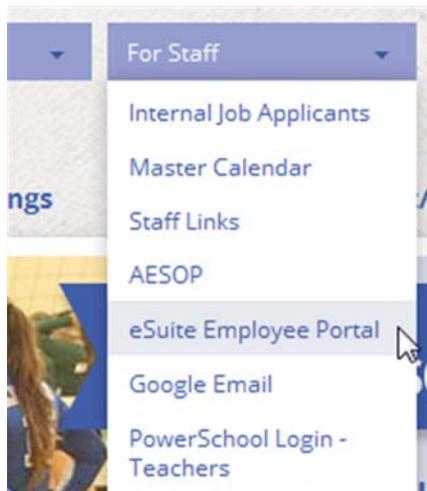
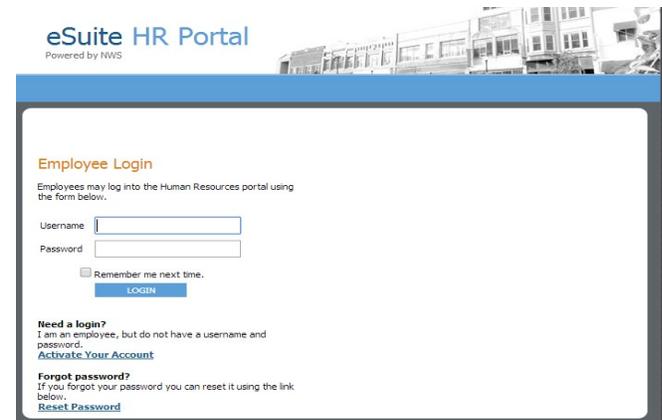


## Accessing eSuite:

Open the Lincoln Homepage (<http://www.lincoln12.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

## 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

### eSuite HR Portal

Powered by NWS

#### Activate Your Account

Complete the form below to begin the account activation process.

##### Verify Your Identity

LAST NAME

SSN

 -  - 

CONFIRM SSN

 -  - 

CONTINUE...

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

### eSuite HR Portal

Powered by NWS

#### 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 password?

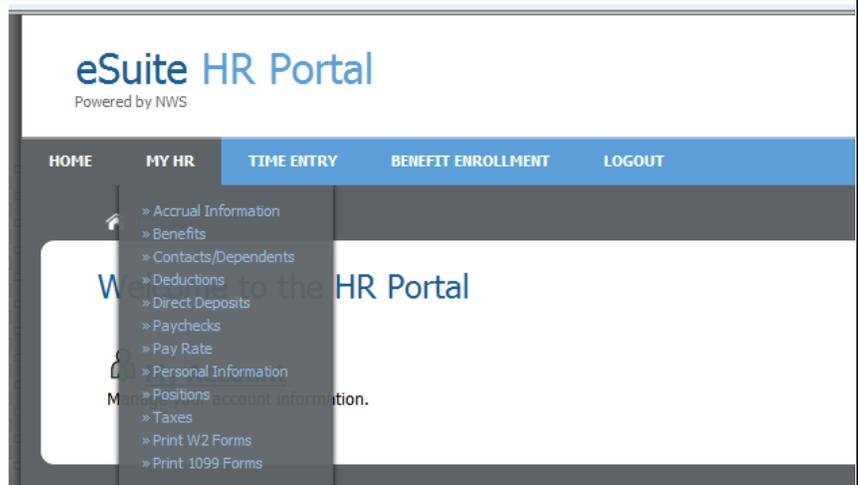
If you forgot your password you can reset it using the link below.

[Reset Password](#)

## 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

Select the desired pay period from the drop down list.

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

Company: Washtenaw ISD Name: \_\_\_\_\_  
 Address: 1819 S. Wagner Rd. Employee#: \_\_\_\_\_  
 Ann Arbor, MI 48103  
 Department: IL-----J Pay Dates: 02/01/2014 - 02/15/2014

Hours	Hours Worked	Rate	Y.T.O.	ross
CONTRACT FISCAL Regular Contract Pay - Biscally	0.0000			
ORSPI SCAL ORS Retirement Hours - Biscally	\$6,670.00			
12 YAC SVAWIK Vacation	0.0000			
	0.0000			
	Gross Pay:			

Method	and	FICA	Federal Income Tax	Medicare	Met Life Optional	HEALTH CARE FUND 3%	State Income Tax	Amount	Y.T.O. Amount
FICA									
FIT									
MEDI CARE									
MET OPT									
ORSHCF3									
SIT									

Account	Starting Balance	Hours Earned	Hours Taken	Adjustment	Ending Balance
Accrual Hours	8000.00	0.0000	0.0000	0.0000	16.0000
SB-Personal/Business	2933600	0.0000	0.0000	0.0000	2933600
SICK-Sick leave	906400	0.0000	0.0000	0.0000	90.6400
VAC-Vacation					

Application Number: \_\_\_\_\_ Amount Y.T.O. Amount \_\_\_\_\_