



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.

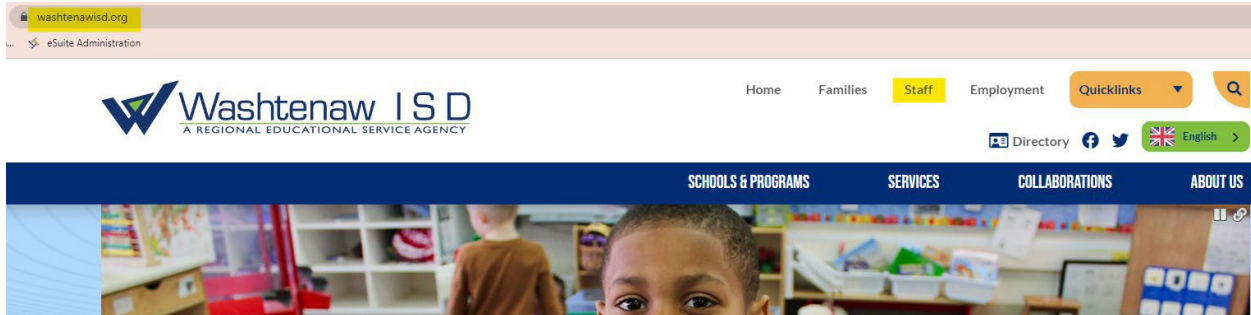
As soon as you are set up in Lincoln’s payroll system, you can activate your account. Generally, you are active in the payroll system on your first day of work. You can activate your account from home or use an available computer at your work site. You should always use eSuite on a desktop computer. 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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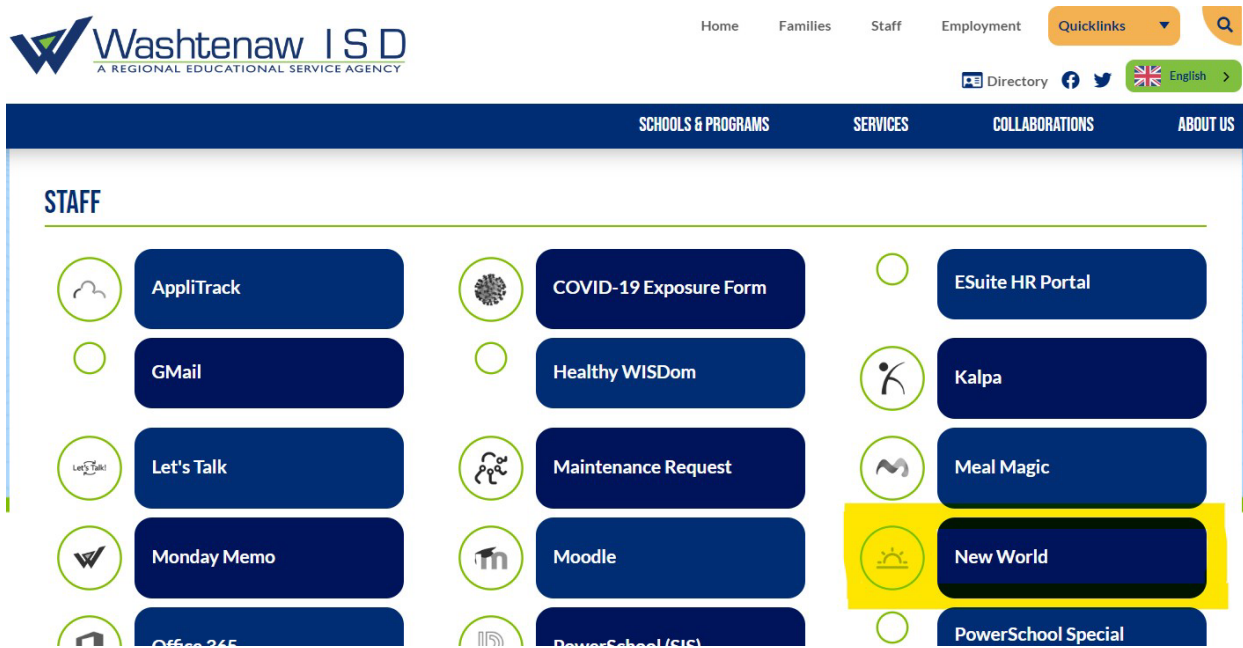
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HOW TO ACCESS THE ESUITE PORTAL

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](#)

