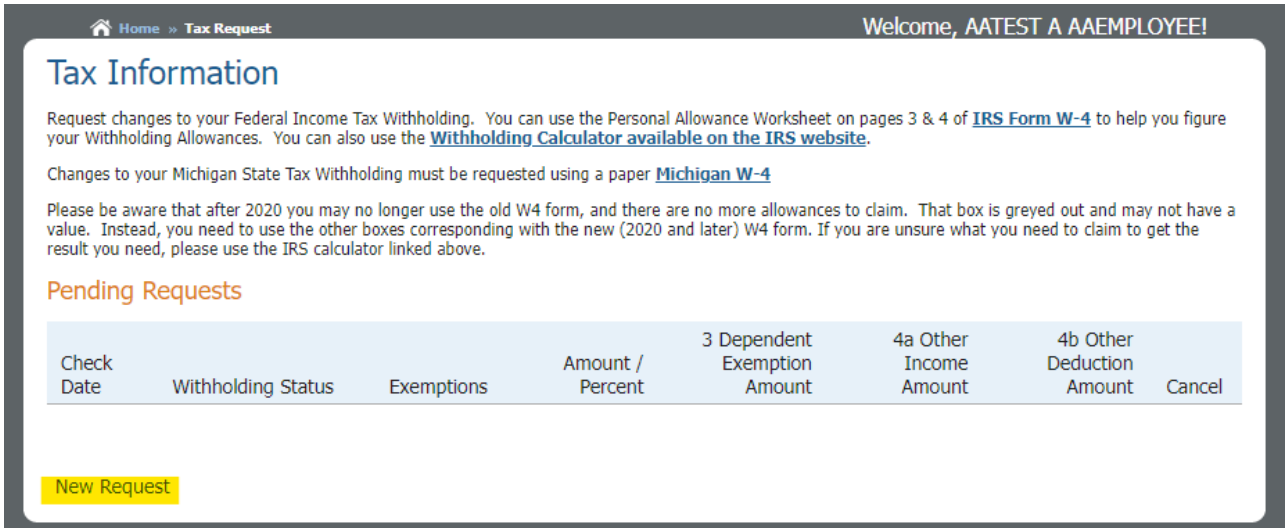
To review your current tax information, navigate to **MyHR -> Taxes.** Here you can see your Federal and State tax setup, including your withholding status and any additional amounts to be withheld. You can also review your tax history by clicking the blue arrow to the left of the orange heading **Tax History.**

TAX REQUESTS

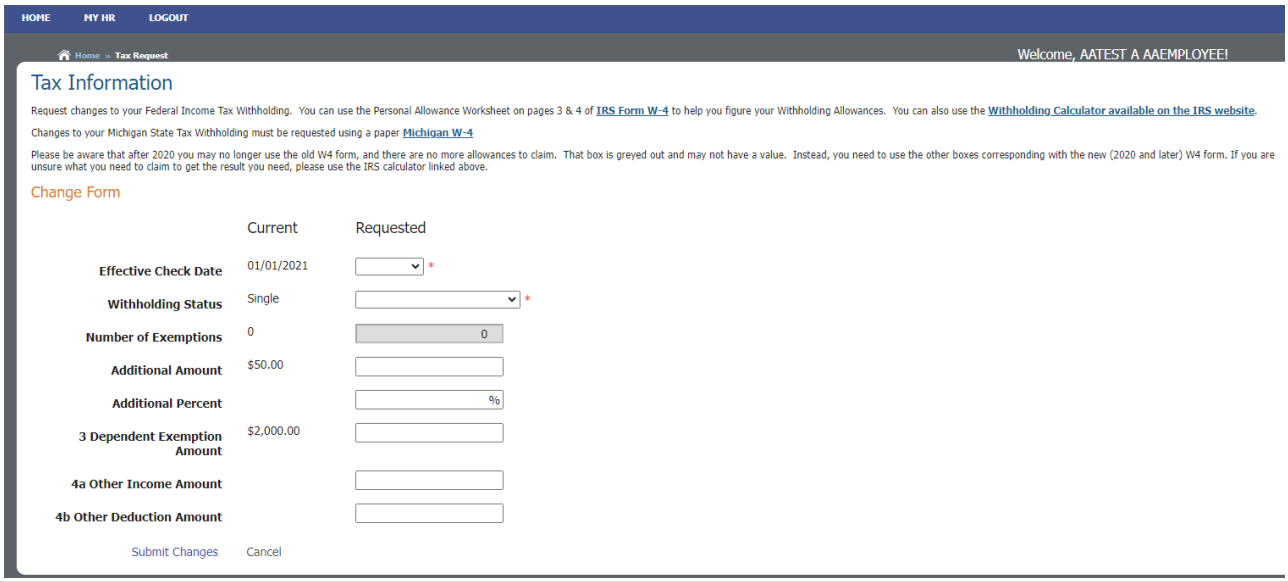
To make changes to your Federal Tax Withholding, go to **MyHR -> Tax Requests.** Here you can update your Federal form W4. If you need to change your Michigan Tax withholding, you will need to fill out a paper MI W4 and upload it under **MyHR -> Upload Documents.**

Please be aware that after 2020 you may no longer use the old W4 form. There are no longer allowances to claim and you will not be able to enter a value in the allowances box. Instead, use the other boxes corresponding with the new W4 form. If you are unsure what you need to claim to get the result you need, the IRS Withholding Calculator is linked.

Click **New Request** near the bottom of the page. If you have a pending request, you will be able to see and edit it here. Once requests have been approved and posted, you will no longer be able to edit them and will need to create a new request to make changes.

