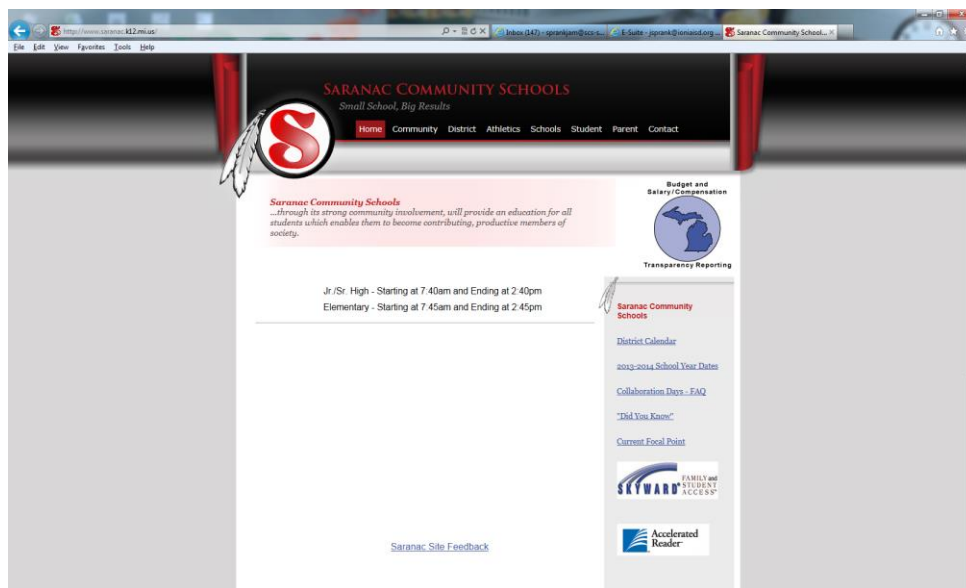
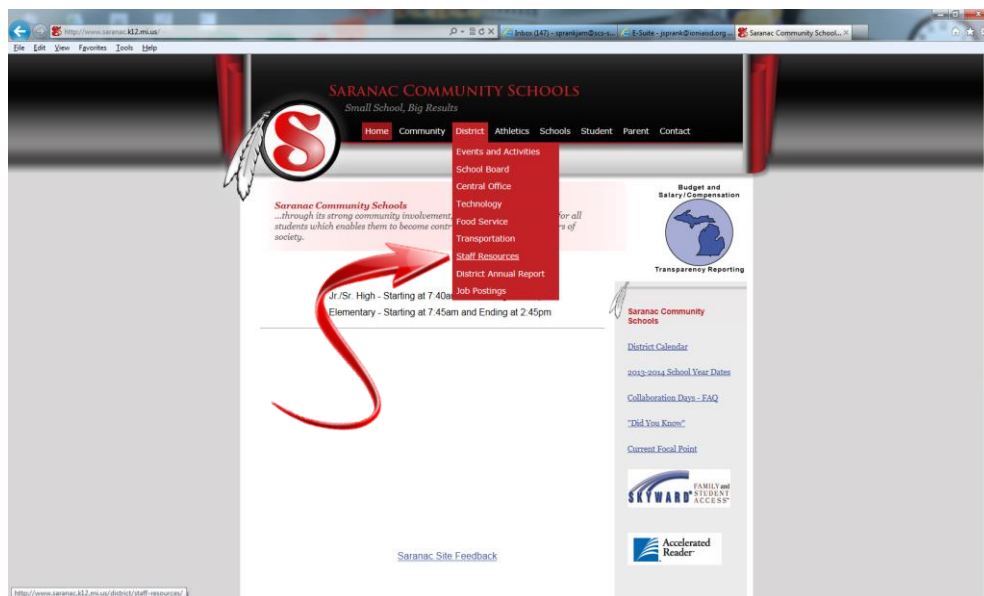