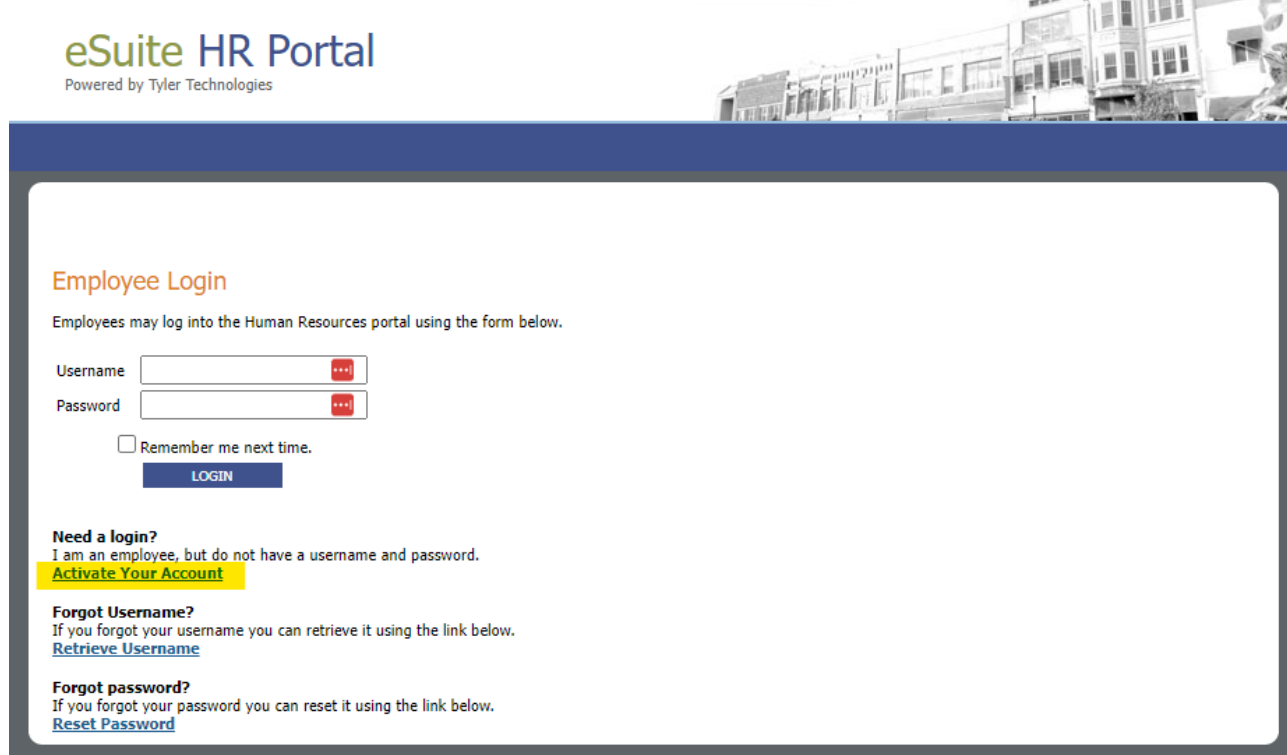
Whitmore Lake

- [New World Whitmore Lake](#)
- [Whitmore Lake Test](#)
- [Employee Web Whitmore Lake](#)

WISD

- [New World WISD](#)
- [WISD Test](#)
- [Employee Web WISD](#)

Select **Activate Your Account**.



eSuite HR Portal
Powered by Tyler Technologies

Employee Login

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

Username

Password

Remember me next time.

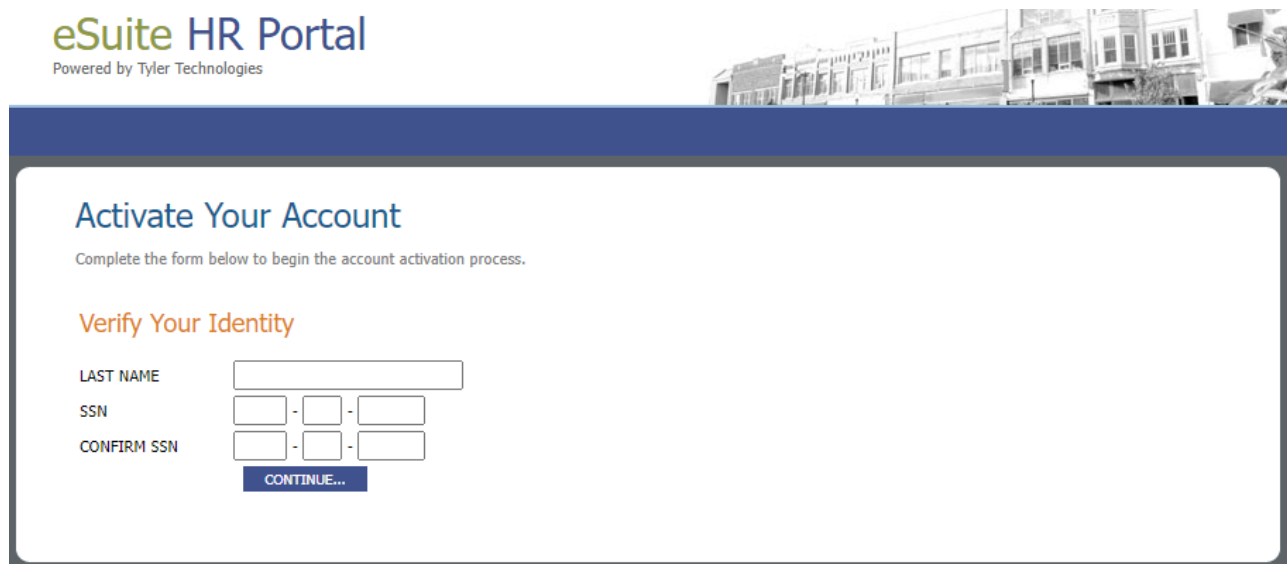
LOGIN

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

Forgot Username?
If you forgot your username you can retrieve it using the link below.
[Retrieve Username](#)

Forgot password?
If you forgot your password you can reset it using the link below.
[Reset Password](#)

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



eSuite HR Portal
Powered by Tyler Technologies

Activate Your Account

Complete the form below to begin the account activation process.

