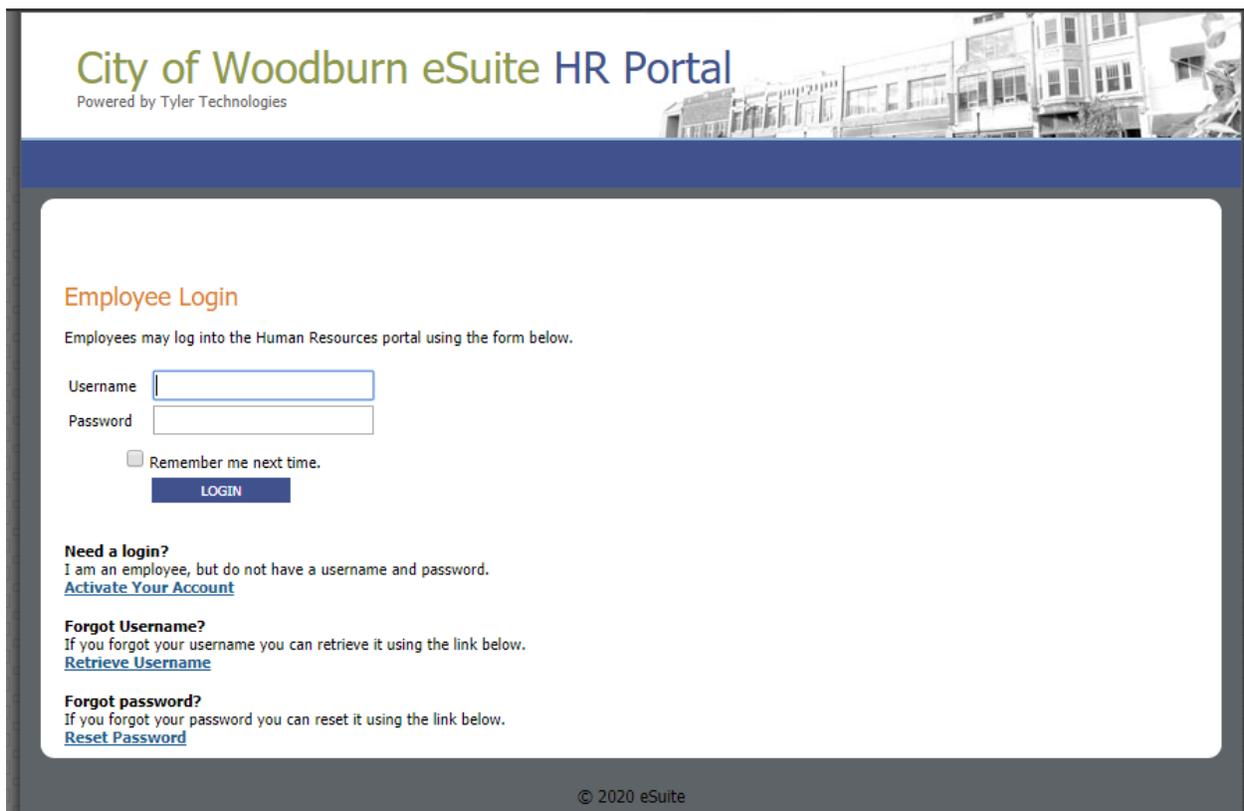


eEmployee/eSuite Walk-Through

eEmployee/eSuite is a portal that displays information about employees. We display the following bits of information:

- Benefits
- Contacts/Dependents
- Deductions
- Direct Deposits
- Personal Information
- Position/Pay Rate
- Taxes
- Paychecks
- Print W-2 Forms

1) In order to create an account, please visit the HR Portal page at by clicking [HERE](#).



The screenshot shows the City of Woodburn eSuite HR Portal login page. At the top, the header reads "City of Woodburn eSuite HR Portal" with "Powered by Tyler Technologies" below it. The main content area is titled "Employee Login" and includes the following text: "Employees may log into the Human Resources portal using the form below." Below this is a login form with fields for "Username" and "Password", a checkbox for "Remember me next time.", and a "LOGIN" button. There are also three links for account management: "Need a login?", "Forgot Username?", and "Forgot password?".

City of Woodburn 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](#)

© 2020 eSuite

- 2) Click the **'Activate Your Account'** link.

City of Woodburn 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...](#)

© 2020 eSuite

- 3) Enter your **Last Name**, **SSN**, and then you will need to create a Username and a password. The Username needs to be at least seven characters long and can be different than your existing Logos Username if you have one. If you have an existing Logos Username please note that we are unable to connect the Logos and eSuite accounts because there will be employees that will be accessing eSuite that are not Logos users.
- 4) Once you finish entering in the data click 'Continue...' then go back to the main page to log in using your new username and password.
- 5) By logging in, it takes you to the main page. From here we are going to go through instructions for each section individually. Hover over **'MY HR'** or click on it and select **Benefits**.



- 6) Benefits shows current enrolled benefits that are deducted from your paycheck, as well as company provided benefits. Your benefit history can also be reviewed.