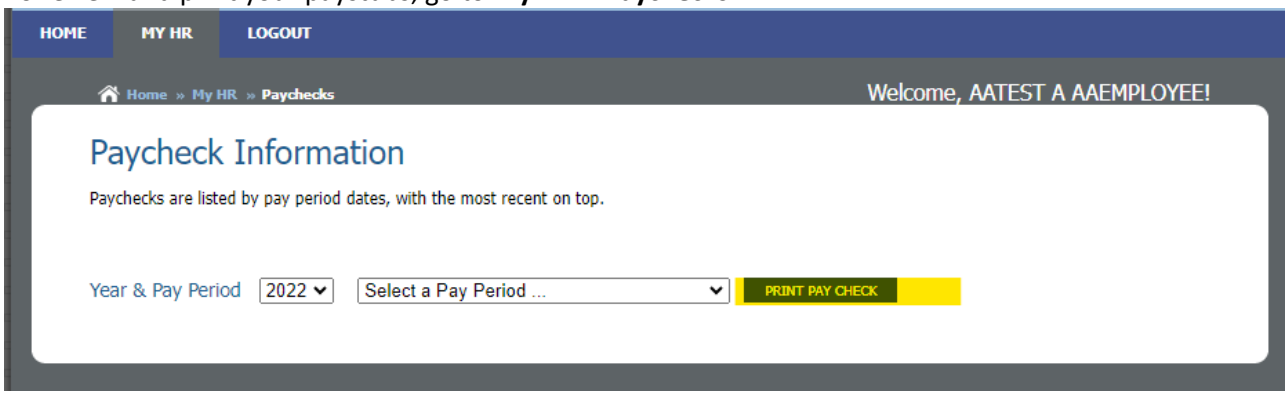


Complete the fields on the right with the needed changes and click **Submit Changes**.



PAYCHECKS

To review and print your paystubs, go to **MyHR -> Paychecks.**



When selecting a year, keep in mind that eSuite organizes paystubs by calendar/tax year, not by school year. So if you need your paystub from September of 2022, you would select **2022** for the year. If you need a paystub from January of 2023, you would need to select **2023**.

Once you select a pay period, your paycheck data will populate below. You can also click the blue **Print Pay Check** button to generate a PDF of a more traditional looking paystub. While these two displays are formatted differently they contain the same information, so you should use whichever is easier for you to read.

If you need to print paper paystubs and are not able to at home, you can visit the Business Office and use the printer there.

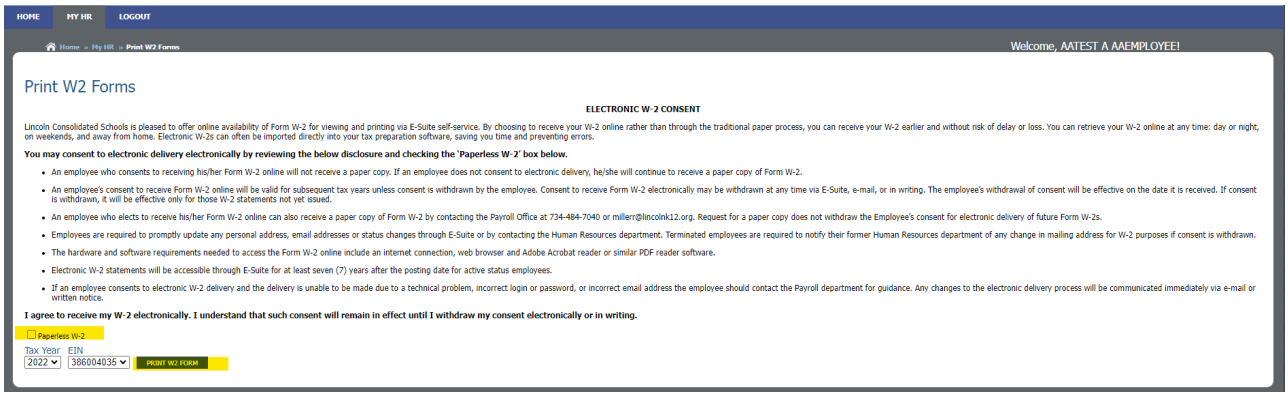
For more information about your paystub and the various items on it, please refer to page 24– Anatomy of a Paystub.

PRINT W-2 FORMS

To view and print your W-2 forms, go to **My HR -> Print W-2 Forms.** You can also opt-in or opt-out of electronic W-2 delivery on this page by clicking the **Paperless W-2** option.

To view or print your W-2, select the tax year from the drop-down menu. All W-2s processed through eSuite are available here. Once you've selected the year you need, click the blue **Print W-2 Form** button to generate a PDF in the space below. You can print or save this PDF using your browser's native PDF reader.

If you need to print your W-2 and are not able to at home, please visit the Business Office.

