

eSuites Portal

In your eSuites portal you will have access to your HR Information. Below is a list of everything you have access to.

- ❖ Accrual Information
- ❖ Benefits
- ❖ Contacts/Dependents
- ❖ Deductions
- ❖ Direct Deposits
- ❖ Personal Information
- ❖ Positions & Pay Rate
- ❖ Taxes
- ❖ Paychecks (this is your pay stubs)
- ❖ W-2 forms
- ❖ Upload Documents

You can update information through your eSuites portal such as Contacts/Dependants, Personal Email Address, Phone Numbers, Direct Deposit & Address. To change your Direct Deposit information you will also need to **Select Files To Upload** and attach a copy of a voided check or a letter from your bank. If these documents are not attached then your Direct Deposit change will be denied and you will need to start the process over. You may also fill out the Direct Deposit change form in person at the Administration building. Name changes cannot be done through the eSuites portal and will be denied. In order to make a name change you must bring your information to Human Resources.

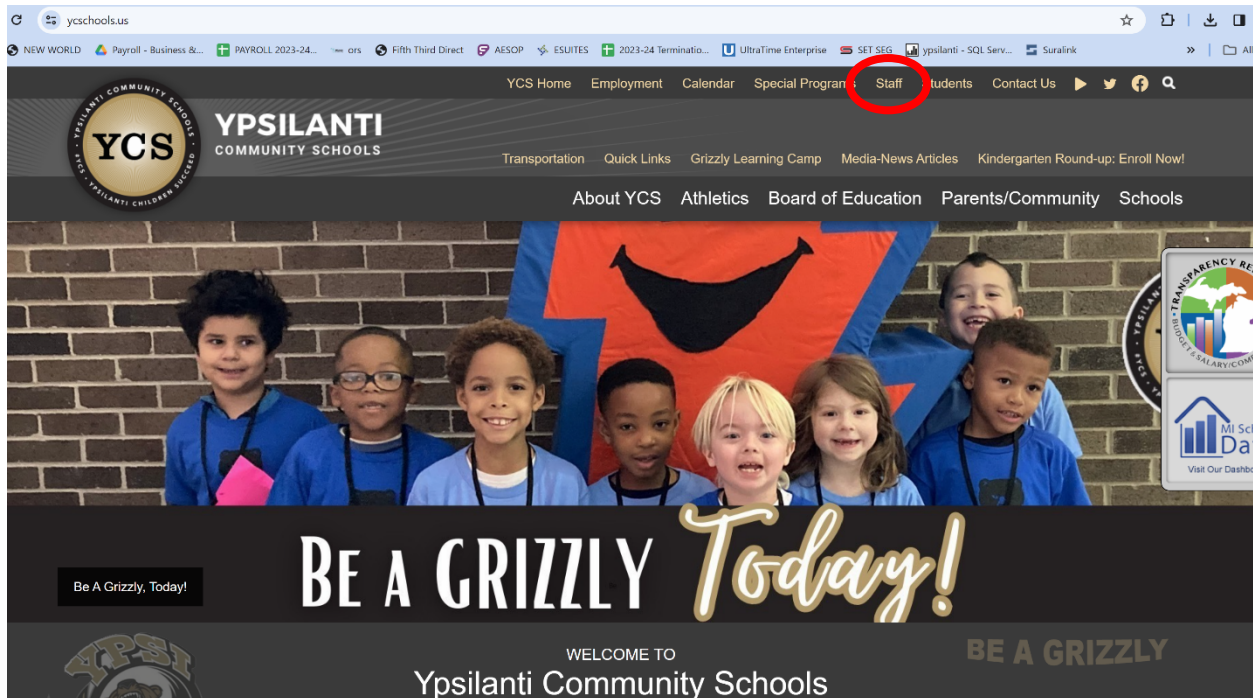
If you are locked out of your account, you will need to contact Payroll to unlock you.

Please reach out to the Payroll Specialist, Anna Justo at ajusto6@ycschools.us or 734-221-1224 if you have any questions or concerns.

