Accessing eSuite:			
Open the Lincoln Homepage (<u>http://www.lincolnk12.org</u>) Under "For Staff", SELECT eSuite Employee Portal		The eSuite HR Portal will display.	
 ▼ For Staff ▼ Internal Job Applicants Master Calendar 		Powered by NVS Employee Login Employee av log into the Human Resources portal using the form below.	
ngs Staff Links AESOP eSuite Employee Portal		Username Password Password Remember me next time. Cocon Reserved Remember me next time. Remember	
PowerSchool Login - Teachers		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:		and the set of the set	
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		After you have completed the steps to create your login ID and password, you will be able to login and view your payroll information.	
Powered by NWS			
Activate Your Account Complete the form below to begin the account activation process.		Employee Login Employees may kap into the Human Resources partal using the form below. Username	
Verify Your Identity LAST NAME SSN CONFIRM SSN			
Navigate to the Employee Login Page, enter your login ID and password, and then click the Login button.	eS		
The HR Home page will display. Click MY HR at the top of the page to display the Employee Portal.	HOME	MY HR TIME ENTRY BENEFIT ENROLLMENT LOGOUT * Accrual Information * * * Contacts/Dependents * * Deductions * * Direct Deposits * * Paychecks * * Pay Rate * * Personal Information * * Positions * * Pays Rate * * Paysitions *	
		» Print W2 Forms » Print 1099 Forms	

The Employee Portal will then display. It contains links to the different types of employee information that you can access.	HOME MY HR TIME ENTRY BENEFIT ENROLLMENT LOGOUT			
	Employee Portal			
Click on the name of information you want to view. Leave and paycheck activity are two commonly accessed types of information.	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.	Pay Rate View your current pay rate.		
	Paychecks View your recent and previous paychecks.	Positions View your current position.		
	Personal Information Manage your personal information such as address, contact information, etc.	Print 1099 Forms Print your 1099 Forms.		
	Print W2 Forms Print your W2 Forms.	$\frac{Taxes}{\text{View a summary of your current tax withholdings.}}$		
Leave Balances Information: Click the Accrual Information link. The page will display leave activity and balances. It				
eSuite HR Portal				
Powerd by W/S HOME MY HR TIPHE ENTRY BENEFIT ENROLLMENT LOGOUT				
A Norm - Ny IN - Acrual Information		Welcome, EMILY J. GRIFKAI		
Choose a year 2014 •				
Hour Category Beginning Balar	nce Hours Earned Hours Tal	ken Balance Days		
Paycheck Information: Click the Paychecks link to	display Select the desired pay per	riod from the drop down list.		
detailed	eSuite HR Portal			
eSuite HR Portal Powered by NWS	Powered by NWS	LOGOUT		
HOME MY HR TIME ENTRY BENEFIT ENROLLMENT LOGOUT	A Home » My HR » Paychecks			
A Home » My HR » Paychecks	Paycheck Information			
Paycheck Information	Year & Pay Period 2014 Select a	a Pay Period PRINT PAY CHECK		
Year & Pav Period	Select a 2/1/201 1/31/20	a Pay Period 4 - 2/15/2014 - \$2,600.00 14 - 1/3/1/2014 - \$0.00		
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