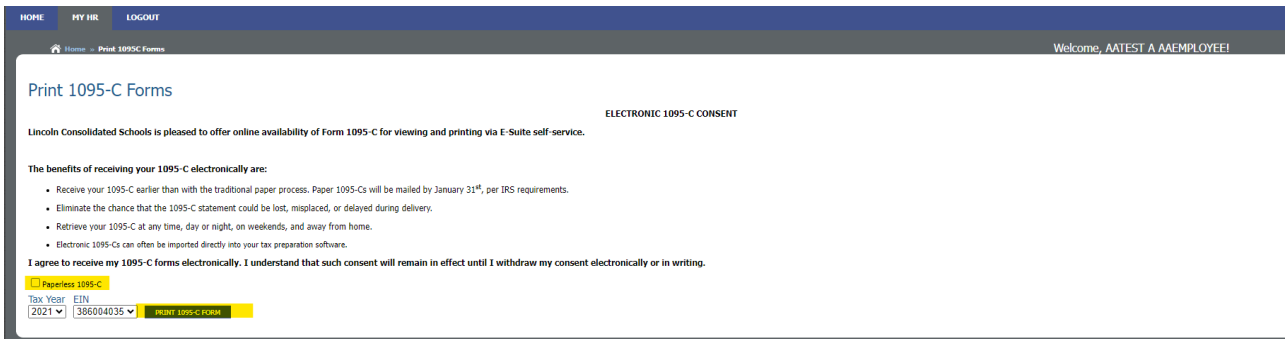


PRINT 1095-C FORMS

To view and print your 1095-C forms, go to **My HR -> Print 1095-C Forms.** You can also opt-in or opt-out of electronic 1095-C delivery on this page by clicking the **Paperless 1095-C** option.

To view or print your 1095-C, select the tax year from the drop-down menu. All 1095-Cs processed through eSuite are available here. Once you've selected the year you need, click the blue **Print 1095-C Form** button to generate a PDF in the space below. You can print or save this PDF using your browser's native PDF reader.

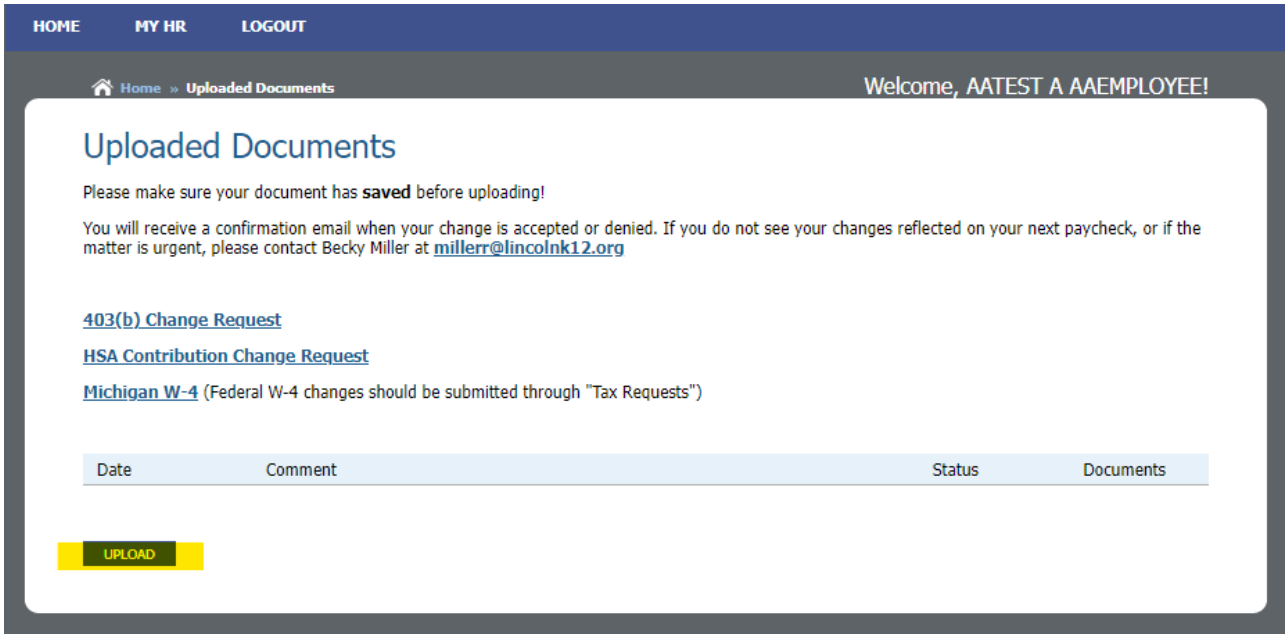
If you need to print your 1095-C and are not able to at home, please visit the Business Office.



UPLOAD DOCUMENTS

Any time you need to send documents to payroll, you should navigate to **MyHR -> Upload Documents.** Here you can find links to commonly used forms, such as the *403(B) Change Request, HSA Change Request,* and *Michigan W-4.*

To begin, click the blue **Upload** button.



You will be prompted to attach your files from your computer. If you are on a mobile device, you may have issues with this step. If you have trouble attaching your document, please try again on a desktop computer or a laptop. If you need assistance or a scanner, reach out to the Business Office for an appointment.

