

# eSuite HR Employee Portal

The eSuite HR Portal is the Goshen Community Schools website, for certified and classified staff, that will allow you to view/change the following:

## 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.

### Paychecks

View your recent and previous paychecks.

### Personal Information

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

### Print W2 Forms

Print your W2 Forms.

### Benefits

A summary of your current and historical benefits.

### Deductions

A summary of your current and historical deductions.

### Pay Rate

View your current pay rate.

### Positions

View your current position.

### Print 1099 Forms

Print your 1099 Forms.

### Taxes

View a summary of your current tax withholdings.

## To get started:

1. The website for the eSuite HR Portal is [hr.goshenschools.org](http://hr.goshenschools.org)
2. Click on Activate Your Account

## Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

Remember me next time.

### **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](#)

3. To activate your account you will need to verify your Identity with the following:

## Verify Your Identity

LAST NAME

SSN  -  -

CONFIRM SSN  -  -

4. Once you have verified your identity, you will receive an email to your primary email account listed in our payroll system. Click on the link indicated in the email to create your account. Your password will need to be at least 10 characters long. Make sure you remember your login and password. If you forget there is a link on the login screen if you forget your password.

5. When everything is set up you will see the screen that your account has been activated. You will click on the Click to login link.

## Activate Your Account

ACCOUNT CREATED

Your Account has been activated.

[Click to login.](#)

### How do I use eSuite?

How do I change my password – You will click on the My Account link on the HOME Screen.

How do I look at my paychecks:

1. Mouse over the My HR tab
2. Click on Paychecks
3. Use the dropdowns for Year & Pay Period

How do I check the balance on my sick and personal days (certified) or my PTO, Sick, Vacation (varies among classified staff)?

1. Mouse over the My HR tab
2. Click on Accrual Information
3. Your sick and personal information will be listed
  - a. Classified – yours will be in hours with the days calculated under the days column.
  - b. Certified – yours will be in days where it says hours. Ignore the Days column.

How do I check the other information?

1. Mouse over the My HR tab
2. Click on any of the other links

Can I change my information?

If you change any information, make sure that it is accurate.

Any change to your information is a request and someone from HR/Payroll will need to make the change final.

