
NWS

E-Suite: HR Employee

By

Information Technology

Revised March 2017

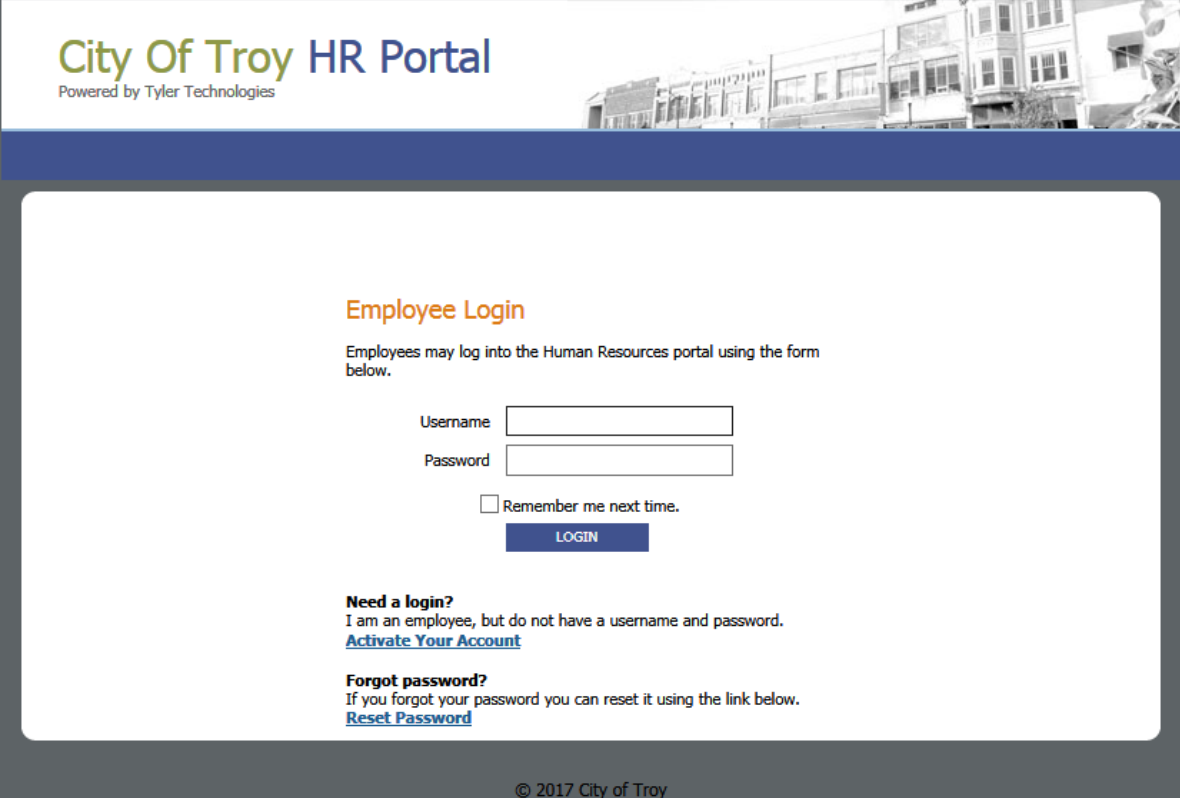
Logging Into E-Suite.....	3
Logging In the First Time – Setting Up Your Account	3
Logging In	5
Resetting Your Password.....	7
Navigating E-Suite.....	9
My Account	10
MY HR.....	11
Navigating My HR	11
Accrual Information.....	13
Contacts/Dependents	15
Paychecks	19
Personal Information	22
Taxes.....	26
Benefits.....	27
Deductions	28
Direct Deposits	29
Positions and Pay Rate.....	30
Print W-2 Forms	31
Logging Out.....	31

Logging Into E-Suite

Logging In the First Time – Setting Up Your Account

To log into E-Suite, start Internet Explorer. You can access E-Suite by simply typing in “esuite.troymi.gov” or by using the link: <http://esuite.troymi.gov>.

This will bring you to the following screen:

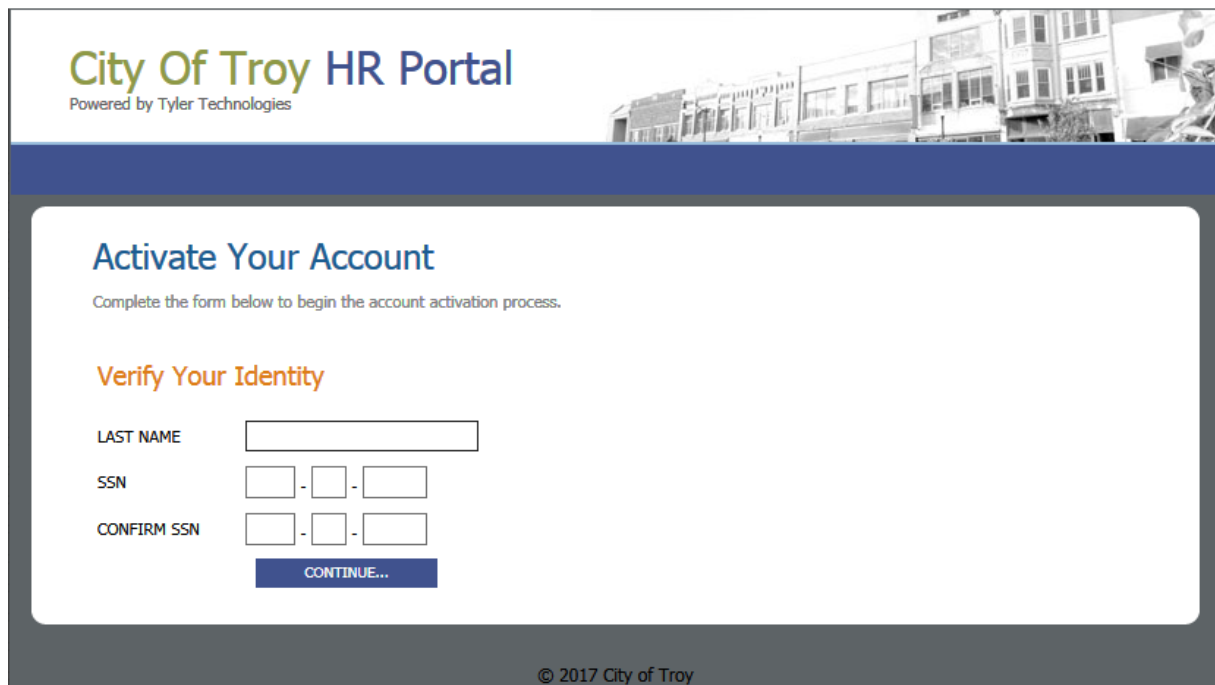


The screenshot shows the 'City Of Troy HR Portal' login page. The header includes the logo 'City Of Troy HR Portal' and the text 'Powered by Tyler Technologies'. Below the header is a blue bar. The main content area is white and contains the following elements:

- Employee Login** (orange text)
- Text: 'Employees may log into the Human Resources portal using the form below.'
- Username input field
- Password input field
- ☐ Remember me next time.
- LOGIN** button (blue)
- 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](#)

At the bottom of the page, it says '© 2017 City of Troy'.

Click on the link [Activate Your Account](#).



The image shows the 'Activate Your Account' form on the City Of Troy HR Portal. The header includes the portal name and a background image of city buildings. The form is titled 'Activate Your Account' and includes a sub-header 'Verify Your Identity'. It contains three input fields: 'LAST NAME', 'SSN', and 'CONFIRM SSN'. The SSN and CONFIRM SSN fields are formatted with hyphens. A 'CONTINUE...' button is at the bottom of the form. The footer shows the copyright notice '© 2017 City of Troy'.

City Of Troy HR Portal
Powered by Tyler Technologies

Activate Your Account

Complete the form below to begin the account activation process.