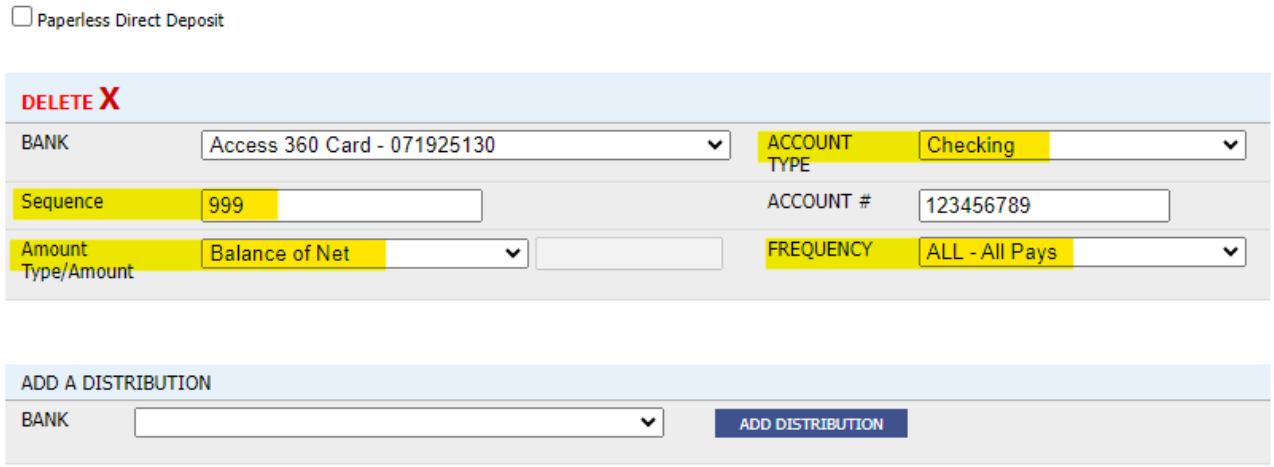
Once your document has been uploaded, click the blue **Submit Changes** button to send the request to Payroll.

Payroll will review your request and you will receive a confirmation email when it is processed. If there is an issue, you will receive an email notifying you that the request has been denied with an explanation for what needs to be fixed before the change request can be completed.

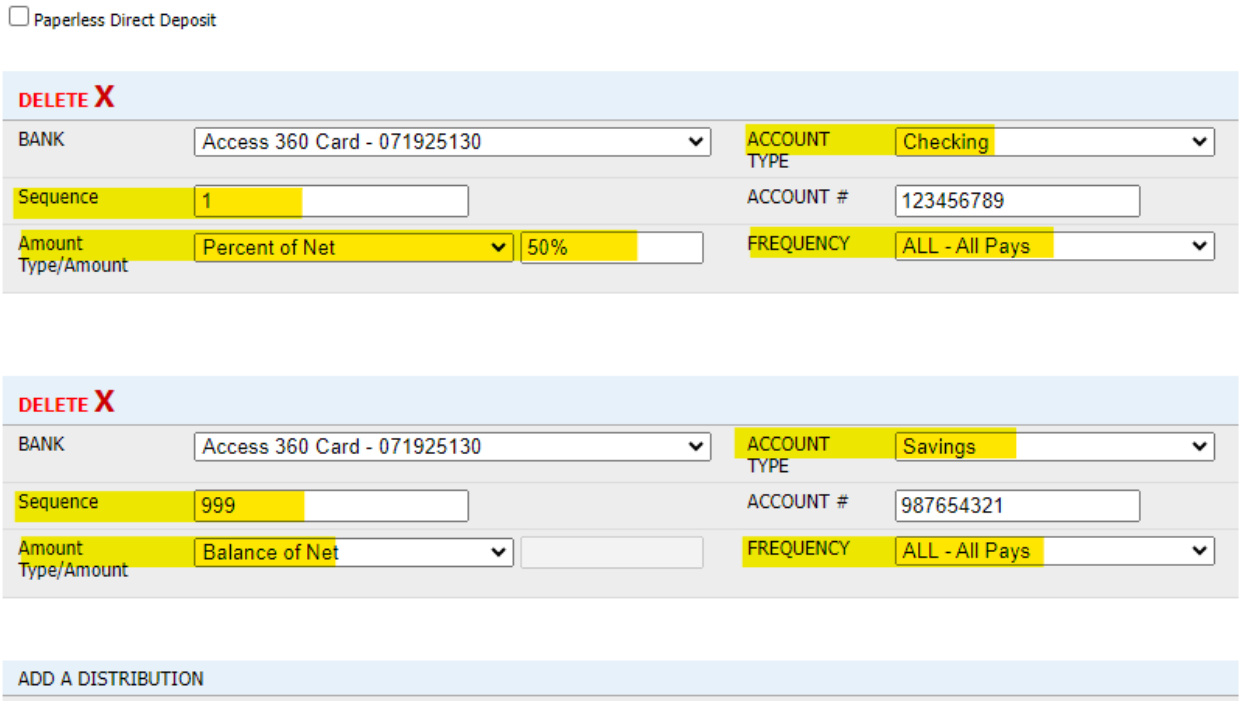
DIRECT DEPOSIT SETUP EXAMPLES

Here you can find some common examples of Direct Deposit setups. If you need additional guidance, please reach out to the Business Office.

