

# New World eSuite

e.HR User Guide

City of Clayton

For eSuite assistance, contact:  
Human Resources  
[hr@claytonmo.gov](mailto:hr@claytonmo.gov)  
314-290-8448/314-290-8449

Requests for password resets may be sent to HR or the IT Help Desk at [helpdesk@claytonmo.gov](mailto:helpdesk@claytonmo.gov).



Public Administration Software  
newworldsystems.com

LOGOS



**New World Systems**<sup>®</sup>  
The Public Sector Software Company



eEmployee provides a way to improve the speed, accuracy and reliability of employee interaction through cost-effective self-service. Employees have 24/7 access to HR, payroll and life management information. This frees HR and payroll staff from administrative details while improving communication and workflow. Employees can review and change personal information such as name, home and mailing address, contacts, marital status, dependents, etc. They can also review vacation or sick day accrual data, maintain direct deposit information, look at pay history, benefits and deductions, and reprint check stub and W-2 information.

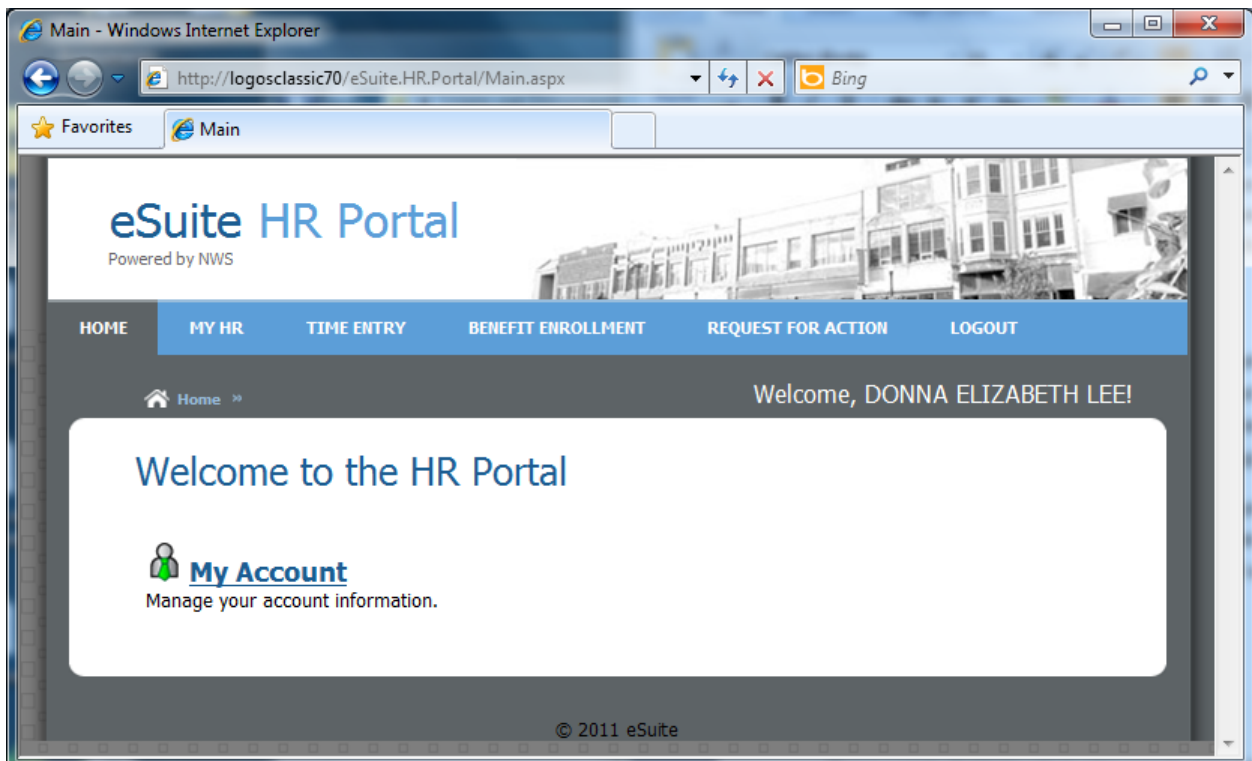
## eEmployee (MY HR) Access and Functionality

The eEmployee portal displays, and allows certain changes to the following information for employees.