eSuite HR Portal Instructions

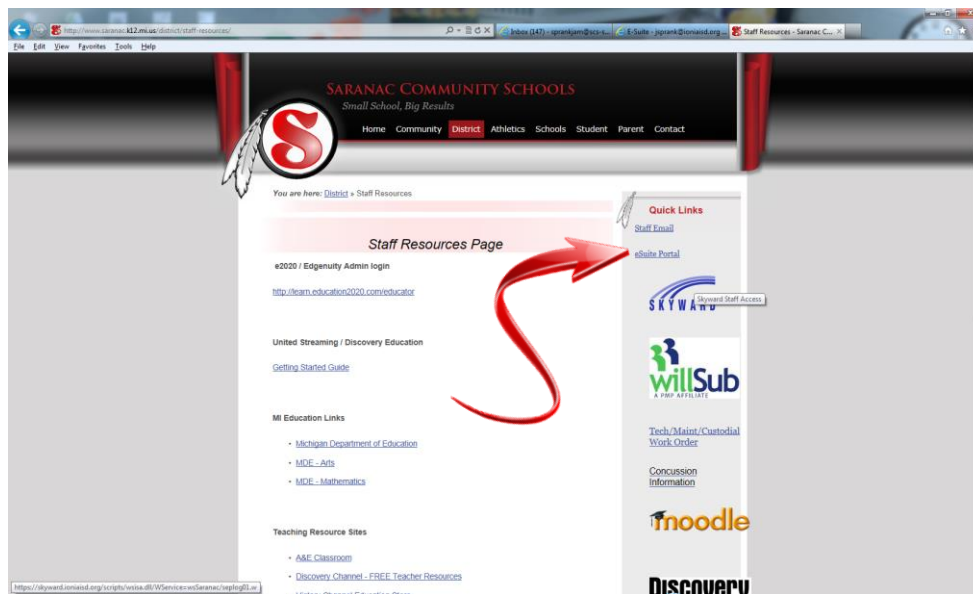
Go to <http://www.saranac.k12.mi.us/>



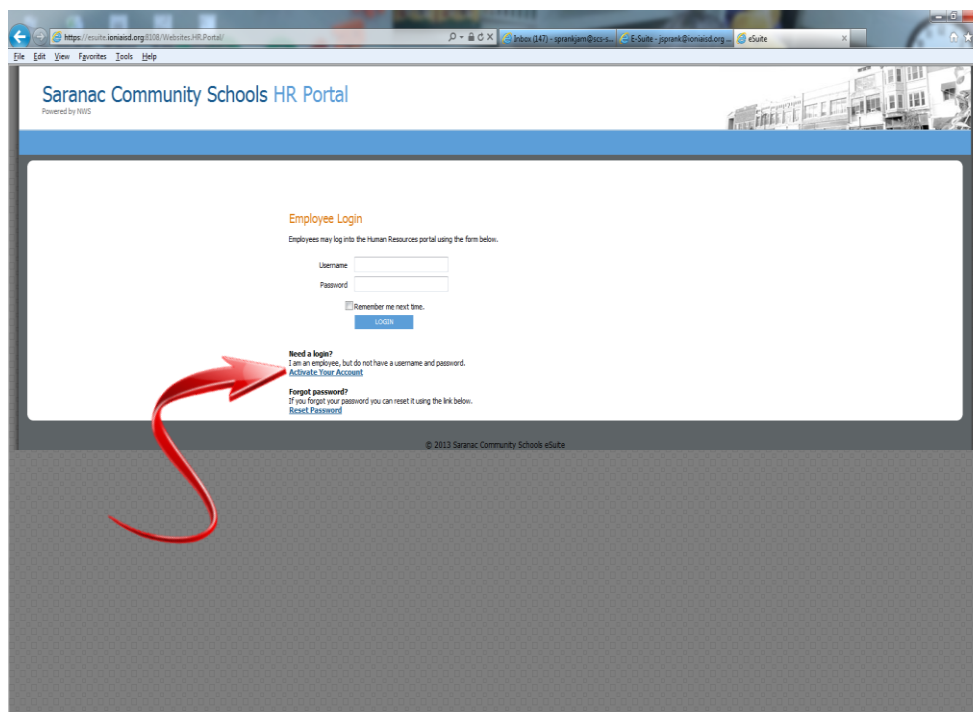
Click on District then click on Staff Resources.



Once you go into Staff Resources Page, you will see many different links on the right side. The one that you will need is “eSuite Portal”.



Then click on Activate Your Account.