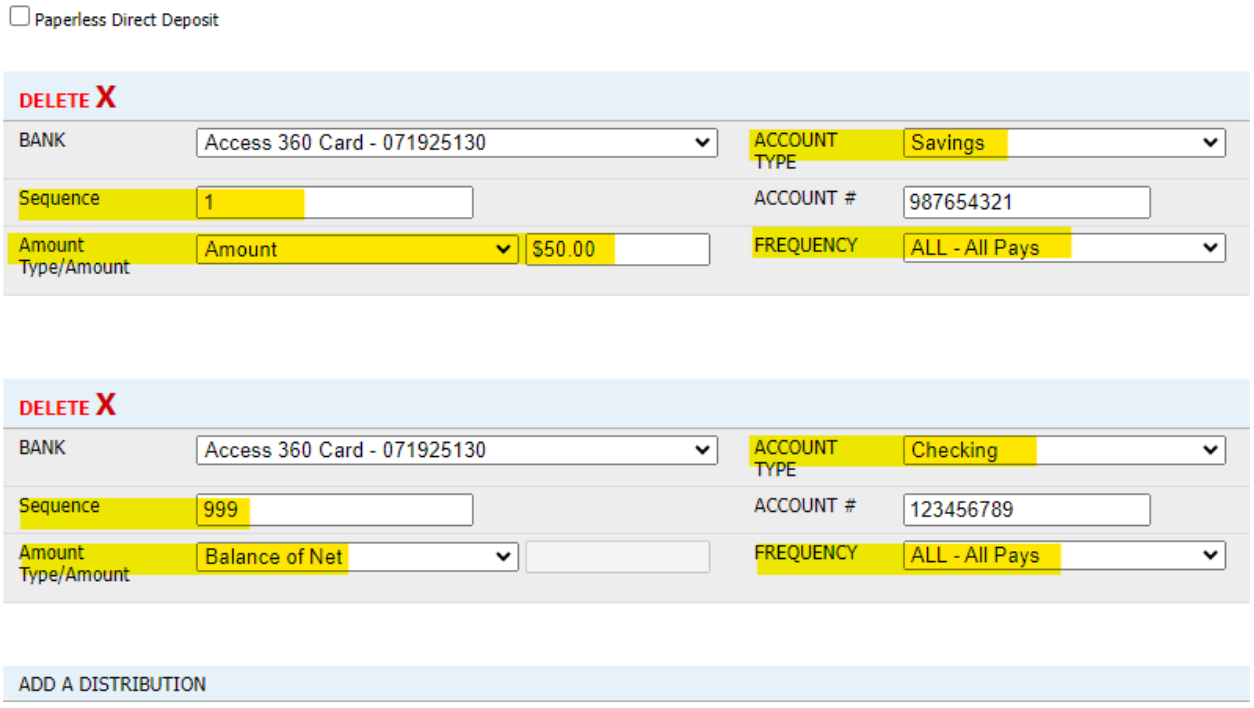
Direct deposit entire paycheck to one checking account:



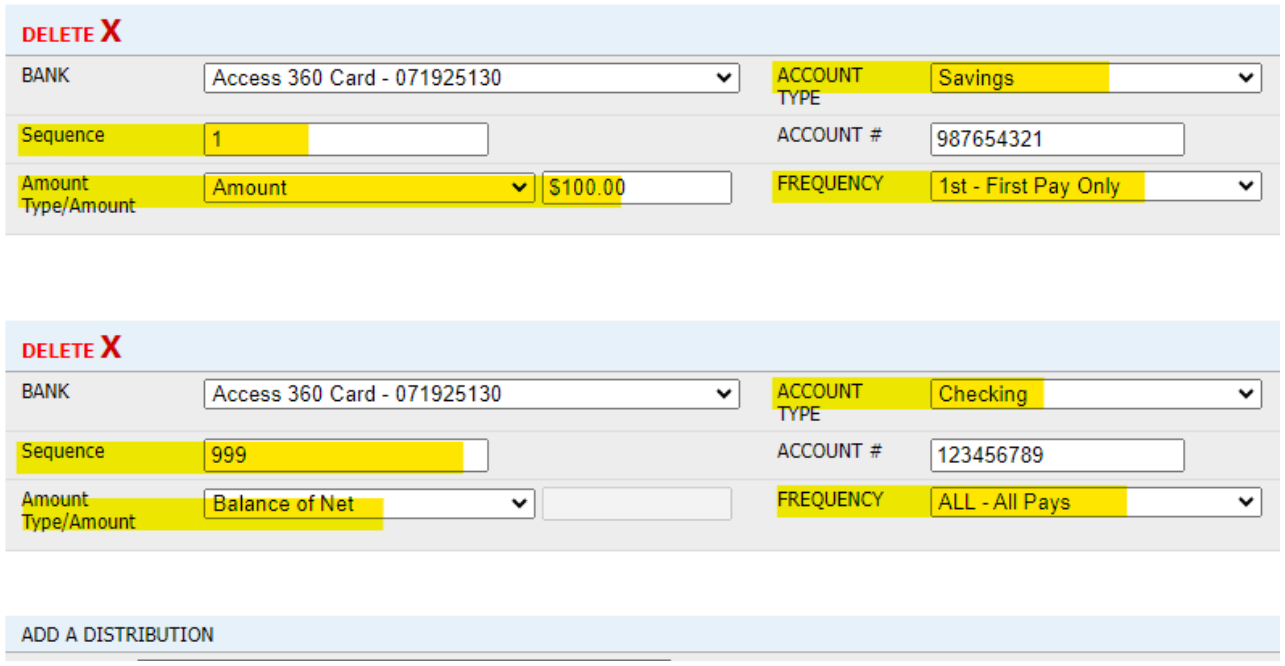
Direct deposit 50% of paycheck to checking account, 50% to savings account:
*Note that the final account should have the type **Balance of Net** and Sequence **999.***



Direct deposit $50 from every pay into savings:
*Note that the final account should have the type **Balance of Net** and Sequence **999.***



Direct Deposit $100 to savings on only the first check of the month:
*Note that the final account should have the type **Balance of Net** and Sequence **999.***



SEPARATION OF SERVICE

Access to eSuite is not removed or restricted in the event an employee separates from the district. However, there are a few things that should be done to ensure you won't have issues if you need to retrieve your username, reset your password, access old check stubs, or print your W-2.