Verify Your Identity

LAST NAME

SSN - -

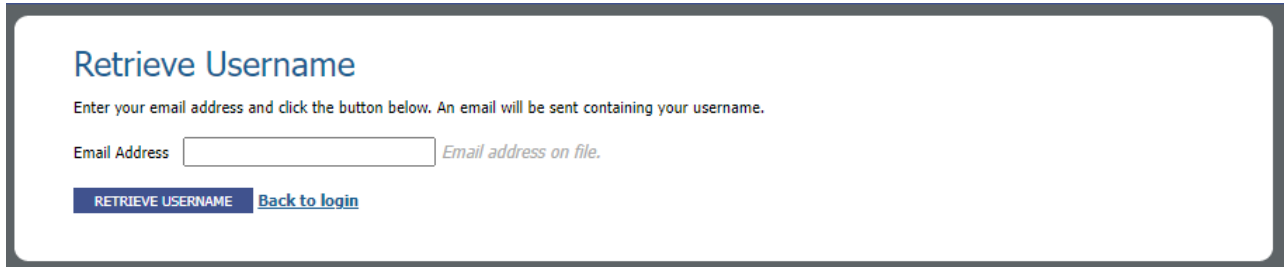
CONFIRM SSN - -

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.



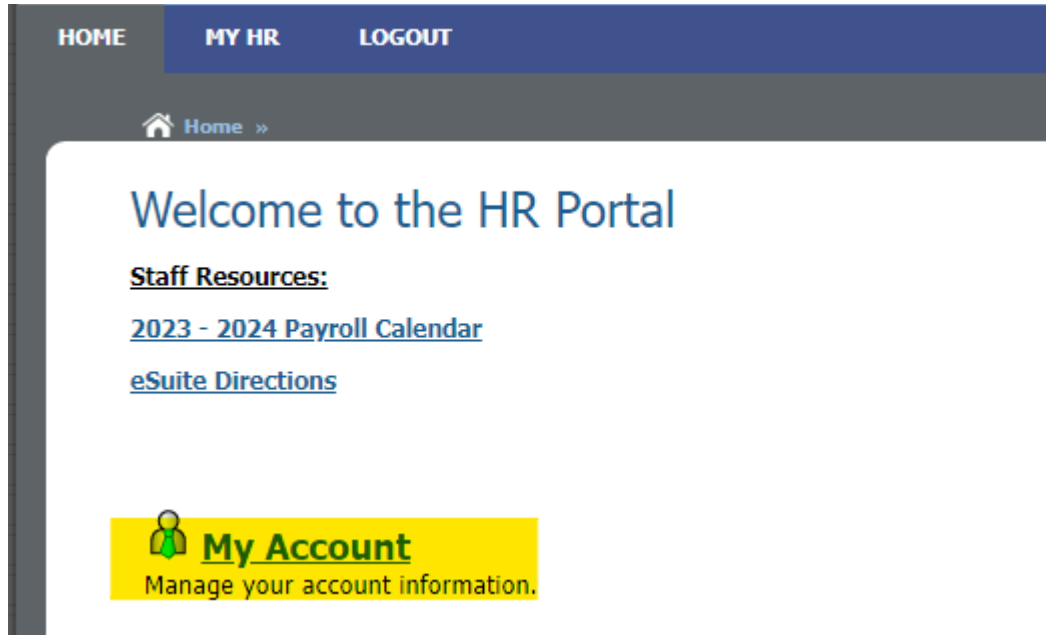
The screenshot shows a web form titled "Retrieve Username". Below the title is a blue instruction: "Enter your email address and click the button below. An email will be sent containing your username." There is a text input field labeled "Email Address" with a placeholder "Email address on file." Below the input field are two buttons: a blue button labeled "RETRIEVE USERNAME" and a blue link labeled "Back to login".