- Accrual Information
- Benefits
- Contacts (Additions, Changes, and Deletions possible)
- Deductions
- Dependents (Additions, Changes, and Deletions possible)
- Direct Deposits (Additions, Changes, and Deletions possible)
- Paychecks
- Pay Rate
- Personal Information (Additions, Changes, and Deletions possible)
- Positions Held
- Taxes

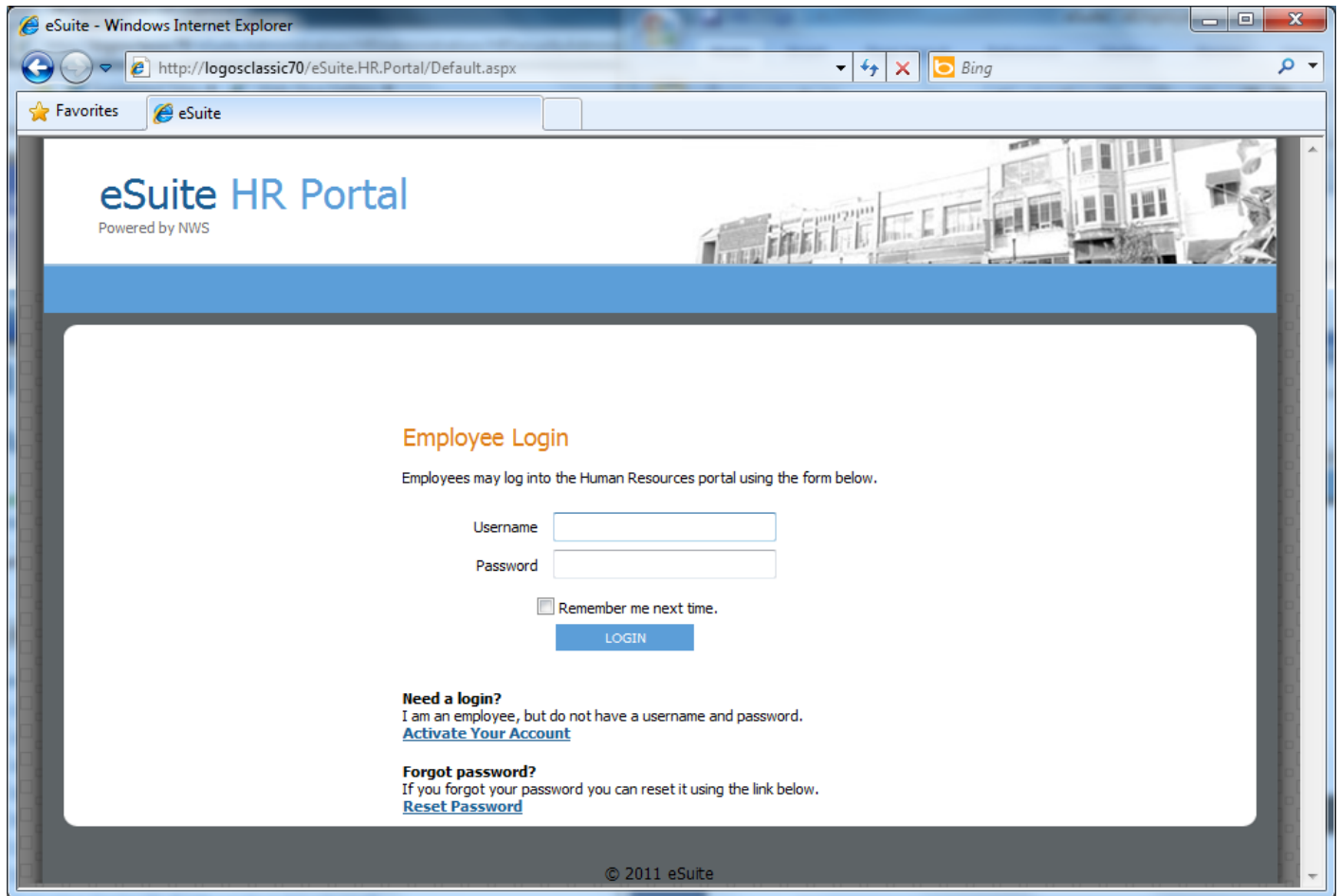
An employee must create an account via the eSuite HR Portal Login Screen before gaining access to eEmployee.