- Review your contact information and update as necessary
- Change your primary email address to your personal email address
- Review your paperless settings for W-2s and 1095-Cs

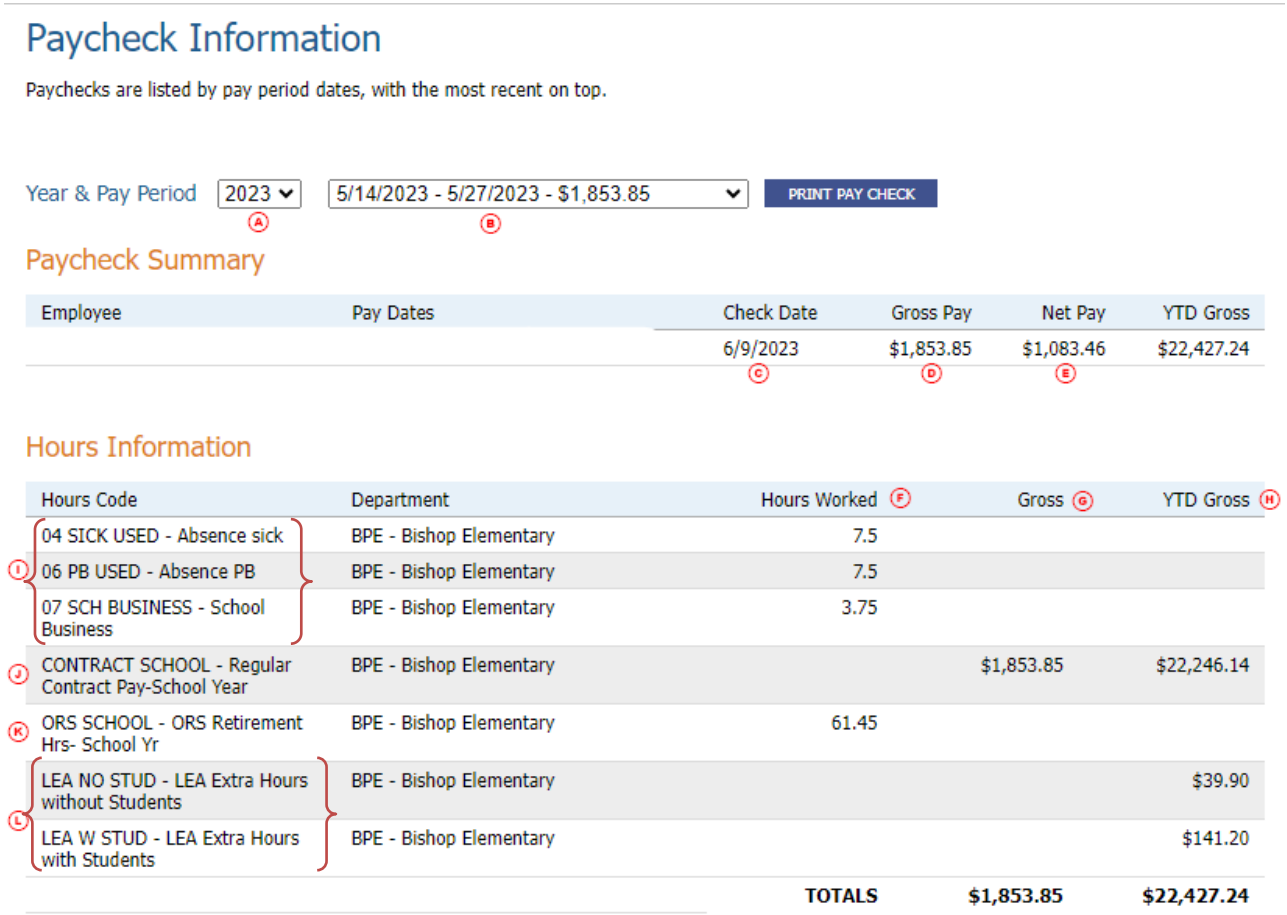
ANATOMY OF A PAYSTUB

To review your paystub follow the directions on page 19– *Paychecks.*

Please note that for our examples, we are using eSuite's native display that comes up when you select a pay period. You can also generate a PDF paystub for printing by clicking the blue **Print Pay Check** button after selecting a pay period. Both formats include the same information, so you use whichever you are most comfortable with.

The following pages are meant to be a guide to help you understand your paystub, but please keep in mind that it is impossible to display every individual circumstance which may arise. If you have additional questions regarding your paystub, you should reach out to the Payroll Office so we can help.

Section 1 – Header & Paycheck Summary (Salary)



Paycheck Information

Paychecks are listed by pay period dates, with the most recent on top.

Year & Pay Period 2023 (A) 5/14/2023 - 5/27/2023 - $1,853.85 (B) PRINT PAY CHECK

Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
		6/9/2023 (C)	$1,853.85 (D)	$1,083.46 (E)	$22,427.24

Hours Information

Hours Code	Department	Hours Worked (F)	Gross (G)	YTD Gross (H)
04 SICK USED - Absence sick	BPE - Bishop Elementary	7.5		
(I) 06 PB USED - Absence PB	BPE - Bishop Elementary	7.5		
07 SCH BUSINESS - School Business	BPE - Bishop Elementary	3.75		
(J) CONTRACT SCHOOL - Regular Contract Pay-School Year	BPE - Bishop Elementary		$1,853.85	$22,246.14
(K) ORS SCHOOL - ORS Retirement Hrs- School Yr	BPE - Bishop Elementary	61.45		
LEA NO STUD - LEA Extra Hours without Students	BPE - Bishop Elementary			$39.90
(L) LEA W STUD - LEA Extra Hours with Students	BPE - Bishop Elementary			$141.20
		TOTALS	**$1,853.85**	**$22,427.24**