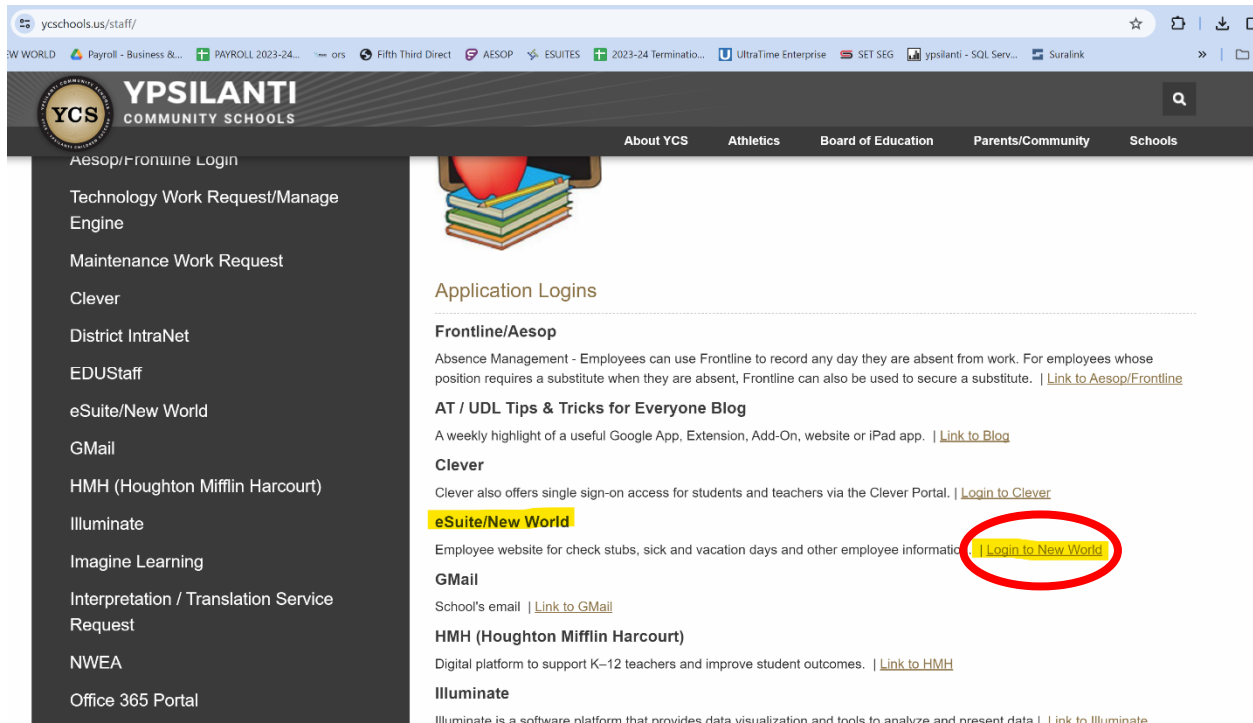
Instructions on how to access the eSuites Portal:

Once Payroll receives your hire packet you will be set up with an eSuites account. You will receive an email with your login information to your school email.

Go to the ycschools.us website, click on **Staff** at the top of the page:



Scroll down to eSuite/New World and click on the link that says **Login to New World**:



Once you are here you will enter your **Username** and **Password** and click **LOGIN**:

Employee Login

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

Username

Password

Remember me next time.

Need an Account?
I am an employee and 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](#)

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You will then hover over or select **MY HR**:

HOME **MY HR** BENEFIT ENROLLMENT LOGOUT

Home »

Welcome to the HR Portal

My Account
Manage your account information.

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Under the **MY HR** tab you will have the following options;

- ❖ [Accrual Information](#)
- ❖ [Benefits](#)
- ❖ [Contacts/Dependents](#)
- ❖ [Deductions](#)
- ❖ [Direct Deposits](#)
- ❖ [Personal Information](#)
- ❖ [Positions & Pay Rate](#)
- ❖ [Taxes](#)
- ❖ [Paychecks \(this is your pay stubs\)](#)
- ❖ [W-2 forms](#)
- ❖ [Upload Documents](#)

The screenshot shows a web browser window with the URL `nweycs.wash.k12.mi.us/Websites.HR.Employee/Shared/Default.aspx?menu=-2`. The browser's address bar and tabs are visible at the top. Below the browser, the eSuite HR Portal interface is shown. The page has a dark blue header with navigation tabs: HOME, MY HR (selected), BENEFIT ENROLLMENT, and LOGOUT. Below the header, there is a breadcrumb trail: Home > My HR. The main content area is titled "Employee Portal" and contains a grid of menu items, each with a bolded title and a brief description:

- Accrual Information**: A glance at your accrued overtime, vacation and personal time.
- Benefits**: A summary of your current and historical benefits.
- Contacts/Dependents**: Manage your personal contacts for emergencies and other purposes.
- Deductions**: A summary of your current and historical deductions.
- Direct Deposits**: Manage your direct deposit distributions.
- Personal Information**: Manage your personal information such as address, contact information, etc.
- Positions and Pay Rates**: View your current positions and pay rates.
- Taxes**: View a summary of your current tax withholdings.
- Paychecks**: View your recent and previous paychecks.
- Print W-2 Forms**: Print your W-2 Forms.
- Print 1095-C Forms**: Print your 1095-C Forms.
- Print 1099-R Forms**: Print your 1099-R Forms.
- Upload Documents**: Upload a document to be added to your employee file.

When you look at your **Accrual Information**, you can see any Sick or PTO, Vacation and PB time that you have remaining. It is important to understand that this is based on Calendar Year not School Year. That means if you see a starting balance different from what you receive in the beginning of the school year that is fine because it was a carry over from last school year. If you select the drop down arrow next to each category you can see the dates you were absent or the dates you have been given accrual. This information will be a pay period behind and will update every pay period.

Choose a year: 2024

Hour Category	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
Sick Leave	32.1100	24.0000	20.0000	36.1100	4.51
Vacation	122.6600	0.0000	22.5000	100.1600	12.52
Personal Business	0.0000	0.0000	0.0000	0.0000	0.00

When you go to your **W-2's** you can select the year you need and print or save as a digital copy.