City of Woodburn eSuite HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home » My HR » Benefits Welcome, [REDACTED]

Benefit Information

Current Benefits

Benefit	Amount	Percent	Frequency	Start Date	End Date
D20 - DENTAL- KAISER EE ONLY PRETAX	[REDACTED]		2nd - 1st & 2nd Checks	09/09/2018	< Open >
I12 - LTD - AFSCME	[REDACTED]		1st - 1st Check Only	10/06/2019	< Open >
L12 - LIFE & AD&D - AFSCME	[REDACTED]		1st - 1st Check Only	10/06/2019	< Open >
M20 - MEDICAL- KAISER EE ONLY PRETAX	[REDACTED]		2nd - 1st & 2nd Checks	11/17/2019	< Open >
ORUE - Oregon Unemployment		[REDACTED]	3rd - All 3 Checks	07/30/2017	< Open >
PERSOPSGEN - PERS OPSRP GENERAL SVC		[REDACTED]	3rd - All 3 Checks	03/11/2018	< Open >
RET1 - PERS EMPLOYEE PORTION (PAID)		[REDACTED]	3rd - All 3 Checks	08/12/2018	< Open >

[▶ Benefit History](#)

© 2020 eSuite

- 7) Click on Contacts/Dependents. This is the first area where you can make changes. To edit or delete an existing contact just click edit or delete to the right of the selected person. To add a new Contact or Dependent just click the ADD A NEW CONTACT button.

City of Tyler, Michigan HR Portal
Powered by Tyler Technologies

HOME MY HR TIMESHEET BENEFIT ENROLLMENT LOGOUT

Home » My HR » Contacts Dependents Welcome, Keara B Brull!

Contacts/Dependents

Hello and thank you for submitted a request. **Please hold**

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

Contact Name	Primary Phone	Primary Contact	Emergency Contact	Beneficiary	Dependent	Options
Ullrich, Aubrey <i>*Primary Contact</i>		Yes	Yes			EDIT DELETE
Bellflower, Hailie					Yes	EDIT DELETE
Iseley, Brittany					Yes	EDIT DELETE
Lecleir, Jackeline	(126) 678-3296		Yes			EDIT DELETE
Seledon, Eva					Yes	EDIT DELETE

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

5 Active Contacts

© 2016 Tyler Michigan: The city of tomorrow, today

- 8) Make changes and/or fill in all relevant information. Once you are done click **SUBMIT CHANGES**. An approval from HR within the system will be required before this is added to your employee record.

City of Tyler, Michigan HR Portal
Powered by Tyler Technologies

HOME MY HR **TIMESHEET** BENEFIT ENROLLMENT LOGOUT

Home > My HR > Contacts Dependents > Contact Welcome, Keara B Brull!

Create Contact

Contact Information

Title Primary Contact

First Name * Emergency Contact

Middle Name Beneficiary

Last Name * Relationship

Suffix Date of Birth

Same Address as Employee Address SSN

Address Gender

City Student

State Comments

Email Address

[Add Phone Number](#)

SUBMIT CHANGES

© 2016 Tyler Michigan: The city of tomorrow, today

- 9) Click on **Deductions** in the My HR drop-down menu. Deductions show both current deductions as well as deduction history.

City of Tyler, Michigan HR Portal
Powered by Tyler Technologies

HOME MY HR **TIMESHEET** BENEFIT ENROLLMENT LOGOUT

Home > My HR > Deductions Welcome, Keara B Brull!

Deduction Information

Current Deductions

Deduction	Amount	Percent	Frequency	Start Date	End Date
CERS/HAZ Ret - CERS Hazardous		8.0000%	Every - All Checks	07/01/2012	< Open >
Flex Spending - Medical Flex	\$69.24		Every - All Checks	12/27/2015	< Open >
IAFF Dues - IAFF Dues	\$30.00		1st - 12 Times Per Year	01/01/2001	< Open >
ICMA Defer Comp - ICMA Deferred Comp 457	\$100.00		Every - All Checks	04/30/2016	< Open >
Medical 750 - Health Ins Plan 750	\$16.15		Every - All Checks	12/27/2015	< Open >
Vision - Vision Ins 09	\$2.42		Every - All Checks	12/27/2015	< Open >

Deduction History

Below is a history of your Deductions. These items are no longer active as of the end date indicated.

Deduction	Amount	Percent	Frequency	Start Date	End Date
CERS/HAZ Ret - CERS Hazardous			Every - All Checks	07/01/2007	06/30/2008
CERS/HAZ Ret - CERS Hazardous			Every - All Checks	07/01/2008	06/30/2009
CERS/HAZ Ret - CERS Hazardous			Every - All Checks	07/01/2009	06/30/2010
CERS/HAZ Ret - CERS Hazardous			Every - All Checks	07/01/2010	06/30/2011

10) Click on **Direct Deposits** in the My HR drop-down menu. Here you can add new direct deposit distribution, view current ones, or edit existing ones. To add a new one or make changes click the button **MAKE CHANGES** and follow the instructions on the screen.