Verify Your Identity

LAST NAME

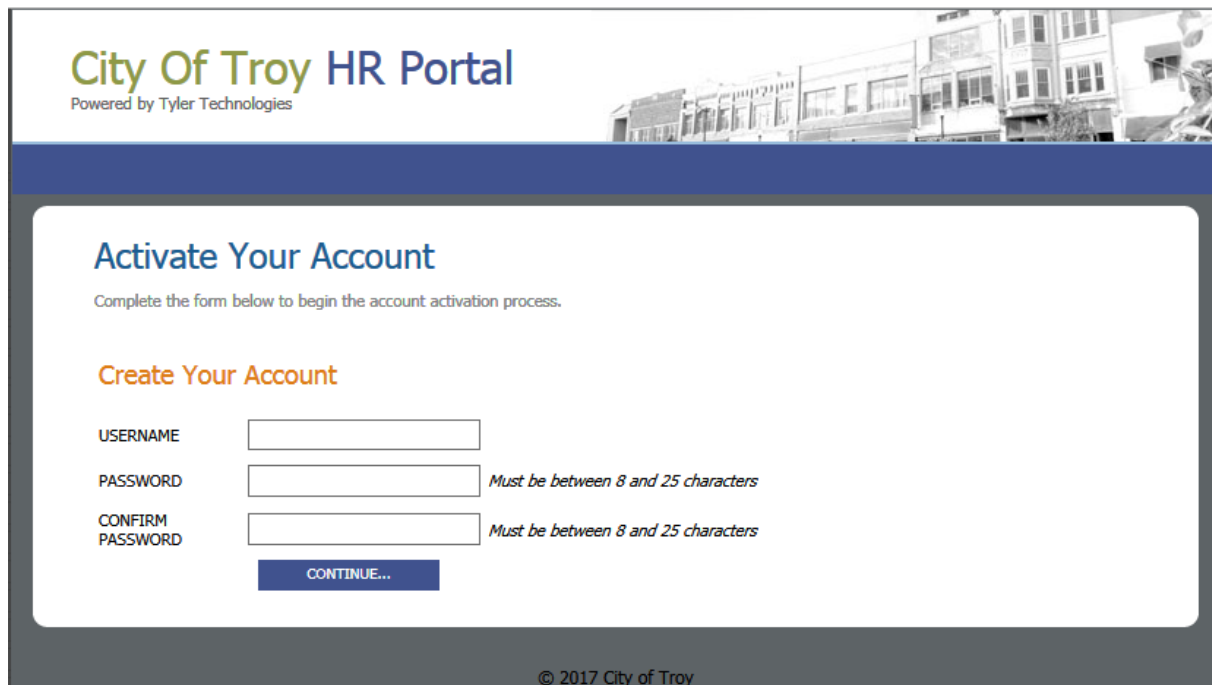
SSN - -

CONFIRM SSN - -

CONTINUE...

© 2017 City of Troy

Enter in the following Information: LAST NAME, SSN. CONFIRM SSN.
Press CONTINUE.



The image shows the 'Activate Your Account' form on the City Of Troy HR Portal. The header includes the portal name and a background image of city buildings. The form is titled 'Activate Your Account' and includes a sub-header 'Create Your Account'. It contains three input fields: 'USERNAME', 'PASSWORD', and 'CONFIRM PASSWORD'. The PASSWORD and CONFIRM PASSWORD fields have a note 'Must be between 8 and 25 characters'. A 'CONTINUE...' button is at the bottom of the form. The footer shows the copyright notice '© 2017 City of Troy'.

City Of Troy HR Portal
Powered by Tyler Technologies

Activate Your Account

Complete the form below to begin the account activation process.

Create Your Account

USERNAME

PASSWORD *Must be between 8 and 25 characters*

CONFIRM PASSWORD *Must be between 8 and 25 characters*

CONTINUE...

© 2017 City of Troy

USERNAME: User Name must be at least 7 characters in length. This is what you will use to login in the future.

PASSWORD: Enter a password meeting these requirements:

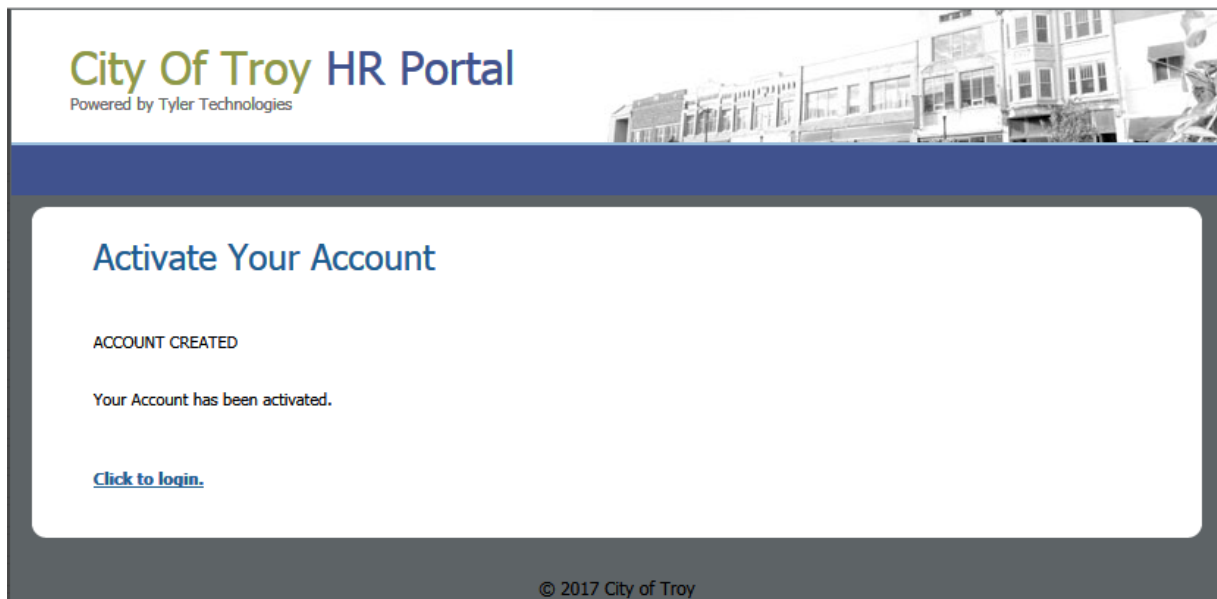
Minimum password length of 8 and up to 25.
Must contain at least one uppercase letter.

Must contain at least one numeric digit.
Must contain at least one symbol (#, *, %, etc.).

CONFIRM PASSWORD: **Re-enter the password from above**

Once all the information is entered, press CONTINUE.

If everything has been entered correctly, you should see the following screen:



Click on the link [Click to login](#) to login to your account. This will take you to the Employee Login screen.

Logging In

If you are not at the login screen, start Internet Explorer. You can access E-Suite from the office (internally) by simply typing in “esuite.troymi.gov” or use the following link: <http://esuite.troymi.gov>.



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.

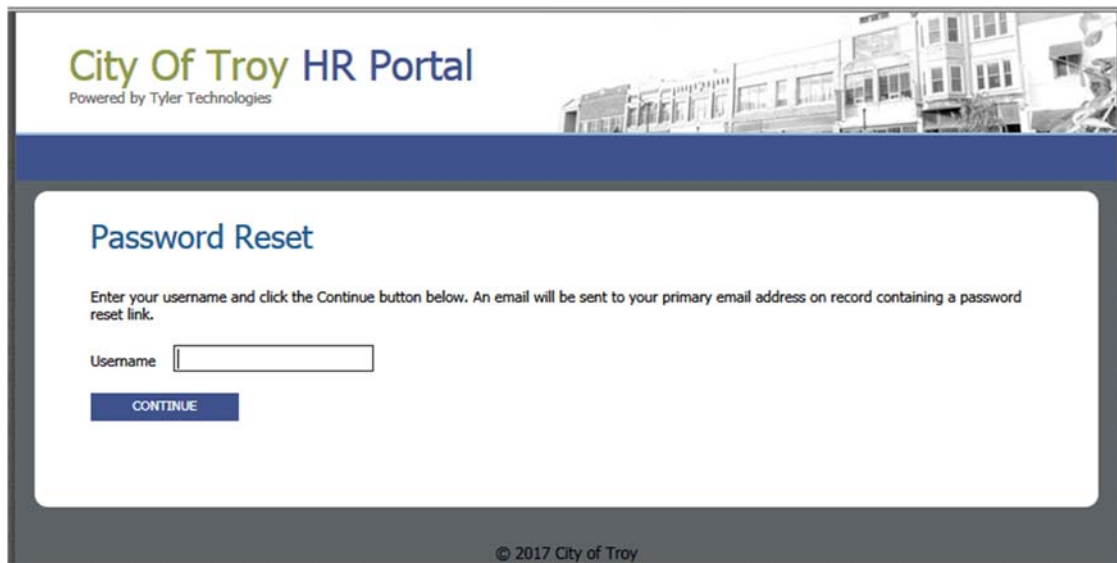
[Reset Password](#)

Enter in your user name and password. If you forget your password and your user account has already been set up, click on the [Reset Password](#) link

If you click on “Remember me next time”, it will fill in your username automatically the next you use the login screen. You must still provide the password.

Resetting Your Password

If you forget your password, click on the [Reset Password](#) link.



The screenshot shows the 'City Of Troy HR Portal' interface. At the top, it says 'Powered by Tyler Technologies' next to a building image. The main heading is 'Password Reset'. Below this, a message states: 'Enter your username and click the Continue button below. An email will be sent to your primary email address on record containing a password reset link.' There is a text input field labeled 'Username' and a blue button labeled 'CONTINUE'. At the bottom right of the page, it says '© 2017 City of Troy'.