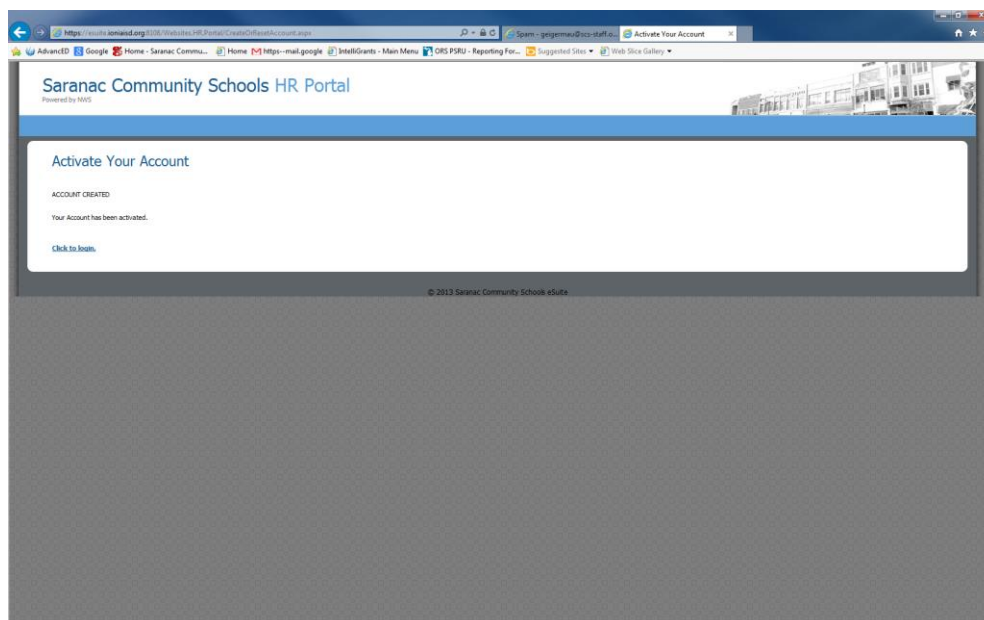
Then you will come to a page that looks like this. Fill out the Verify Your Identity information and click “CONTINUE”. Providing your Social Security number at this point is for Verification Purposes Only.

The screenshot shows a web browser window displaying the Saranac Community Schools HR Portal. The page title is "Saranac Community Schools HR Portal" and it is powered by NWS. The main heading is "Activate Your Account" with a sub-heading "Verify Your Identity". Below this, there are three input fields: "LAST NAME" (a single text box), "SSN" (a three-part masked box), and "CONFIRM SSN" (a three-part masked box). A blue "CONTINUE" button is located below the SSN fields. The footer of the page reads "© 2013 Saranac Community Schools eSuite".

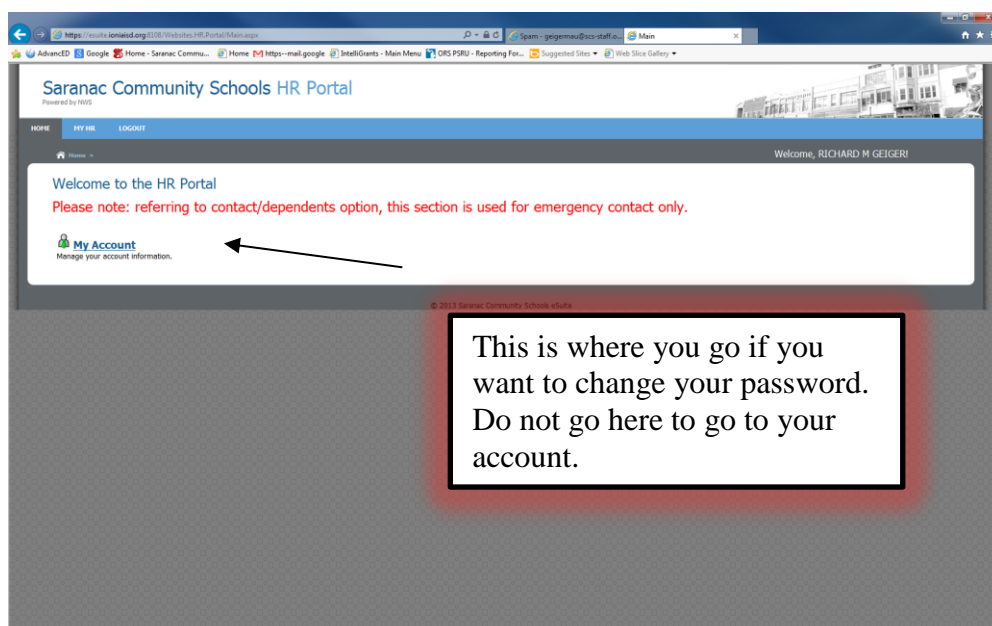
You will then be prompted to choose a username and password for access. Please be sure to remember what you enter for your username and password. A recommendation for a username would be to make it the same as your email log in (without the “@scs-staff.org”).