11) Click on **Personal Information** in the My HR drop-down menu. Personal information is the last area where you can make changes directly. Click **MAKE CHANGES** and follow instructions to make any necessary changes then click **SUBMIT CHANGES** when done.

The screenshot shows a web browser window displaying the 'Personal Information Change Request' form in the eSuite HR Portal. The user is logged in as Ian Allen. The form includes fields for Name (First: Ian, Middle: A, Last: Allen, Suffix: dropdown), Date of Birth (05/30/1968), Phone (2542640423), Email (sadgaseg@email.com), Home Address (0067 SR 8), City (Troy), State (MI), and Zip (48084). There is also a checkbox for 'Mailing Address Same as Home Address'.

12) Click on **Positions and Pay Rate** in the My HR drop-down menu. Payrate only shows your current pay rate(s). It does not show historical data. Positions Held is next and it only shows current positions held:

The screenshot shows the 'Position and Pay Rate Information' page in the City of Tyler, Michigan HR Portal. The page title is 'Position and Pay Rate Information' and the subtitle is 'Pay Rates as of 9/2/2016'. The page displays a table with the following data:

Position	Department	Position Entry Date	Hire Date	Current Base Hourly Rate	Current Base Annual Rate	Primary
22-028 - Company Commander / EMT	2221 - Fire - Suppression	03/05/2008	01/11/1999	\$19.6953	\$65,545.96	Yes

© 2016 Tyler Michigan: The city of tomorrow, today

13) Click on **Taxes** in the My HR drop-down menu. Here you will see information on your current tax deductions.

The screenshot shows the 'City of Tyler, Michigan HR Portal' with a navigation bar containing 'HOME', 'MY HR', 'TIMESHEET', 'BENEFIT ENROLLMENT', and 'LOGOUT'. The breadcrumb trail is 'Home > My HR > Taxes'. A welcome message reads 'Welcome, Keara B Brull!'. The main heading is 'Tax Information' with a sub-heading 'Taxes as of 9/2/2016'. Below this is a table of tax information.

Start Date	End Date	Tax	Withholding Status	Exemptions	Additional Amount	Additional Percent
1/1/2001	4/22/2010	CITY - City Withholding	Not Applicable:			
4/23/2010	4/24/2010	CITY - City Withholding	Not Applicable: 0	0		
4/25/2010	< Open >	CITY - City Withholding	Not Applicable: 0	0		
12/2/2013	< Open >	COUNTY - WC School Tax	Not Applicable: 0	0		
1/1/2001	2/15/2009	FIT - Federal Income Tax	Single: 0	0		
2/16/2009	3/17/2010	FIT - Federal Income Tax	Married: 1	1		
3/18/2010	3/22/2014	FIT - Federal Income Tax	Married: 9	9		
3/23/2014	2/29/2016	FIT - Federal Income Tax	Married: 7	7		
3/1/2016	< Open >	FIT - Federal Income Tax	Married: 5	5		
1/1/2001	< Open >	KY - Kentucky Withholding	Not Applicable: 0	0		

14) Click on **Paychecks** in the My HR drop-down menu. This shows current and historical paycheck information. Just select the appropriate year and pay period from the drop down lists.

The screenshot shows the 'City of Tyler, Michigan HR Portal' with a navigation bar containing 'HOME', 'MY HR', 'TIMESHEET', 'BENEFIT ENROLLMENT', and 'LOGOUT'. The breadcrumb trail is 'Home > My HR > Paychecks'. A welcome message reads 'Welcome, Keara B Brull!'. The main heading is 'Paycheck Information'. Below this is a form with a 'Year & Pay Period' dropdown set to '2016'. A dropdown menu is open, showing a list of pay periods and their corresponding amounts. A 'PRINT PAY CHECK' button is visible to the right.

Year & Pay Period	Amount
6/26/2016 - 7/9/2016	\$2,794.86
6/12/2016 - 6/25/2016	\$2,744.46
5/29/2016 - 6/11/2016	\$2,038.74
5/29/2016 - 6/11/2016	\$258.37
5/15/2016 - 5/28/2016	\$2,793.74
5/1/2016 - 5/14/2016	\$2,744.46
5/1/2016 - 5/14/2016	\$258.33
4/17/2016 - 4/30/2016	\$2,038.74
4/3/2016 - 4/16/2016	\$2,744.46
4/3/2016 - 4/16/2016	\$258.33
3/20/2016 - 4/2/2016	\$3,877.90
3/6/2016 - 3/19/2016	\$2,531.54
3/6/2016 - 3/19/2016	\$258.33

15) Click on **Print W2 Forms** and you can then print your W-2 forms directly from eSuite. Just select your Tax Year.



Please note: Any changes you make in eSuite will have to be approved by HR within the eSuite system. For those changes where a document is required to be uploaded, please be sure to upload the document to assist with speed of approval. Also note, that with some change requests when it goes into effect depends on when you submit the change during the pay period review process. Please contact HR with any questions at HR@ci.woodburn.or.us.