You will be prompted to enter your username. It must match the username you used to create your account initially.

Once you hit CONTINUE an email will be sent to the primary email address on file with Human Resources. If you do not have one on file you will have to contact your Department Head with that information so they can forward it to HR before you can reset your password.

The email you receive will be similar to the following:

From: <someone@newworlderp.com>
Date: March 21, 2017 at 1:16:24 PM EDT
To: <[redacted]>
Subject: eSuite HR Portal Password Reset

Hello [redacted],

We received a request to reset your password on Tuesday, March 21, 2017 1:16 PM.

To complete the process please click on the link below. The link will expire on Tuesday, March 21, 2017 9:16 PM.

[Click here to reset your password.](#)

If you did not submit this request you can ignore this email and continue to use your existing password.

Best regards,

New World Human Resources

You must click on '[Click here to reset your password](#)'.



Password Reset

Enter the information below to select a new password.

Last 4 Digits of Your SSN

New Password

Confirm New Password

CONTINUE

Enter the requested information and click CONTINUE.

Password complexity requirements:

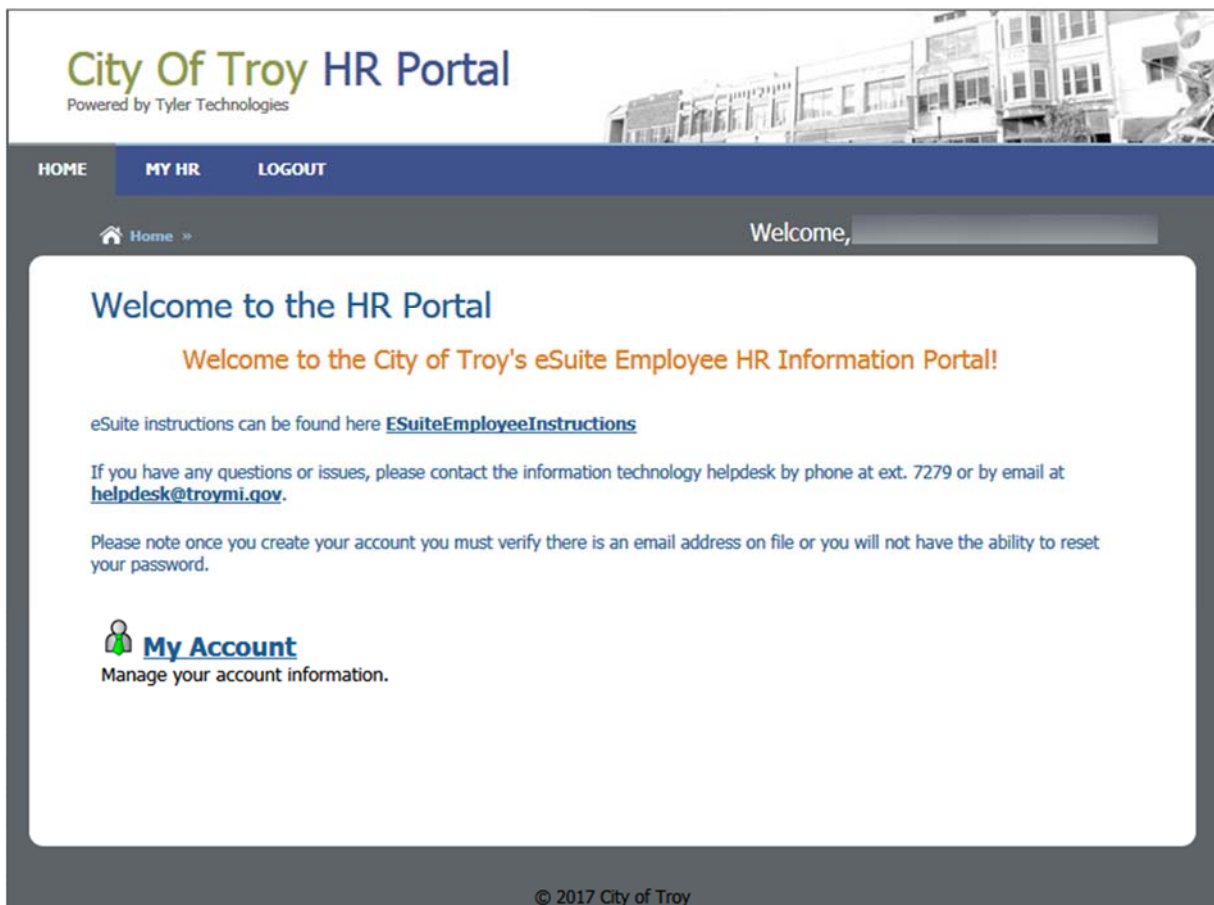
- Minimum password length of 8 and up to 25.
- Must contain at least one uppercase letter.
- Must contain at least one numeric digit.
- Must contain at least one symbol (#, *, %, etc.).

Once validated successfully you will be returned to the eSuite login screen. You can now log into your account with your new secure password.

If you encounter any issues please email the Help Desk.

Navigating E-Suite

Once you are logged into E-Suite, you should see the following screen:



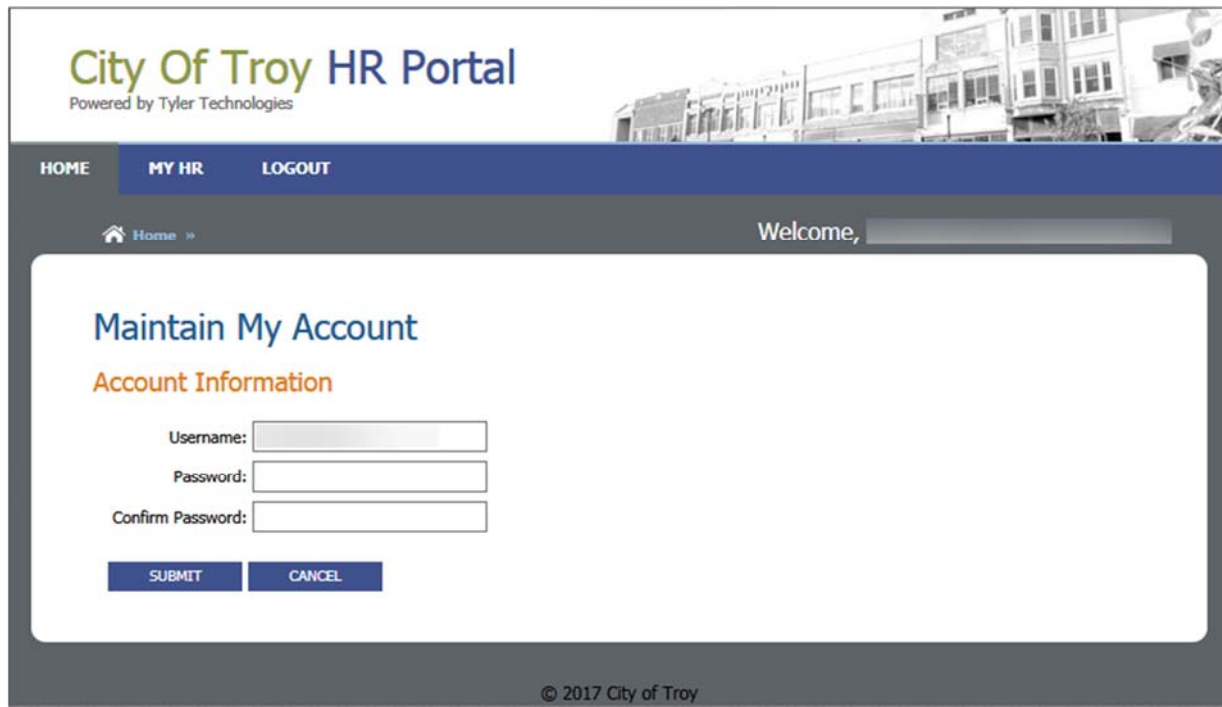
Please note that if you just created your account you must submit an email address to Human Resources in order to reset your password in the future. See MY HR>My Personal Information section below.

MY HR is a menu that will take you to the various employee information screens where you can view and/or update information about your employee record. When you select a specific menu option, you will always have a link or “breadcrumb” to go back to either My HR or the home screen. Do not use the “back” button on Internet Explorer.

[My Account](#) is a link that will allow you to reset your password.