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

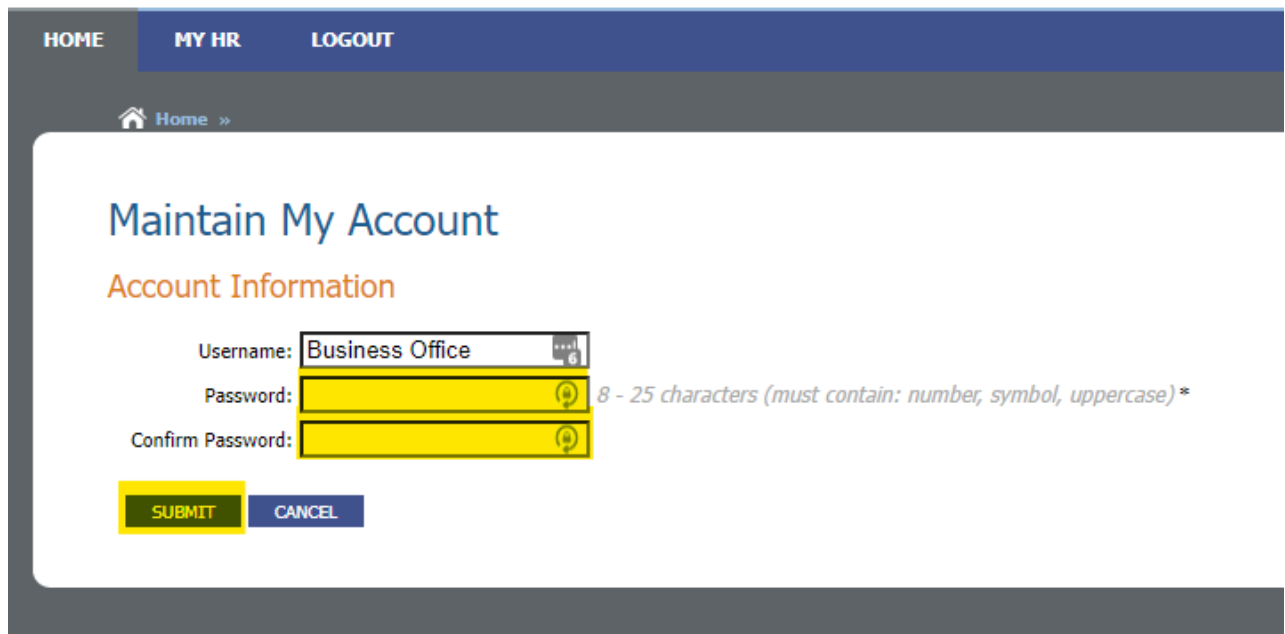
If you have still have trouble logging in, please proceed to resetting your password or contact the Business Office for assistance.

CHANGING YOUR PASSWORD

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



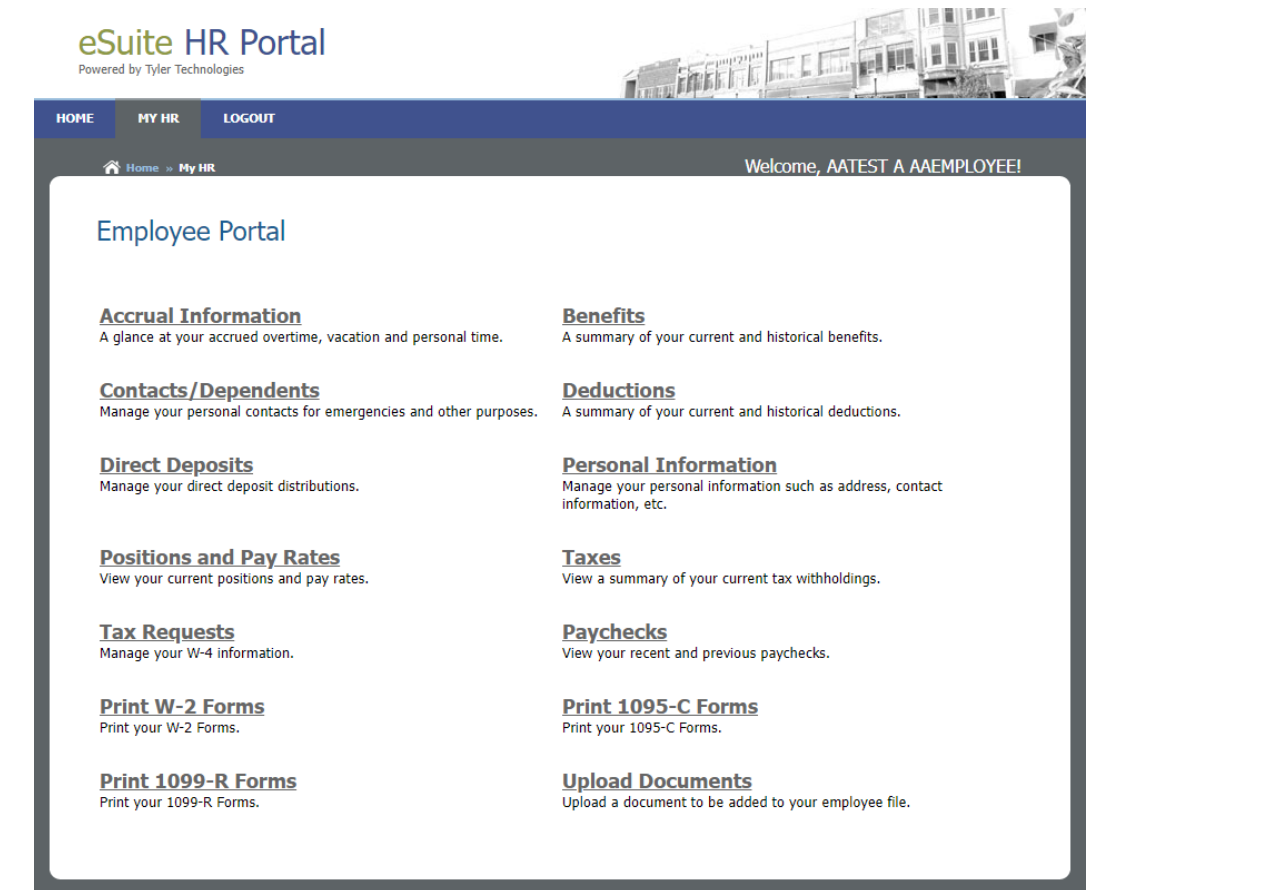
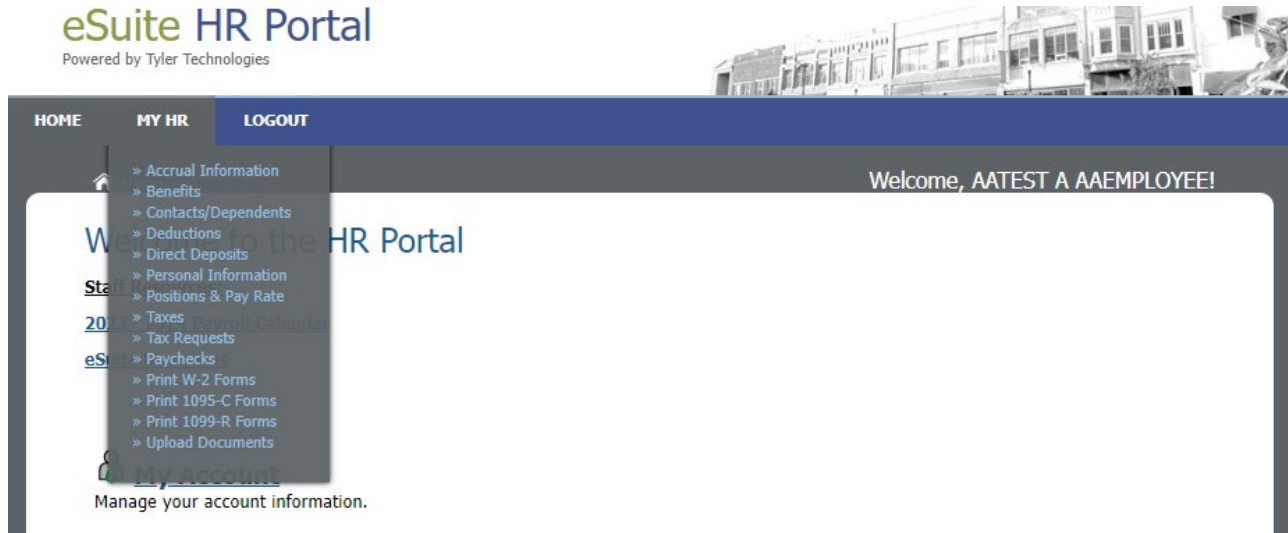
Here, update both the **Password** and **Confirm Password** fields before hitting **Submit**.