The screenshot shows the same Saranac Community Schools HR Portal, but now on the "Create Your Account" step. The heading is "Create Your Account". There are three input fields: "USERNAME", "PASSWORD", and "CONFIRM PASSWORD". To the right of the "PASSWORD" and "CONFIRM PASSWORD" fields, there is a note: "Must be between 5 and 25 characters". A blue "CONTINUE" button is located below the "CONFIRM PASSWORD" field. The footer of the page reads "© 2013 Saranac Community Schools eSuite".

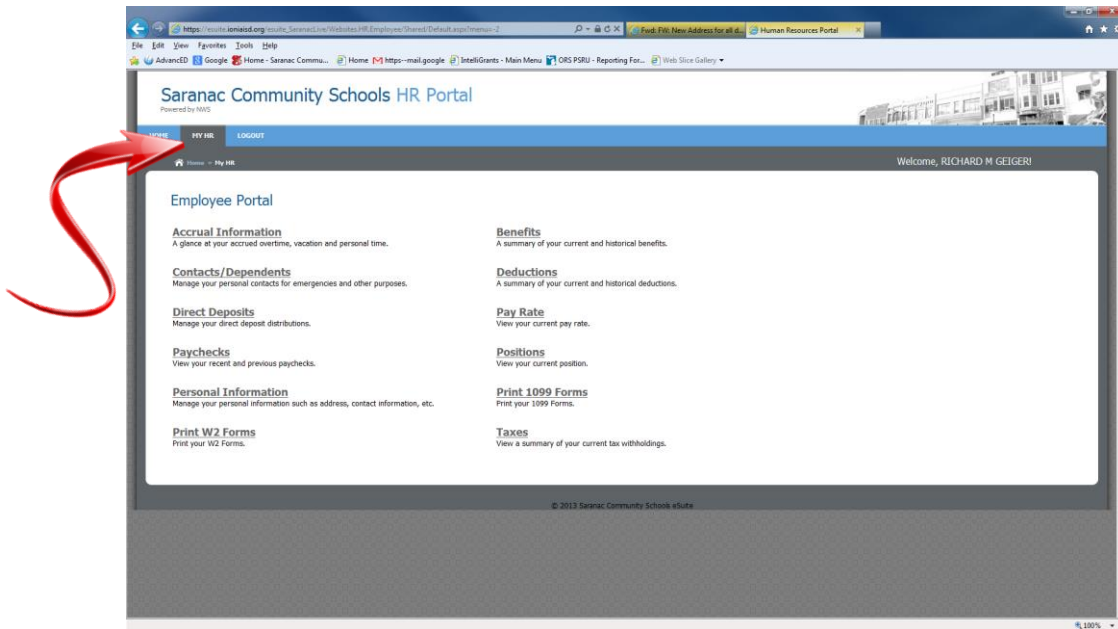
You will get this once you are done creating your account and now you can Click to login.



When you login, this screen appears.



Click on My HR.



From this screen you have access to these items. Manage means you are able to change/edit these items. You still need to send forms to the payroll department. Once you make changes here, the payroll department receives notification of changes pending and will approve those changes once the forms are received to be processed.

If you choose Paychecks, you then select a Pay Period and you can look or print your paychecks. Please remember that your Pay Period is the period of time that you worked that you are paid for. Your Paycheck will be the date two Fridays after the end of the Pay Period. Please call the Payroll Department with any questions.