My Account

My Account is used only for changing your username and password. From the main menu, select My Account. The following screen will appear:



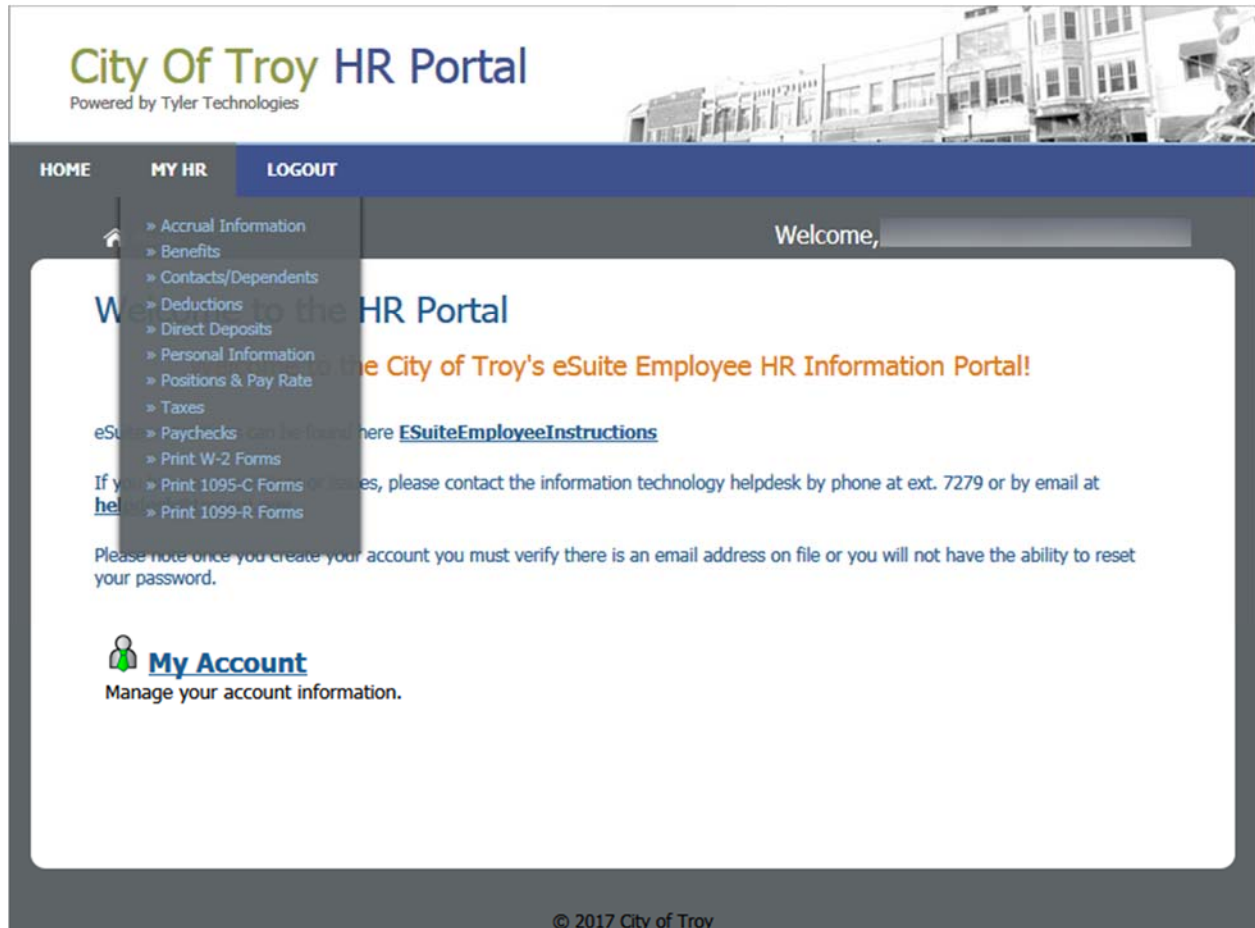
The screenshot shows the 'City Of Troy HR Portal' interface. At the top, there's a header with the portal name and a background image of city buildings. Below this is a navigation bar with 'HOME', 'MY HR', and 'LOGOUT' links. The 'MY HR' link is active. A 'Welcome, [username]' message is displayed on the right. The main content area is titled 'Maintain My Account' and contains a section for 'Account Information'. This section has three input fields: 'Username:', 'Password:', and 'Confirm Password:'. Below these fields are two buttons: 'SUBMIT' and 'CANCEL'. The footer of the page indicates '© 2017 City of Troy'.

You can change your username or just your password. If you change your username, you will be prompted to change your password as well. Press the “Submit” button once you have finished making the changes or press “Cancel” to return to the main menu.

MY HR

Navigating My HR

To navigate through MY HR, you can hover over the MY HR menu and select a link as shown below:



Or you can click on the MY HR link to display the Employee Portal Menu as shown below.



Employee Portal

Accrual Information

A glance at your accrued overtime, vacation and personal time.

Contacts/Dependents

Manage your personal contacts for emergencies and other purposes.

Direct Deposits

Manage your direct deposit distributions.

Positions and Pay Rates

View your current positions and pay rates.

Paychecks

View your recent and previous paychecks.

Print 1095-C Forms

Print your 1095-C Forms.

Benefits

A summary of your current and historical benefits.

Deductions

A summary of your current and historical deductions.

Personal Information

Manage your personal information such as address, contact information, etc.

Taxes

View a summary of your current tax withholdings.

Print W-2 Forms

Print your W-2 Forms.

Print 1099-R Forms

Print your 1099-R Forms.

Once you are on this screen, just click on the appropriate link.

Accrual Information

The Accrual Information screen gives you information by year about your available accruals including Comp Time, Personal Business, Holiday, Sick, Vacation Accrued and Vacation Available. It displays the beginning balance, hours earned and taken, and the current balance in hours and days.

Click on the Accrual Information link and the following screen will appear. You can select a year from the drop down box.

The screenshot shows the City Of Troy HR Portal interface. At the top, there's a header with the logo "City Of Troy HR Portal" and "Powered by Tyler Technologies". Below this is a navigation bar with links for HOME, MY HR, and LOGOUT. A breadcrumb trail shows "Home > My HR > Accrual Information". A welcome message "Welcome, [username]" is visible. The main content area is titled "Accrual Information" and features a "Choose a year" dropdown menu set to "2017". Below this is a table with the following data:

Hour Category	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
Comp Time	56.2500	15.7500	3.0000	69.0000	8.63
Furlough Hours Not Taken	0.0000	0.0000	0.0000	0.0000	0.00
Personal Business	24.0000	0.0000	24.0000	0.0000	0.00
Holiday	24.0000	0.0000	4.0000	20.0000	2.50
Sick	312.0000	16.0000	0.0000	328.0000	41.00
Vacation Accrued	200.0000	33.3334	200.0000	33.3334	4.17
Vacation Available	0.0000	200.0000	0.0000	200.0000	25.00

The "Ending Balance" column is highlighted with a red box. At the bottom of the screen, there is a copyright notice: "© 2017 City of Troy".

As you review your accruals focus on the Ending Balance column. Some of the other numbers can be confusing so we have tried to provide some explanations below:

PLEASE NOTE THE FOLLOWING:

- **These balances currently only include “POSTED” payroll time entry hours. These balances do not reflect what may have been entered into time entry for the “active” payroll period.**
- **The Beginning Balance column reflects the balance as of the beginning of the calendar year (01/01/XX). Some accruals such as Furlough are based on fiscal year (07/01/XX – 6/30/XX) so the beginning balance is not as of 7/01/XX. In the above example, the 32 hours of Furlough Hours Not Taken was the balance as of 01/01/12.**
- **Hours Taken includes payoffs.**

- **Vacation Accrued vs. Vacation Available:** Vacation Available is the current amount of vacation that is available for you to use in the current calendar year. Vacation Accrued is the current amount of vacation that you have earned to use in the following calendar year.
- You can select any given year. However, **no data exists for accruals prior to 2008.**

Contacts/Dependents

The Contact screen allows you to manage your personal contacts for use in case of an emergency and for other purposes.

Click on the Contacts link and the following screen will appear:

City Of Troy HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home » My HR » Contacts Dependents Welcome, [redacted]

Contacts/Dependents

Your contacts may be used by HR in the event of an emergency or for other purposes.

Contact Name	Primary Phone	Primary Contact	Emergency Contact	Beneficiary	Dependent	Options
JONES (HUSBAND), JOE <i>*Primary Contact</i>	(248) 555-1212	Yes	Yes			EDIT DELETE
Jones, Joe					Yes	EDIT DELETE
Jones, Jack					Yes	EDIT DELETE

<< ADD A NEW CONTACT >>

3 Active Contacts

© 2017 City of Troy

Edit a Contact

To edit your contact, select the “EDIT” link under OPTIONS next to the contact that you want to change. This will bring up the edit contact screen.