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.



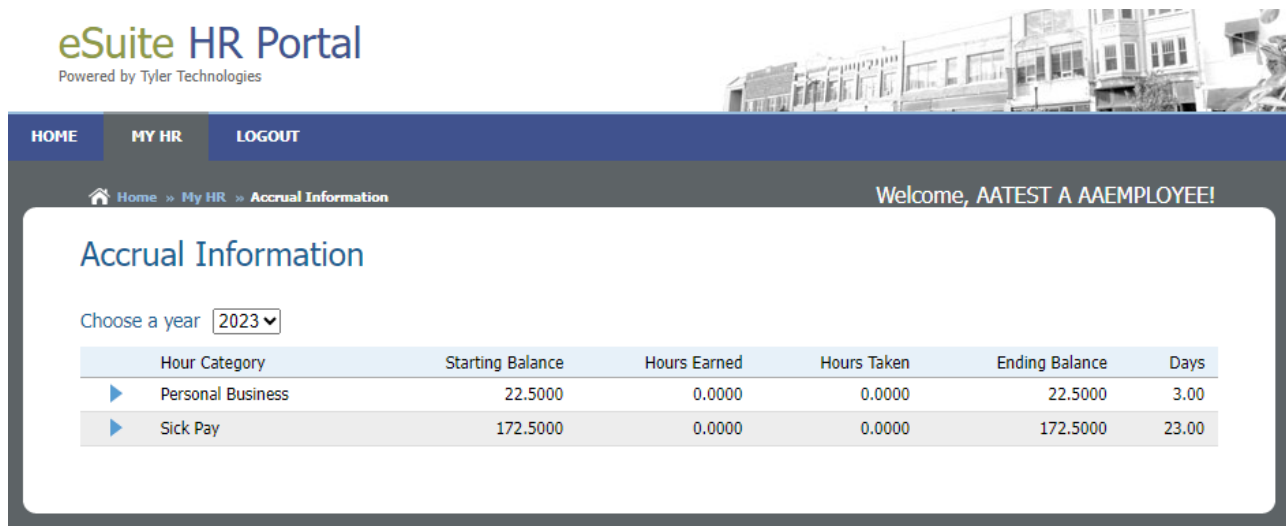
ACCRUAL INFORMATION

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.



eSuite HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home » My HR » Accrual Information Welcome, AATEST A AEMPLOYEE!

Accrual Information

Choose a year

Hour Category	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
▶ Personal Business	22.5000	0.0000	0.0000	22.5000	3.00
▶ Sick Pay	172.5000	0.0000	0.0000	172.5000	23.00

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.