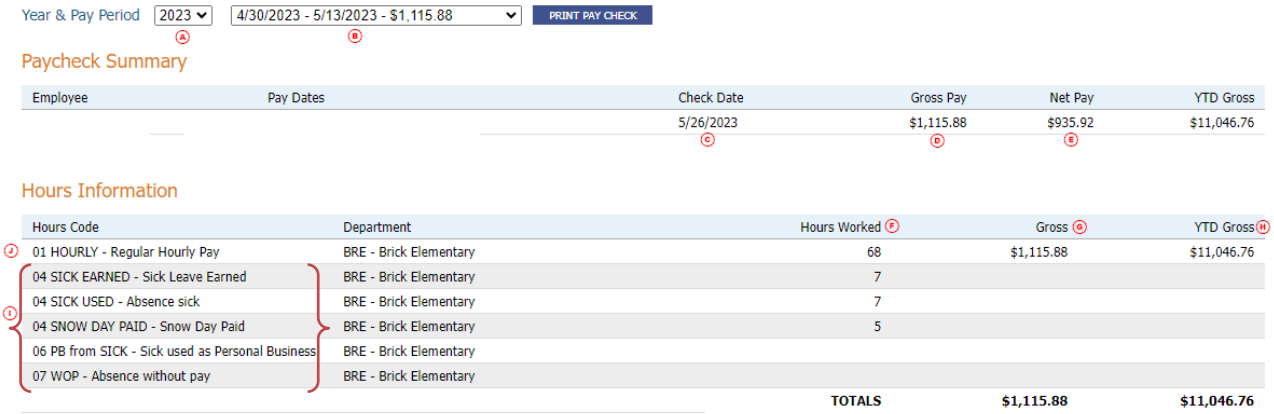
Ⓐ	The tax/calendar year the payment falls into.
Ⓑ	The pay period covered. This is not the check date.
Ⓒ	The check date.
Ⓓ	Gross Pay – This is the total amount of earnings before any taxes and deductions.
Ⓔ	Net Pay – This is your take-home pay.
Ⓕ	Hours Worked Column – These are the hours worked for each hours code during the pay period. Keep in mind that not all jobs calculate from number of hours, so this field may be blank even if you have related earnings.
Ⓖ	Gross Pay Column – this is the breakdown of your gross pay for the pay period
Ⓗ	YTD Gross – These are your gross earnings so far for the tax/calendar year. When reviewing your YTD Gross, please keep in mind that Lincoln Consolidated Schools operates on a Fiscal Year of July 1 – June 30, so this figure will not match your contracted total salary.
Ⓘ	Attendance hours codes for absences during the pay period - Attendance is expressed in hours, not days. This employee is a teacher with a 7.5 hour standard work day, and they used 1 sick day and 1 personal business day during the pay period. They also had a half-day School Business absence. Attendance hours are exported from Red Rover and verified against the employee's PTO balances as of the date of the absence. If there is an issue with your attendance, you should first review Red Rover and discuss with your Administrator. If there is an error which needs to be corrected, you will need to notify HR who will then notify Payroll.

Ⓙ Contract Pay – This is a salaried employee's regular salary. Hourly employees will not have this item and should refer to the next section. Contracts rollover at different times depending on your bargaining unit. Teacher contracts rollover as of the first pay in September, Administrators on the second pay of August, and Non-Affiliated staff on the first pay in July. If you receive a step rate increase, it will be effective on your contract rollover date.

Ⓚ ORS School Hours – These are your retirement hours being reported to ORS for your service credit calculation.

Ⓛ Extra pay items – Note that these two lines do not have an amount for hours worked or gross pay, meaning there were no earnings in this pay period. The amount under the column YTD Gross is from earlier in the year.

Section 1 – Header & Paycheck Summary (Hourly)


Year & Pay Period 2023 (A) 4/30/2023 - 5/13/2023 - $1,115.88 (B) PRINT PAY CHECK

Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
		5/26/2023 (C)	$1,115.88 (D)	$935.92 (E)	$11,046.76

Hours Information

Hours Code	Department	Hours Worked (F)	Gross (G)	YTD Gross (H)
(J) 01 HOURLY - Regular Hourly Pay	BRE - Brick Elementary	68	$1,115.88	$11,046.76
(I) 04 SICK EARNED - Sick Leave Earned	BRE - Brick Elementary	7		
04 SICK USED - Absence sick	BRE - Brick Elementary	7		
04 SNOW DAY PAID - Snow Day Paid	BRE - Brick Elementary	5		
06 PB from SICK - Sick used as Personal Business	BRE - Brick Elementary			
07 WOP - Absence without pay	BRE - Brick Elementary			
		TOTALS	**$1,115.88**	**$11,046.76**

Ⓐ The tax/calendar year the payment falls into.

Ⓑ The pay period covered. This is not the check date.

Ⓒ The check date.

Ⓓ Gross Pay – This is the total amount of earnings before any taxes and deductions.

Ⓔ Net Pay – This is your take-home pay.

Ⓕ Hours Worked Column – These are the hours worked for each hours code during the pay period. Keep in mind that not all jobs calculate from number of hours, so this field may be blank even if you have related earnings.

Ⓖ Gross Pay Column – this is the breakdown of your gross pay for the pay period

Ⓗ YTD Gross – These are your gross earnings so far for the tax/calendar year. When reviewing your YTD Gross, please keep in mind that Lincoln Consolidated Schools operates on a Fiscal Year of July 1 – June 30, so this figure will not match your contracted total salary.