Edit Contact

Contact Information

Title	<input type="text"/>	Primary Contact	<input checked="" type="checkbox"/>
First Name	JOE *	Emergency Contact	<input checked="" type="checkbox"/>
Middle Name	<input type="text"/>	Beneficiary	<input type="checkbox"/>
Last Name	JONES (HUSBAND) *	Dependent	<input type="checkbox"/>
Suffix	<input type="text"/>	Relationship	<input type="text"/>
Same Address as Employee	<input type="checkbox"/>	Date of Birth	<input type="text"/>
Address	123 MAIN ST	SSN	<input type="text"/>
	<input type="text"/>	Gender	<input type="text"/>
	<input type="text"/>	Student	<input type="checkbox"/>
Zip	48084	Comments	<input type="text"/>
City	TROY		
State	Mic <input type="text"/>		
Email Address	<input type="text"/>		
Phone	Home Phone <input type="text"/>	2485551212	<input checked="" type="checkbox"/> <input type="checkbox"/>
	PHONE TYPE *	EXAMPLE: 5551231203 *	EXTENSION PRIMARY DELETE
Phone	Work Phone <input type="text"/>	3135551212	<input type="checkbox"/> <input type="checkbox"/>
	PHONE TYPE *	EXAMPLE: 5551231203 *	EXTENSION PRIMARY DELETE
Phone	Other Phone <input type="text"/>	2482221111	<input type="checkbox"/> <input type="checkbox"/>
	PHONE TYPE *	EXAMPLE: 5551231203 *	EXTENSION PRIMARY DELETE

[Add Phone Number](#)

SUBMIT CHANGES

You can update the name, whether or not this is your primary contact, address information, phone numbers, email, and any note. Once the changes have been made, click on “Submit Changes”.

This will take you back to the main contact screen and your changes will be displayed.

Delete a Contact

To delete a contact, select the “DELETE” link under OPTIONS next to the contact that you want to delete. You will be prompted to confirm the deletion. This will take you back to the main contact screen.

Add a Contact

To add a contact, select the “ADD A NEW CONTACT” link at the bottom center of the page. This will display the create contact screen.

City Of Troy HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home » My HR » Contacts Dependents » Contact Welcome, [Name]

Create Contact

Contact Information

Title [Dropdown]
 First Name [Text]
 Middle Name [Text]
 Last Name [Text]
 Suffix [Dropdown]
 Same Address as Employee ☐
 Address [Text]
 Zip [Text]
 City [Text]
 State [Dropdown]
 Email Address [Text]

Primary Contact ☐
 Emergency Contact ☐
 Beneficiary ☐
 Dependent ☐
 Relationship [Dropdown]
 Date of Birth [Text]
 SSN [Text]
 Gender [Dropdown]
 Student ☐
 Comments [Text]

[Add Phone Number](#)

SUBMIT CHANGES

© 2017 City of Troy

Enter in the appropriate information. A name and 10 digit home phone number is required. If this is your Primary Contact, click on the primary contact field. If you select a contact as primary, you will be prompted to confirm.

Message from webpage

When you save these changes any existing contact set as primary will no longer be set as primary. Are you sure you want to continue?

OK Cancel

Select OK or Cancel. Make any additional changes and when you are finished press Submit Changes. This will take you back to the main contact screen.

PLEASE NOTE THE FOLLOWING:

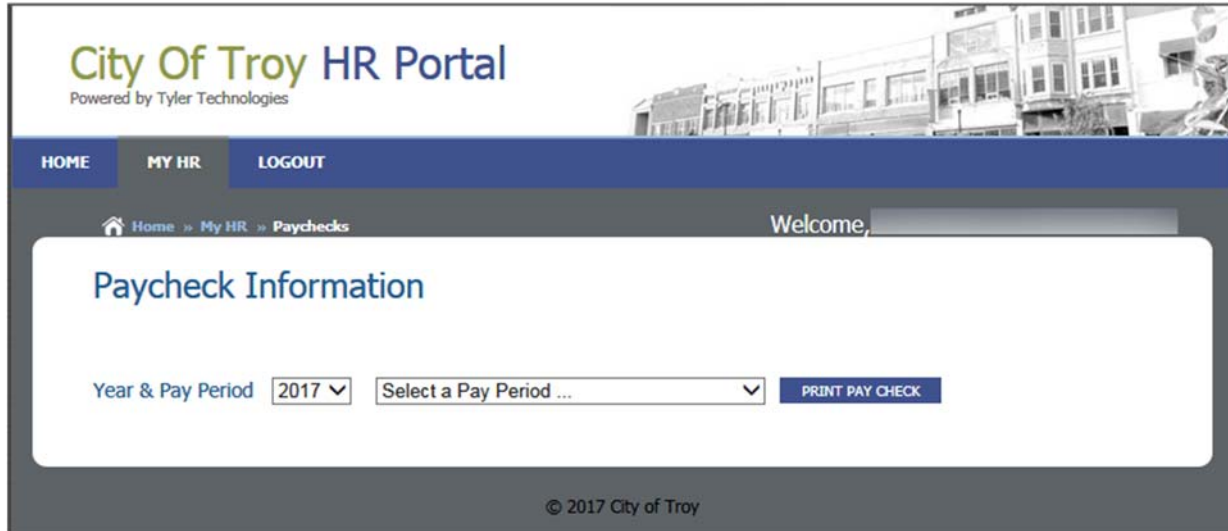
- Employees need to have one and only one primary contact.
- If you enter in an address, you need to enter in a city, state, and zip as well.

- **Changing Dependents can affect your benefit coverage, therefore dependent changes will not be accepted through eSuite. You can use this screen to review your dependent information. If you have a dependent change, please contact the Human Resources department 248-680-7296 (or internally x7296).**

Paychecks

The Paycheck screen allows you to view recent and previous paychecks. It displays by check, the hours worked, withholdings and deductions and employer paid taxes and benefits.

Click on the Paycheck link and the following screen will appear:



The screenshot shows the 'City Of Troy HR Portal' interface. The header includes the logo 'City Of Troy HR Portal' with the tagline 'Powered by Tyler Technologies' and a background image of city buildings. A navigation bar contains 'HOME', 'MY HR', and 'LOGOUT'. Below the navigation bar, a breadcrumb trail reads 'Home » My HR » Paychecks'. A 'Welcome,' message is followed by a user name field. The main content area is titled 'Paycheck Information' and contains two dropdown menus: 'Year & Pay Period' with '2017' selected, and 'Select a Pay Period ...'. A 'PRINT PAY CHECK' button is located to the right of the second dropdown. The footer displays '© 2017 City of Troy'.

Select the Year and Pay Period for a particular check from the drop down boxes and the following screen will appear. If it doesn't appear immediately do not click the PRINT PAY CHECK button. Just give it a minute to format.

City Of Troy HR Portal

Powered by Tyler Technologies

HOME

MY HR

LOGOUT

Home > My HR > Paychecks

Welcome, [Redacted]

Paycheck Information

Year & Pay Period

2017

2/25/2017 - 3/10/2017 - \$363.75

PRINT PAY CHECK

Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
[Redacted]	2/25/2017 - 3/10/2017 - \$363.75	3/17/2017	\$363.75	\$292.94	\$1,241.01

Hours Information

Hours Code	Department	Hours Worked	Gross	YTD Gross
1 - Regular Pay	P&R-Admin - Parks and Recreation-Admin	33.5	\$363.75	\$1,241.01
		TOTALS	\$363.75	\$1,241.01

Withholding and Deduction

Code	Gross	Amount	YTD Amount
FED - Federal Income Tax	\$363.75	\$27.53	\$74.61
FICA - FICA	\$363.75	\$22.55	\$76.94
MI - MI Inc Tax	\$363.75	\$15.46	\$52.75
MEDICARE - Medicare	\$363.75	\$5.27	\$17.99
TOTALS		\$70.81	\$222.29

Employer Paid Taxes and Benefits

Code	Gross	Amount	YTD Amount
FICA - FICA	\$363.75	\$22.55	\$76.94
MEDICARE - Medicare	\$363.75	\$5.27	\$17.99
SUTA - MI SUTA	\$363.75	\$0.22	\$0.75
TOTALS		\$28.04	\$95.68

To see your direct deposit information and accruals, you need to print your paycheck. To print your paycheck, click on the blue "Print Pay Check" button. Your paycheck stub will appear in a separate pop up box. It takes a few seconds to generate.