Home » My HR » Direct Deposits
Welcome, AATEST A AAEMPLOYEE!

Direct Deposits

To request changes to your direct deposit, you must also upload a copy of a voided check or other statement from your financial institution that verifies the routing number, account number, and name on the account.

Please reach out to millerr@lincolnk12.org with any questions.

DO NOT email pictures, scans, or other documents which include your bank account information!

Information on File

Paperless Direct Deposit

Frequency	Sequence	Bank	Account	Deposit Type	Amount
All Pays	999	Access 360 Card	Checking - xxxxxxx6789	Balance of Net pay	

Documents (0)

Filename	Created Date
Download Selected Files	

MAKE CHANGES

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.

Direct Deposit - Change Form

To request changes to your direct deposit, you must also upload a copy of a voided check or other statement from your financial institution which verifies the routing number, account number, and name on the account.

Please reach out to millerr@lincoln12.org with any questions.

DO NOT email pictures, scans, or other documents which include your bank account information!

[Direct Deposit Change Request](#)

Paperless Direct Deposit

DELETE X			
BANK	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Access 360 Card - 071925130</div> <div style="background-color: #007bff; color: white; padding: 2px;">Access 360 Card - 071925130</div> <div style="padding: 2px;">Adiva Credit Union - 272483633</div> <div style="padding: 2px;">Alliance Catholic Credit Union - 272485259</div> <div style="padding: 2px;">Alliance Catholic Credit Union 2 - 272477571</div> <div style="padding: 2px;">Alliant Bank - 271081528</div> <div style="padding: 2px;">Ally Bank - 124003116</div> <div style="padding: 2px;">Alpena Alcona Area Credit Union - 272476433</div> </div>	ACCOUNT TYPE	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Checking</div> </div>
Sequence		ACCOUNT #	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="123456789"/> </div>
Amount Type/Amount		FREQUENCY	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">ALL - All Pays</div> </div>

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.

Documents (0)

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.

My Personal Information

Please do not use # signs when designating an Apartment or Lot. Add APT or LOT on address line 2 and then the number.

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	AATEST A AAEMPLOYEE
Phone Number	* Cellular phone - (734) 555-1234 Home Phone - (734) 555-4632
Email	* Work Email -
Address	* Home Address - 123 main street ann arbor, Michigan 48104

* Indicates Primary

MAKE CHANGES

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.

HOME MY HR LOGOUT
Welcome, AATEST A AEMPLOYEE!

Home » My HR » Personal Information » Personal Information Change Request

Personal Information Change Request

Some changes to personal information require HR approval.

Change Request Form

EFFECTIVE DATE *

	TITLE	FIRST *	MIDDLE	LAST *	SUFFIX
Name	<input type="text" value=""/>	<input type="text" value="FirstName"/>	<input type="text" value="A"/>	<input type="text" value="LastName"/>	<input type="text" value=""/>

	PHONE TYPE *	(5551231203) *	EXTENSION	PRIMARY	DELETE
Phone	<input type="text" value="Cellular phon"/>	<input type="text" value="7345551234"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="text" value="Home Phone"/>	<input type="text" value="7345554632"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Phone Number

	EMAIL TYPE	EMAIL ADDRESS	PRIMARY	DELETE
Email	<input type="text" value="Work Email"/>	<input type="text" value="email@lincolnk12.org"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Email Address

	EFFECTIVE DATE *	ADDRESS TYPE *	PRIMARY	DELETE
Address	<input type="text" value="08/21/20"/>	<input type="text" value="Home Address"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	STREET ADDRESS 1 *			
	<input type="text" value="123 Main Street"/>			
	STREET ADDRESS 2			
	<input type="text" value=""/>			
STREET ADDRESS 3				
<input type="text" value=""/>				
CITY *		STATE *	ZIP *	
<input type="text" value="Ypsilanti"/>		<input type="text" value="Michigan"/>	<input type="text" value="48197"/>	

Add Address

SUBMIT CHANGES

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.

HOME MY HR LOGOUT

Home > My HR > Positions And Pay Rate Welcome, AATEST A AEMPLOYEE!

Position and Pay Rate Information

Please note that the annual salary for **Hourly** employees may not be accurate due to system limitations in calculating hourly rate x hours worked x work days in each assigned position. Please check with Payroll for an accurate annual amount based on your individual rates.

Pay Rates as of 8/21/2023

Position	Department	Position Entry Date	Hire Date	Current Base Hourly Rate	Current Base Annual Rate	Primary
Teacher	LHS - Lincoln High School	08/01/2023	01/04/2021	\$20.615385	\$40,200.000000	Yes
Junior Class Sponsor	LHS - Lincoln High School	08/21/2023	01/04/2021	\$6.344154	\$1,649.480000	No

▼ Position History

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**.