Print W2 Forms

Tax Year: 2023 EIN: 381805562 PRINT W2 FORM

When viewing your **Paystub's** you can select the year and pay dates needed and print or save as a digital copy. Salary staff is paid to date so the dates shown under pay dates are for hourly staff. Your pay stubs show in order from the most current pay check at the top and anything prior going down.

Hours code: This is where you will see what you were paid for including the hours and dollar amount.

Withholdings and Deductions: This is where you will see what was taken out of your gross pay. This will include taxes, retirement, health insurance and any garnishments you may have.

Employer Paid Taxes and Benefits: This is what YCS pays. Your retirement matched contributions will be listed here as well.

Accrual Hours: This is going to show you your Year to Date accrual information based on the Calendar year, not school year.

Bank: This is where your banks are listed and what amount went to each bank.

Broadcast Message: This is where any important messages will be displayed like Reasonable Assurance for 10 month employees.

All retirement deductions will be listed starting with ORS. All Michigan State employees are required to have a retirement plan by law. If you have DC or PHF contributions you may change the percentage you contribute through VOYA. You will need to contact Voya at **800-584-6001** or create an account online to access this. The website for Voya is <https://www.voya.com/>. To access your Retirement information you will need to contact the Office of Retirement. Here is the website for the contact information for your specific retirement plan <https://www.michigan.gov/ors/public-school-employees-retirement-system>.

TSA The Standard is a third party company that YCS allows employees to contribute to as an extra retirement plan. This is a 403B plan and YCS does not match this contribution. You may contact payroll directly for any contribution changes you need to change. To access your information for this 403B you will need to contact The Standard at **800.858.5420** or <https://www.standard.com/>.

All Medical insurance will be listed starting with PAK. It will state what Pak you elected, professional or support staff, the pay months you are charged and whether you elected single, 2 person or full family.

Example: PAK F/PROF/24-FF.

Company: Ypsilanti Comm. Schools
 Address: 1885 Packard Road
 Ypsilanti, MI 48197
 Department:

Name:
 Employee #:

Pay Dates: 11/01/2023 - 11/15/2023
 (Pay Dates are for hourly employees)
 (Salary staff is paid to date)

Hours Code		Hours Worked	Gross	Y.T.D. Gross
CONTRACT FISCAL	Regular Contract Pay - Fiscal Yr	0.0000	2208.96	33039.60
Spanish course	SEEK Grant - Spanish Course Comp	0.0000	700.00	700.00
ORS FISCAL	ORS Retirement Hours - Fiscal Yr	86.6700	0.00	0.00
04 SICK SALARY	Sick Leave Used - Salary	0.0000	0.00	0.00
05 VAC SALARY	Vacation Used - Salary	0.0000	0.00	0.00
06 PB SALARY	Personal Business Used - Salary	0.0000	0.00	0.00
EXTRA DUTY	Extra Duty Pay	0.0000	300.00	4400.00
REIMB	Reimbursement	0.0000	0.00	88.30
04 SICK DOCK	Sick Dock	0.0000	0.00	0.00
		Gross Pay:	\$3,208.96	\$38,227.90

Withholdings and Deductions		Gross	Amount	Y.T.D. Amount
FICA	FICA	3208.96	198.96	2312.22
FIT	Federal Income Tax	3158.78	372.45	2620.08
MEDICARE	Medicare	3208.96	46.53	540.76
ORS DC 6+3	DC 3% + 7%	0.00	0.00	2025.13
ORS PHF	2% PHF	2508.96	50.18	748.80
PAK F/PROF/24-FF	MESSA PAK F-PROF-24PAY-FULL FAM	0.00	52.86	52.86
SIT	State Income Tax	3158.78	120.51	864.99
		NetPay:	\$2,367.47	\$28,217.30
		CheckAmount:	0.00	

Employer Paid Taxes and Benefits		Gross	Amount	Y.T.D. Amount
FICA	FICA	3208.96	198.96	2312.22
MEDICARE	Medicare	3208.96	46.53	540.76
ER ORS 3%	Employer DC 7% Match	0.00	0.00	2445.18
ER ORS 4%	Employer DC 4% Match	2508.96	100.36	100.36
ER ORS DC PP PHF	Pen-Plus to DC PHF 20.96%	2508.96	525.88	7847.32
ER ORS PHF	Employer PHF 2% Match	2508.96	50.18	748.80
HCA 3	PAK A/C/D/E/F Admin Family	0.00	840.85	15135.30
UAAL	UAAL Stabilization	2508.96	417.74	6233.68

Accrual Hours	Starting Balance	Hours Earned	Hours Taken	Adjustment	Ending Balance
PB-Personal Business	2.1600	0.0000	0.0000	0.0000	2.1600
SICK-Sick Leave	26.9500	0.0000	0.0000	8.0000	34.9500
VAC-Vacation	122.6600	0.0000	0.0000	0.0000	122.6600

Bank	Transaction Number	Deposit Amount	Y.T.D. Deposit Amount

Broadcast Message

- (This is Taxes)
- (This is elected Medical Insurance)
- (This is Retirement)



THIS IS NOT A CHECK

(This is the Check Date)

11/30/2023

\$2,367.47