Company: CITY OF TROY

Address: 500 W BIG BEAVER
Troy, MI 48084

Department: P&R-Admin Parks and Recreation-Admin

Pay Dates: 02/25/2017 - 03/10/2017

Hours Code

Hours Worked

Gross

Y.T.D. Gross

1	Regular Pay	33.5000	363.75	1241.01
		Gross Pay:	\$363.75	\$1,241.01

Withholdings and Deductions

	Gross	Amount	Y.T.D. Amount
FED Federal Income Tax	363.75	27.53	74.61
FICA FICA	363.75	22.55	76.94
MEDICARE Medicare	363.75	5.27	17.99
MI MI Inc Tax	363.75	15.46	52.75
NetPay:		\$292.94	\$1,018.72

Bank

Transaction Number	Deposit Amount	Y.T.D. Deposit Amount
	292.94	1018.72

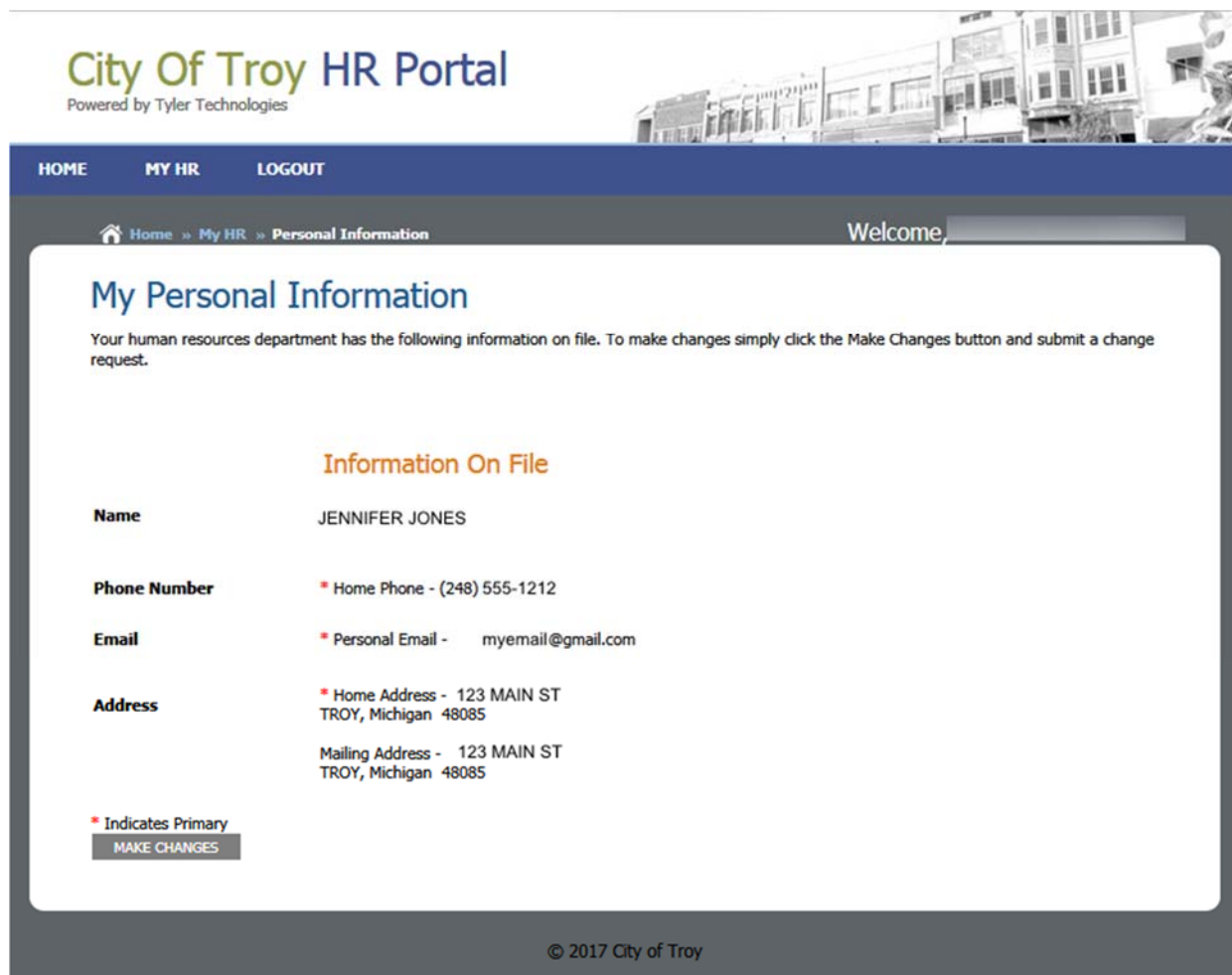
Once it is displayed, you can click on the print icon. Once it is printed, click the “X” in the upper right hand corner to close the window and continue in eSuite.

PLEASE NOTE THE FOLLOWING:

Conversion data was only brought over for checks dated in 2001 -2008. Information prior to 2000 is not available on eSuite.

Personal Information

The Personal Information screen allows you to manage your personal information such as name, phone number, email address, home address, and mailing address. Click on the Personal Information link and it will display the following information:



The screenshot shows the 'City Of Troy HR Portal' interface. At the top, there's a header with the portal name and a navigation bar with 'HOME', 'MY HR', and 'LOGOUT'. Below the navigation bar, a breadcrumb trail reads 'Home » My HR » Personal Information'. A 'Welcome,' message is followed by a user name field. The main content area is titled 'My Personal Information' and includes a brief instruction: 'Your human resources department has the following information on file. To make changes simply click the Make Changes button and submit a change request.' Below this, a section titled 'Information On File' displays the user's details in a table-like format. The details include Name (JENNIFER JONES), Phone Number (Home Phone - (248) 555-1212), Email (Personal Email - myemail@gmail.com), and Address (Home Address - 123 MAIN ST, TROY, Michigan 48085; Mailing Address - 123 MAIN ST, TROY, Michigan 48085). A legend indicates that a red asterisk denotes primary information. At the bottom of the information section is a 'MAKE CHANGES' button. The footer of the page states '© 2017 City of Troy'.

Information On File	
Name	JENNIFER JONES
Phone Number	* Home Phone - (248) 555-1212
Email	* Personal Email - myemail@gmail.com
Address	* Home Address - 123 MAIN ST TROY, Michigan 48085 Mailing Address - 123 MAIN ST TROY, Michigan 48085

* Indicates Primary

MAKE CHANGES

© 2017 City of Troy

To make a change, click on the “Make Changes” button. This will take you to the Personal Information Change Request screen:

[Home](#) » [My HR](#) » [Personal Information](#) » [Personal Information Change Request](#)
Welcome,

Personal Information Change Request

Some changes to personal information require HR approval.

Change Request Form

	EFFECTIVE DATE *				
	03/23/2017				
Name	TITLE	FIRST *	MIDDLE	LAST *	SUFFIX
		JENNIFER		JONES	
Phone	PHONE TYPE *	(5551231203) *	EXTENSION	PRIMARY	DELETE
	Home Phone	2485551212		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other Phone			<input type="checkbox"/>	<input type="checkbox"/>
Add Phone Number					
Email	EMAIL TYPE	EMAIL ADDRESS	PRIMARY	DELETE	
	Work Email	myemail@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Add Email Address					
Address	EFFECTIVE DATE *	ADDRESS TYPE *	PRIMARY	DELETE	
	03/23/2017	Home Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	STREET ADDRESS 1 *				
	123 MAIN ST				
	STREET ADDRESS 2				
	STREET ADDRESS 3				
	CITY *	STATE *	ZIP *		
TROY	Michigan	48085			
Address	EFFECTIVE DATE *	ADDRESS TYPE *	PRIMARY	DELETE	
	03/23/2017	Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>	
	STREET ADDRESS 1 *				
	123 MAIN ST				
	STREET ADDRESS 2				
	STREET ADDRESS 3				
	CITY *	STATE *	ZIP *		
TROY	Michigan	48085			
Add Address					
SUBMIT CHANGES					

Personal Information needs to be entered in ALL CAPS. Enter in the appropriate changes and press the “Submit Changes” button.

If you make a change to your name or date of birth, this requires an approval by HR/Payroll. Pressing the “Submit Changes” button will take you to the Personal Information screen with your pending changes.

The changes pending status will only be in place until the change is processed by HR/Payroll. If you need to cancel the changes, press the “Cancel Changes” button. If you need to edit your changes, click on the “Edit Changes” button. If you don’t need to do anything you can click on the MyHR breadcrumb to return to the main menu.

If you make a change to Phone number or email, these changes will be processed immediately. HR has to approve changes on Name, Date of Birth, Home Address and Mailing Address.

PLEASE NOTE: If you do not have an email address in your personal information, please enter one. If a change is denied by HR/Payroll, you will receive a notification email to this address. If no email is listed, you will not be notified.

HR Approval

Once HR approves or denies your changes, you will receive an email if you have an email address defined on your Personal Information. The following are examples of an Approval/Denied email message:

-----Original Message-----

From: newworld@troymi.gov [<mailto:newworld@troymi.gov>]

Sent: Thursday, February 09, 2012 10:15 AM

To: JENNIFER JONES

Subject: Your Change Request Was Approved

JENNIFER,

Your Employee Change Request was approved.