The screenshot displays the 'Tax Information' page in a web application. At the top, there are navigation tabs for 'HOME', 'MY HR', and 'LOGOUT'. Below the navigation, a breadcrumb trail shows 'Home » My HR » Taxes' and a welcome message 'Welcome, AATEST A AAEMPLOYEE!'. The main content area is titled 'Tax Information' and includes a sub-section for 'Current Taxes'. A table lists the current tax setup with columns for Start Date, End Date, Tax, 3 Dependent Exemption Amount, 4a Other Income Amount, 4b Other Deduction Amount, Withholding Status, Exemptions, Additional Amount, and Additional Percent. Two rows are shown: FIT - Federal Income Tax (starting 1/1/2021) and SIT - State Income Tax (starting 6/1/2022). Below the table, there is a link for 'Tax History' with a blue arrow pointing to the right.

Start Date	End Date	Tax	3 Dependent Exemption Amount	4a Other Income Amount	4b Other Deduction Amount	Withholding Status	Exemptions	Additional Amount	Additional Percent
1/1/2021	< Open >	FIT - Federal Income Tax	\$2,000.00			Single	0	\$50.00	
6/1/2022	< Open >	SIT - State Income Tax				Single	0		

▶ 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.

Home » Tax Request Welcome, AATEST A AAEMPLOYEE!

Tax Information

Request changes to your Federal Income Tax Withholding. You can use the Personal Allowance Worksheet on pages 3 & 4 of [IRS Form W-4](#) to help you figure your Withholding Allowances. You can also use the [Withholding Calculator available on the IRS website](#).

Changes to your Michigan State Tax Withholding must be requested using a paper [Michigan W-4](#)

Please be aware that after 2020 you may no longer use the old W4 form, and there are no more allowances to claim. That box is greyed out and may not have a value. Instead, you need to use the other boxes corresponding with the new (2020 and later) W4 form. If you are unsure what you need to claim to get the result you need, please use the IRS calculator linked above.

Pending Requests

Check Date	Withholding Status	Exemptions	Amount / Percent	3 Dependent Exemption Amount	4a Other Income Amount	4b Other Deduction Amount	Cancel
New Request							

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

HOME MY HR LOGOUT Welcome, AATEST A AAEMPLOYEE!

Home » Tax Request

Tax Information

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Change Form

	Current	Requested
Effective Check Date	01/01/2021	<input type="text" value=""/>
Withholding Status	Single	<input type="text" value=""/>
Number of Exemptions	0	<input type="text" value="0"/>
Additional Amount	\$50.00	<input type="text" value=""/>
Additional Percent		<input type="text" value=""/>
3 Dependent Exemption Amount	\$2,000.00	<input type="text" value=""/>
4a Other Income Amount		<input type="text" value=""/>
4b Other Deduction Amount		<input type="text" value=""/>

[Submit Changes](#) [Cancel](#)

PAYCHECKS

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

HOME MY HR LOGOUT

Home > My HR > Paychecks Welcome, AATEST A AEMPLOYEE!

Paycheck Information

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

Year & Pay Period 2022 Select a Pay Period ... PRINT PAY CHECK

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.

HOME MY HR LOGOUT

Welcome, AATEST A AAEMPLOYEE!

Print W2 Forms

ELECTRONIC W-2 CONSENT

Lincoln Consolidated Schools is pleased to offer online availability of Form W-2 for viewing and printing via E-Suite self-service. By choosing to receive your W-2 online rather than through the traditional paper process, you can receive your W-2 earlier and without risk of delay or loss. You can retrieve your W-2 online at any time: day or night, on weekends, and away from home. Electronic W-2s can often be imported directly into your tax preparation software, saving you time and preventing errors.

You may consent to electronic delivery electronically by reviewing the below disclosure and checking the 'Paperless W-2' box below.

- An employee who consents to receiving his/her Form W-2 online will not receive a paper copy. If an employee does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- An employee's consent to receive Form W-2 online will be valid for subsequent tax years unless consent is withdrawn by the employee. Consent to receive Form W-2 electronically may be withdrawn at any time via E-Suite, e-mail, or in writing. The employee's withdrawal of consent will be effective on the date it is received. If consent is withdrawn, it will be effective only for those W-2 statements not yet issued.
- An employee who elects to receive his/her Form W-2 online can also receive a paper copy of Form W-2 by contacting the Payroll Office at 734-484-7040 or millerr@lincolnk12.org. Request for a paper copy does not withdraw the Employee's consent for electronic delivery of future Form W-2s.
- Employees are required to promptly update any personal address, email addresses or status changes through E-Suite or by contacting the Human Resources department. Terminated employees are required to notify their former Human Resources department of any change in mailing address for W-2 purposes if consent is withdrawn.
- The hardware and software requirements needed to access the Form W-2 online include an internet connection, web browser and Adobe Acrobat reader or similar PDF reader software.
- Electronic W-2 statements will be accessible through E-Suite for at least seven (7) years after the posting date for active status employees.
- If an employee consents to electronic W-2 delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, or incorrect email address the employee should contact the Payroll department for guidance. Any changes to the electronic delivery process will be communicated immediately via e-mail or written notice.

I agree to receive my W-2 electronically. I understand that such consent will remain in effect until I withdraw my consent electronically or in writing.

Paperless W-2

Tax Year EIN
2022 386004035 **PRINT W2 FORM**

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.

HOME MY HR LOGOUT

Welcome, AATEST A AAEMPLOYEE!

