Lincoln Consolidated Schools uses eSuite for employee self-service, such as viewing and printing paystubs and tax forms. You are also able to review your Sick, Personal Business, or other PTO bank, change your Federal Tax Withholding, or update your contact information.

As soon as you are set up in Lincoln’s payroll system, you are able to activate your account. Generally, you are active in the payroll system on your first day of work. You can activate your account from home, or use an available computer at your work site.

You can access eSuite via lincolnk12.org, or by clicking here.

Access eSuite from Lincoln’s website by clicking “For Staff,” and then “eSuite Employee Portal.”

Click the link to activate your account.

Complete the form and click “Continue.” You will receive an e-mail with further instructions to create your login and password.
HOW TO RESET YOUR PASSWORD OR RETRIEVE YOUR USERNAME

You can reset your password or retrieve your username at any time by using the links on the eSuite login page. Each tool will verify your identity and send you an e-mail.

If you are not receiving your reset e-mail, please contact Payroll or Human Resources—you may need to have a primary e-mail address set up in eSuite. Please be aware that due to system limitations, Comcast e-mail addresses are not compatible.

eSuite passwords must contain an uppercase letter, a number, and a symbol.

Use the links to either “Retrieve Username” or “Reset Password.”

Retrieve your username by filling in your e-mail address. An e-mail will be sent to you with your username.

Reset your password by providing your e-mail address and username. An e-mail will be sent to you with a reset link to create a new password.
You can request a change to your Federal Income Tax Withholding through eSuite, rather than completing a paper Form W-4. Electronic requests require the same information as the paper form: select your filing status, and make an election for your withholding allowances.

Lincoln Consolidated Schools is not able to provide any advice regarding tax withholdings. If you want or need guidance, please visit the [IRS Withholding Calculator](https://www.irs.gov/). The more withholding allowances you claim, the less tax will be withheld from your paycheck.

eSuite does not support State of Michigan W-4s at this time. Please click [here](https://www.irs.gov/) to access the paper form.

Mouse over your MY HR menu and select “Tax Requests.”

Select “New Request.”

Complete the form with your new withholding information and click “Submit Changes.”
Lincoln Consolidated Schools is pleased to offer online availability of Forms W-2 and 1095-C for viewing and printing via eSuite self-service.

You may opt-in for electronic delivery of your W-2s and 1095-Cs by logging into eSuite, visiting each form’s print page, and checking the “Paperless” box. You will need to opt into electronic delivery for each form separately.

E-mail notifications are sent when tax forms are available for viewing and/or printing on eSuite. Paper forms will continue to be offered, and will be mailed by January 31st as required by the IRS. If you opt into electronic delivery of your W2, you will not receive a paper form in the mail.

Mouse over your MY HR menu and select “Print W-2 Forms” or “Print 1095-C Forms.”

Review the agreement, and check the box for Paperless.

Click “OK” to confirm. Repeat from Step 1 for any other tax forms you want delivered electronically.