**Accessing eSuite:**

Open the Lincoln Homepage (http://www.lincolnk12.org)
Under “For Staff”, SELECT eSuite Employee Portal

The eSuite HR Portal will display.

**Employee Login:** Use to log into your account

**Need a Login?:** Use this when logging in for the first time to activate your account.

**Forgot password?:** Use this to reset your password

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**Activating Your Account:**

Before you log into eSuite for the first time, you will need to activate your account by setting up a user ID yourself.

Click the link, “Activate Your Account” that is displayed below the Employee Login area. The Activate Your Account page below will display. Fill in the requested information and click the CONTINUE button, to complete the activation process

After you have completed the steps to create your login ID and password, you will be able to login and view your payroll information.

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**Accessing Your Account:**

Navigate to the Employee Login Page, enter your login ID and password, and then click the Login button.

The HR Home page will display. Click MY HR at the top of the page to display the Employee Portal.
The Employee Portal will then display. It contains links to the different types of employee information that you can access.

Click on the name of information you want to view. Leave and paycheck activity are two commonly accessed types of information.

**Leave Balances Information:** Click the Accrual Information link. The page will display leave activity and balances. It will be up to date as the most recent payroll.

**Paycheck Information:** Click the Paychecks link to display detailed

To view and print an electronic copy of your pay stub, click the blue "Print Paycheck" button.