-----Original Message-----

From: newworld@troymi.gov [<mailto:newworld@troymi.gov>]

Sent: Thursday, February 09, 2012 10:18 AM

To: JENNIFER JONES

Subject: Your Change Request Was Rejected

JENNIFER,

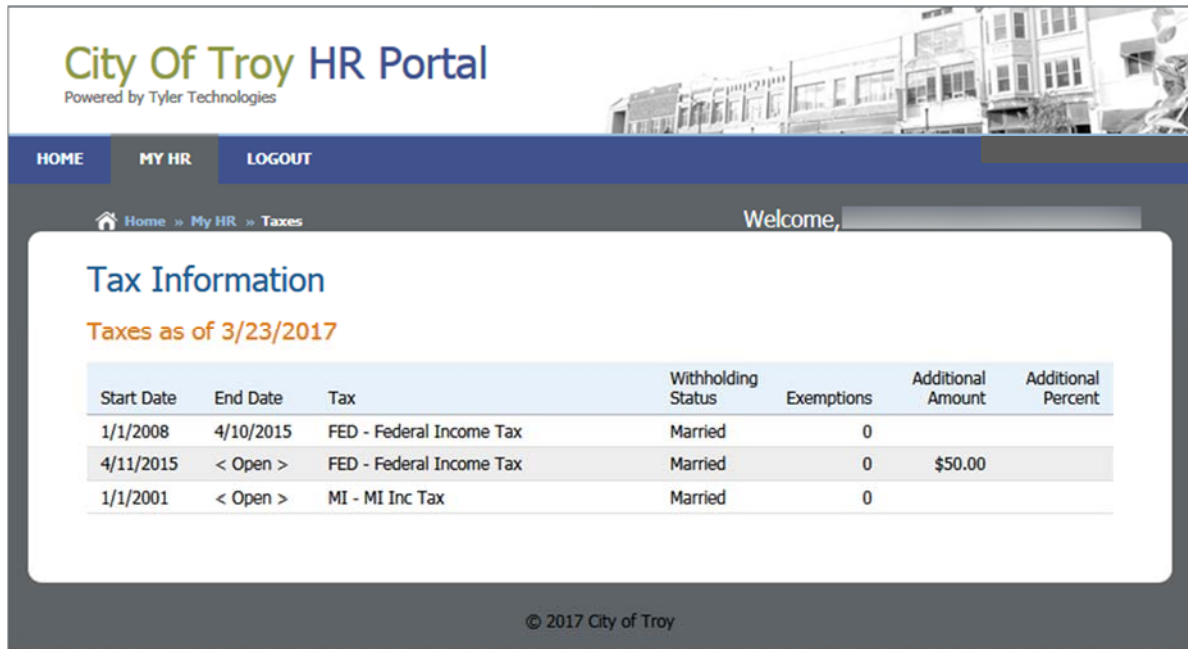
Your Employee Change Request was rejected.

Reject Reason: You can't change your birth date without supporting documentation. Please bring it to the human resource department to complete your change.

Taxes

The Taxes screen allows you to view your current tax withholdings. It displays your tax marital status, your exemptions, and override amounts or percentages, and additional amounts. This information cannot be changed. Contact Finance if you wish to change your tax withholding.

Click on the Taxes link and the following screen will appear:



City Of Troy HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home » My HR » Taxes Welcome, [User Name]

Tax Information

Taxes as of 3/23/2017

Start Date	End Date	Tax	Withholding Status	Exemptions	Additional Amount	Additional Percent
1/1/2008	4/10/2015	FED - Federal Income Tax	Married	0		
4/11/2015	< Open >	FED - Federal Income Tax	Married	0	\$50.00	
1/1/2001	< Open >	MI - MI Inc Tax	Married	0		

© 2017 City of Troy

PLEASE NOTE THE FOLLOWING:

- All converted tax withholding records were converted with a date of 01/01/08 for FED and 01/01/01 for all other taxes.
- You cannot submit a change to your taxes through E-Suite. You must submit a change through the Payroll department.

Benefits

Benefits are those items that the City pays on behalf of the employee for Medical/Dental, Life Insurance, Long/Short Term Disability Insurance, Pension, and Pension Health, etc. The Benefit screen displays a summary of current and historical benefits and the amount that is paid on each Frequency.

Click on the Benefits link to view the following screen:

City Of Troy HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Welcome, [Redacted]

Benefit Information

Benefits are those items that the City pays on behalf of the employee for Medical/Dental, Life Insurance, Long/Short Term Disability Insurance, Pension, and Pension Health, etc..

All historical benefits (prior to 2009) were started and ended with the employee's hire date and do not have an amount.

Current Benefits

Benefit	Amount	Percent	Frequency	Start Date	End Date
DENTAL - Dental Coverage	\$58.11		Every Regular Check	09/10/2016	< Open >
LIFE BENEFIT - Life Insurance Benefit	\$6.71		First and Second Checks	01/18/2014	< Open >
MCB007001002-21 - Medical CB007001002-21	\$697.41		Every Regular Check	09/10/2016	< Open >
PEN DC CLASS - Pension Defined Contrib CLASS		8.0000%	Always	01/18/2014	< Open >
RHS-M - Retirement Health Savings		4.0000%	Always	01/18/2014	< Open >
STD BENEFIT - Short Term Disability Benefit	\$6.71		First and Second Checks	01/18/2014	< Open >

Benefit History

Below is a history of your benefits. These items are no longer active as of the end date indicated.

Benefit	Amount	Percent	Frequency	Start Date	End Date
DENTAL - Dental Coverage	\$42.90		Every Regular Check	01/18/2014	12/19/2014
DENTAL - Dental Coverage	\$58.11		Every Regular Check	12/20/2014	09/09/2016
MCB007001002-21 - Medical CB007001002-21	\$697.41		Every Regular Check	01/03/2015	09/09/2016
MCBPPO65337008 - Medical CB 65337-008	\$537.25		Every Regular Check	01/18/2014	12/19/2014
MCBPPO65337008 - Medical CB 65337-008	\$675.00		Every Regular Check	12/20/2014	01/02/2015

© 2017 City of Troy

PLEASE NOTE THE FOLLOWING:

- For conversion purposes, all historical benefit codes were started and ended with the employee's hire date and do not have an amount.

Deductions

Deductions are those items that are deducted from an employee's paycheck for applicable Medical/Dental, Life Insurance, Deferred Comp, Computer Loans, Pension, and Pension Health, etc. The Deduction screen displays a summary of current and historical deductions and the amount that is deducted on each Frequency.

City Of Troy HR Portal

Powered by Tyler Technologies

HOME

MY HR

LOGOUT

Home > My HR > Deductions

Welcome

Deduction Information

Deductions are those items that are deducted from an employee's paycheck for applicable Medical/Dental, Life Insurance, Deferred Comp, Computer Loans, Pension, Pension Health, etc.

All historical deductions (prior to 2009) were started and ended with the employee's hire date and have an amount of 1.00. Current Deductions have the accurate start date and amounts.

Current Deductions

Deduction	Amount	Percent	Frequency	Start Date	End Date
DEF COMP - Deferred Compensation	\$75.00		REG - Every Regular Check	03/28/2015	< Open >
FLOWERFUND - Flower Fund	\$0.20		REG - Every Regular Check	01/20/2014	< Open >
LIFE DEDUCTION - Life Insurance Deduction		671.0000%	1ST & 2ND - First and Second Checks	01/18/2014	< Open >
MCB007001002-21 - MCB007001002-21	\$36.71		REG - Every Regular Check	09/10/2016	< Open >
PEN DC CLASS - Pension Defined Contrib CLASS		4.0000%	ALWAYS - Always	01/18/2014	< Open >
RHS-M - Retirement Health Savings		2.0000%	ALWAYS - Always	01/18/2014	< Open >
ROTH IRA < 50 - Roth IRA under 50 Years Old	\$50.00		REG - Every Regular Check	03/29/2014	< Open >

Deduction History

Below is a history of your Deductions. These items are no longer active as of the end date indicated.

Deduction	Amount	Percent	Frequency	Start Date	End Date
DEF COMP - Deferred Compensation	\$100.00		REG - Every Regular Check	02/15/2014	03/28/2014
DEF COMP - Deferred Compensation	\$50.00		REG - Every Regular Check	03/29/2014	03/27/2015
MCB007001002-21 - MCB007001002-21	\$36.71		REG - Every Regular Check	01/03/2015	09/09/2016
MCBPPO65337008 - Medical CB 65337-008	\$28.28		REG - Every Regular Check	01/18/2014	12/19/2014
MCBPPO65337008 - Medical CB 65337-008	\$35.53		REG - Every Regular Check	12/20/2014	01/02/2015

PLEASE NOTE THE FOLLOWING:

- For conversion purposes, all historical benefit codes were started and ended with the employee's hire date and have an amount of 1.00. Current deductions have the accurate start date and amounts.