Print 1095-C Forms

ELECTRONIC 1095-C CONSENT

Lincoln Consolidated Schools is pleased to offer online availability of Form 1095-C for viewing and printing via E-Suite self-service.

The benefits of receiving your 1095-C electronically are:

- Receive your 1095-C earlier than with the traditional paper process. Paper 1095-Cs will be mailed by January 31st, per IRS requirements.
- Eliminate the chance that the 1095-C statement could be lost, misplaced, or delayed during delivery.
- Retrieve your 1095-C at any time, day or night, on weekends, and away from home.
- Electronic 1095-Cs can often be imported directly into your tax preparation software.

I agree to receive my 1095-C forms electronically. I understand that such consent will remain in effect until I withdraw my consent electronically or in writing.

Paperless 1095-C

Tax Year EIN
2021 386004035 **PRINT 1095-C FORM**

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.

HOME MY HR LOGOUT

Home » Uploaded Documents Welcome, AATEST A AAEMPLOYEE!

Uploaded Documents

Please make sure your document has **saved** before uploading!

You will receive a confirmation email when your change is accepted or denied. If you do not see your changes reflected on your next paycheck, or if the matter is urgent, please contact Becky Miller at millerr@lincolnk12.org

[403\(b\) Change Request](#)

[HSA Contribution Change Request](#)

[Michigan W-4](#) (Federal W-4 changes should be submitted through "Tax Requests")

Date	Comment	Status	Documents
UPLOAD			

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:

Paperless Direct Deposit

DELETE X			
BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Checking
Sequence	999	ACCOUNT #	123456789
Amount Type/Amount	Balance of Net	FREQUENCY	ALL - All Pays

ADD A DISTRIBUTION	
BANK	<input type="text"/> <input type="button" value="ADD DISTRIBUTION"/>

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**.

Paperless Direct Deposit

DELETE X			
BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Checking
Sequence	1	ACCOUNT #	123456789
Amount Type/Amount	Percent of Net	50%	FREQUENCY ALL - All Pays

DELETE X			
BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Savings
Sequence	999	ACCOUNT #	987654321
Amount Type/Amount	Balance of Net	FREQUENCY	ALL - All Pays

ADD A DISTRIBUTION	
<input type="text"/>	

Direct deposit \$50 from every pay into savings:

Note that the final account should have the type **Balance of Net** and Sequence **999**.

Paperless Direct Deposit

DELETE X

BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Savings	
Sequence	1	ACCOUNT #	987654321	
Amount Type/Amount	Amount	\$50.00	FREQUENCY	ALL - All Pays

DELETE X

BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Checking	
Sequence	999	ACCOUNT #	123456789	
Amount Type/Amount	Balance of Net		FREQUENCY	ALL - All Pays

ADD A DISTRIBUTION

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**.

Paperless Direct Deposit

DELETE X

BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Savings	
Sequence	1	ACCOUNT #	987654321	
Amount Type/Amount	Amount	\$100.00	FREQUENCY	1st - First Pay Only

DELETE X

BANK	Access 360 Card - 071925130	ACCOUNT TYPE	Checking	
Sequence	999	ACCOUNT #	123456789	
Amount Type/Amount	Balance of Net		FREQUENCY	ALL - All Pays

ADD A DISTRIBUTION

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 5/14/2023 - 5/27/2023 - \$1,853.85 PRINT PAY CHECK

Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
		6/9/2023	\$1,853.85	\$1,083.46	\$22,427.24

Hours Information

Hours Code	Department	Hours Worked	Gross	YTD Gross
04 SICK USED - Absence sick	BPE - Bishop Elementary	7.5		
06 PB USED - Absence PB	BPE - Bishop Elementary	7.5		
07 SCH BUSINESS - School Business	BPE - Bishop Elementary	3.75		
CONTRACT SCHOOL - Regular Contract Pay-School Year	BPE - Bishop Elementary		\$1,853.85	\$22,246.14
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
LEA W STUD - LEA Extra Hours with Students	BPE - Bishop Elementary			\$141.20
		TOTALS	\$1,853.85	\$22,427.24

- A The tax/calendar year the payment falls into.

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

- C The check date.

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

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

- F 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.

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

- H 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.

- I 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 4/30/2023 - 5/13/2023 - \$1,115.88 PRINT PAY CHECK

Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
		5/26/2023	\$1,115.88	\$935.92	\$11,046.76

Hours Information

Hours Code	Department	Hours Worked	Gross	YTD Gross
01 HOURLY - Regular Hourly Pay	BRE - Brick Elementary	68	\$1,115.88	\$11,046.76
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

- A** The tax/calendar year the payment falls into.

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

- C** The check date.

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

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

- F** 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.

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

- H** 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.

- I** 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.

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

- ^(A) 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.
- ^(B) Amount – This is the current deduction from your pay.
- ^(C) YTD Amount – This is the total deducted so far in the tax/calendar year.
- ^(D) FICA & Medicare – These taxes are required and at a set percentage.
- ^(E) 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.
- ^(F) 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.
- ^(G) PAK D / MESSA ABC – Deductions for health insurance. Health insurance is deducted from 18 pays, from September to June.
- ^(H) 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.
- ^(I) 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.
- ^(J) 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