Ⓘ Attendance hours codes for absences during the pay period - Attendance is expressed in hours, not days. This employee is a parapro with a 7 hour standard work day. They earned one day of sick time and used one day of sick time. Attendance hours are exported from Red Rover and verified against the employee's PTO balances as of the date of the absence. If there is an issue with your attendance, you should first review Red Rover and discuss with your Administrator. If there is an error which needs to be corrected, you will need to notify HR who will then notify Payroll.

Ⓙ Hourly Pay – Hourly employees will see their regular hours reported under the hours code 01 HOURLY. Overtime pay will be presented as a separate line item under the codes 02 OVERTIME and 02 OVERTIME 2 as appropriate. Hours represented here should match what you have entered in Red Rover's timekeeping system. If there are discrepancies, please review your time entries in Red Rover. If corrections are needed, you will need to complete a form in Informed K12. Prior period hours cannot be reported in Red Rover.

Section 2 – Withholding and Deduction (All Staff)
Employee-paid taxes and deductions. These items are deducted from your pay.

Withholding and Deduction

Code	Gross Ⓐ	Amount Ⓑ	YTD Amount Ⓒ
Ⓔ FIT - Federal Income Tax	$1,412.91	$136.86	$1,696.98
Ⓓ FICA - FICA	$1,751.16	$108.57	$1,319.21
Ⓔ SIT - State Income Tax	$1,412.91	$51.88	$641.92
Ⓓ MED - Medicare	$1,751.16	$25.39	$308.52
Ⓕ ORS PEN-PLUS2 - PENSION PLUS 2	$1,853.85	$114.94	$1,390.51
Ⓕ ORS DC 2+1 - DC 2%EE + 1%ER	$1,853.85	$111.23	$1,252.93
Ⓖ PAK D1 - Pak D Single	$0.00	$82.69	$909.59
Ⓗ TSA 403B - TSA 403(b)	$0.00	$75.00	$775.00
Ⓕ ORS PHF - Personal Healthcare Fund 2%	$1,853.85	$37.08	$448.58
Ⓘ HSA - Empl Paid HSA Pre-Tax	$0.00	$20.00	$240.00
Ⓙ OPT STD - Optional Short Term Disability	$0.00	$6.00	$66.00
Ⓙ OPT LIFE SUPP - Optional Life Supplemental	$0.00	$0.75	$8.25
	TOTALS	**$770.39**	**$9,057.49**

Ⓐ	Gross – This is the amount of pay the deduction was calculated off of. This may not match your gross or net pay above as different items have different rules to follow.
Ⓑ	Amount – This is the current deduction from your pay.
Ⓒ	YTD Amount – This is the total deducted so far in the tax/calendar year.
Ⓓ	FICA & Medicare – These taxes are required and at a set percentage.
Ⓔ	Federal and State Income Tax – You can adjust your tax withholding rate by completing new W-4 forms. See page 18 for guidance how to submit a new W-4 Form.
Ⓕ	ORS Deductions – Generally, ORS deductions are only able to be adjusted if they are noted as “DC” or “PHF”. You should log into your Voya account to request changes. Other ORS deductions are mandatory and at set rates.
Ⓖ	PAK D / MESSA ABC – Deductions for health insurance. Health insurance is deducted from 18 pays, from September to June.
Ⓗ	TSA 403B – Deferrals to your 403(b) account. You can request changes to this at any time by filling out a *403(b) Change Request*, found in eSuite under MyHR -> Upload Documents, where you should also submit it. If you need guidance, please see page 21.
Ⓘ	HSA – Employee contributions to an HSA account. Only employees covered by the district’s health insurance may make contributions to an HSA account. You can request changes to this at any time by filling out a *HSA Change Request*, found in eSuite under MyHR -> Upload Documents, where you should also submit it. If you need guidance, please see page 21.
Ⓙ	OPT Codes – Optional insurance coverages you enrolled in with MESSA.

Section 2 –Employer Paid Taxes and Benefits (All Staff)

Benefits paid by Lincoln Consolidated Schools. These items are not deducted from your pay.

Employer Paid Taxes and Benefits

Code	Gross	Amount	YTD Amount
Ⓐ FICA - FICA	$1,751.16	$108.57	$1,319.21
Ⓐ MED - Medicare	$1,751.16	$25.39	$308.52
Ⓑ PAK D1 - Pak D Single	$0.00	$627.54	$3,765.24
Ⓒ PP PHF2 - ER Pen-Plus with PHF 27.16%	$1,853.85	$503.51	$6,091.24
Ⓑ DENTAL - Dental Insurance Coverage	$0.00	$42.69	$256.14
Ⓒ ER ORS PHF - Employer PHF 2% Match	$1,853.85	$37.08	$448.58
Ⓑ NEGOTIATED - MESSA Negotiated Benefits	$0.00	$33.99	$203.94
Ⓒ ER ORS DC 1% - Employer DC 1% Match	$1,853.85	$18.54	$224.29
Ⓑ VISION - VSP Insurance Coverage	$0.00	$6.65	$39.90
Ⓓ ER-HSA - Employer Paid HSA Contributions	$0.00	$0.00	$1,200.00
	TOTALS	**$1,726.13**	**$13,857.06**

Ⓐ	FICA & Medicare – The district's portion of FICA and Medicare taxes
Ⓑ	Health, Dental, Vision, and Negotiated Insurance Benefits – The amount the district contributes to your insurance benefits
Ⓒ	ORS Codes – Contributions the district makes to your retirement plan with MPSERS / ORS
Ⓓ	ER-HSA – Employer HSA contributions