Direct Deposits

The Direct Deposit screen allows you to view your direct deposit distributions. The following example shows that \$750.00 of the paycheck would be direct deposited into one account and the “Net Check” or remaining amount would be deposited into another account.

City Of Troy HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home » My HR » Direct Deposits Welcome, [Name]

Direct Deposits

We are currently not accepting changes to Direct Deposit through eSuite. If you need to make changes, print the following form and submit it to the Finance department.

[Direct Deposit Form](#)

Information on File

☐ Paperless Direct Deposit

Frequency	Sequence	Bank	Account	Deposit Type	Amount
Always	3	Bank of America (LaSalle)	Savings - xxxxxxxx	Amount	\$750.00
Always	4	Bank of America (LaSalle)	Checking - xxxxxxxx	Balance of Net pay	

[MAKE CHANGES](#)

© 2017 City of Troy

PLEASE NOTE THE FOLLOWING:

- **We are not accepting changes to Direct Deposit through eSuite. You need to print and fill out a direct deposit form (link is on the screen) and submit it to the Finance Department. Any direct deposit changes submitted through eSuite will be denied.**

Positions and Pay Rates

The Position and Pay Rate screen displays current position and pay rate information.

The screenshot displays the City of Troy HR Portal interface. At the top, the logo 'City Of Troy HR Portal' is shown, powered by Tyler Technologies. A navigation bar includes 'HOME', 'MY HR', and 'LOGOUT'. Below this, a breadcrumb trail reads 'Home > My HR > Positions And Pay Rate'. A 'Welcome,' message is visible on the right. The main content area is titled 'Position and Pay Rate Information' and shows 'Pay Rates as of 3/23/2017'. A table lists three positions with their respective departments, entry dates, hire dates, and current base hourly and annual rates. The footer indicates '© 2017 City of Troy'.

Position	Department	Position Entry Date	Hire Date	Current Base Hourly Rate	Current Base Annual Rate	Primary
755858000 - Lifeguard CC	P&R-Admin - Parks and Recreation-Admin	01/08/2011	10/06/2007	\$11.0000	\$22,880.00	Yes
755761000 - Instructor-Water Safety CC	P&R-Admin - Parks and Recreation-Admin	01/08/2011	10/06/2007	\$10.0000	\$20,800.00	No
755762000 - Instructor-Water Safety-Priv CC	P&R-Admin - Parks and Recreation-Admin	01/08/2011	10/06/2007	\$12.0000	\$24,960.00	No

PLEASE NOTE THE FOLLOWING:

- For conversion purposes, only current pay rate information was brought over from the old system with a start date of 07/01/2008 for employees. If an employee received a pay rate change after 12/13/08, the start date should be accurate.
- This screen only displays the current pay rate and not historical rates.

Print W-2 Forms

This option will allow you to print your W-2 information going back to 2009. It will default to the current year. If you want a different year, select the appropriate year from the drop down box and then click the "Print W-2 Form" button. It will take a few second to refresh the screen.

City Of Troy HR Portal
Powered by Tyler Technologies

HOME MY HR LOGOUT

Home > My HR > Print W2 Forms

Welcome,

Print W2 Forms

Tax Year **2016**

Form W-2 Wage and Tax Statement 2016		7 Social security tips 0.00	1 Wages, tips, other compensation 4301.42	2 Federal income tax withheld 364.89
c Employer's name, address, and ZIP code CITY OF TROY 500 W BIG BEAVER TROY, MI 48084		3 Social security wages 4301.42	4 Social security tax withheld 266.69	6 Medicare tax withheld 62.37
e Employee's name, address, and ZIP code [REDACTED] TROY, MI 48084		10 Dependent care benefits 0.00	11 Nonqualified plans 0.00	12a See instructions for box 12
		13 Statutory annuity 0.00	14 Other	12b
		b Employer identification number (EIN)		12c
		a Employee's social security number		12d
15 State MI	Employer's state ID number 38-6027333	16 State wages, tips, etc. 4301.42	17 State income tax 182.80	18 Local wages, tips, etc.
			19 Local income tax	20 Locality name

Copy B-To Be Filed With Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service. OMB No. 1545-0048 **Dept. of the Treasury - IRS** Visit the IRS website at www.irs.gov/efile.

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

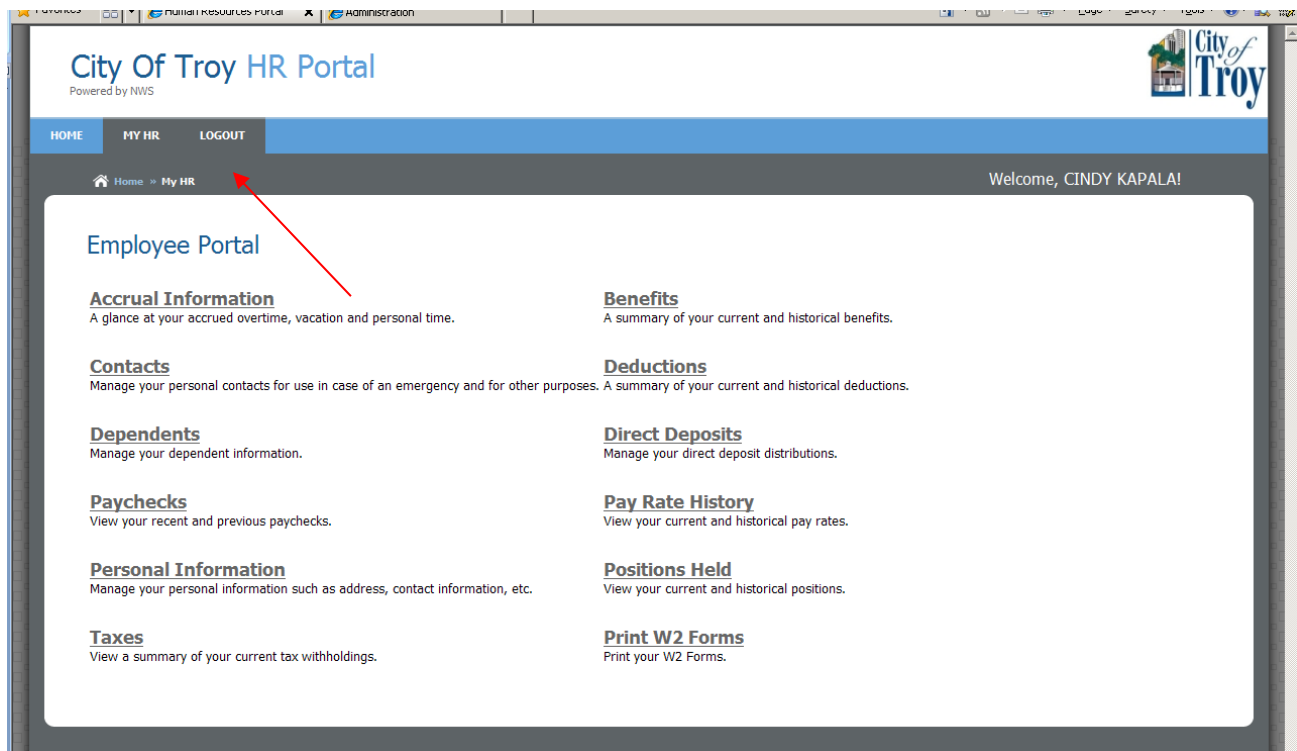
Form W-2 Wage and Tax Statement 2016		7 Social security tips 0.00	1 Wages, tips, other compensation 4301.42	2 Federal income tax withheld 364.89
c Employer's name, address, and ZIP code CITY OF TROY 500 W BIG BEAVER TROY, MI 48084		8 Allocated tips 0.00	3 Social security wages 4301.42	4 Social security tax withheld 266.69
e Employee's name, address, and ZIP code [REDACTED] TROY, MI 48084		9	5 Medicare wages and tips 4301.42	6 Medicare tax withheld 62.37
		10 Dependent care benefits 0.00	11 Nonqualified plans 0.00	12a See instructions for box 12
		13 Statutory annuity 0.00	14 Other	12b
		b Employer identification number (EIN)		12c
		a Employee's social security number		12d
15 State MI	Employer's state ID number	16 State wages, tips, etc. 4301.42	17 State income tax 182.80	18 Local wages, tips, etc.
			19 Local income tax	20 Locality name

Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.) OMB No. 1545-0048 **Dept. of the Treasury - IRS**

You can then click on the print icon to print the information.

Logging Out

When you are finished in eSuite, select the LOGOUT button on the main menu.



This will take you back to the login screen. You can now close Internet Explorer.

PLEASE NOTE THE FOLLOWING:

- **As a security feature, the system will require you to login again if you are logged in and have no activity after a certain amount of time. You will be able to select an eSuite option, but instead of taking you into the menu option, it will take you to the login screen.**