This is what the eSuite Home screen would look like the screen below.



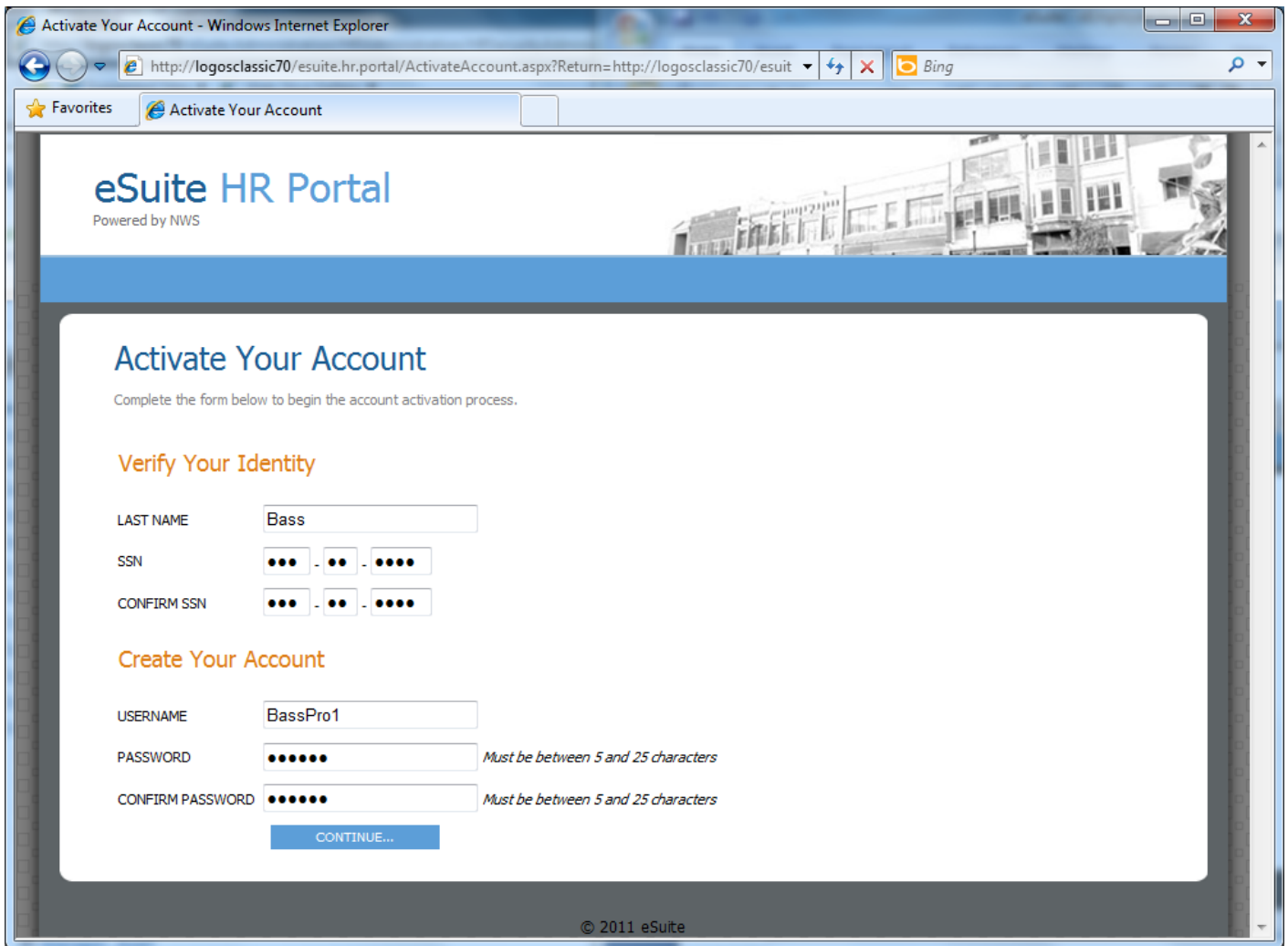
In order to create an account an employee must access the HR Portal page.

<https://esuite.claytonmo.gov/websites.hr.portal/> will be the name/address of your eSuite Server.

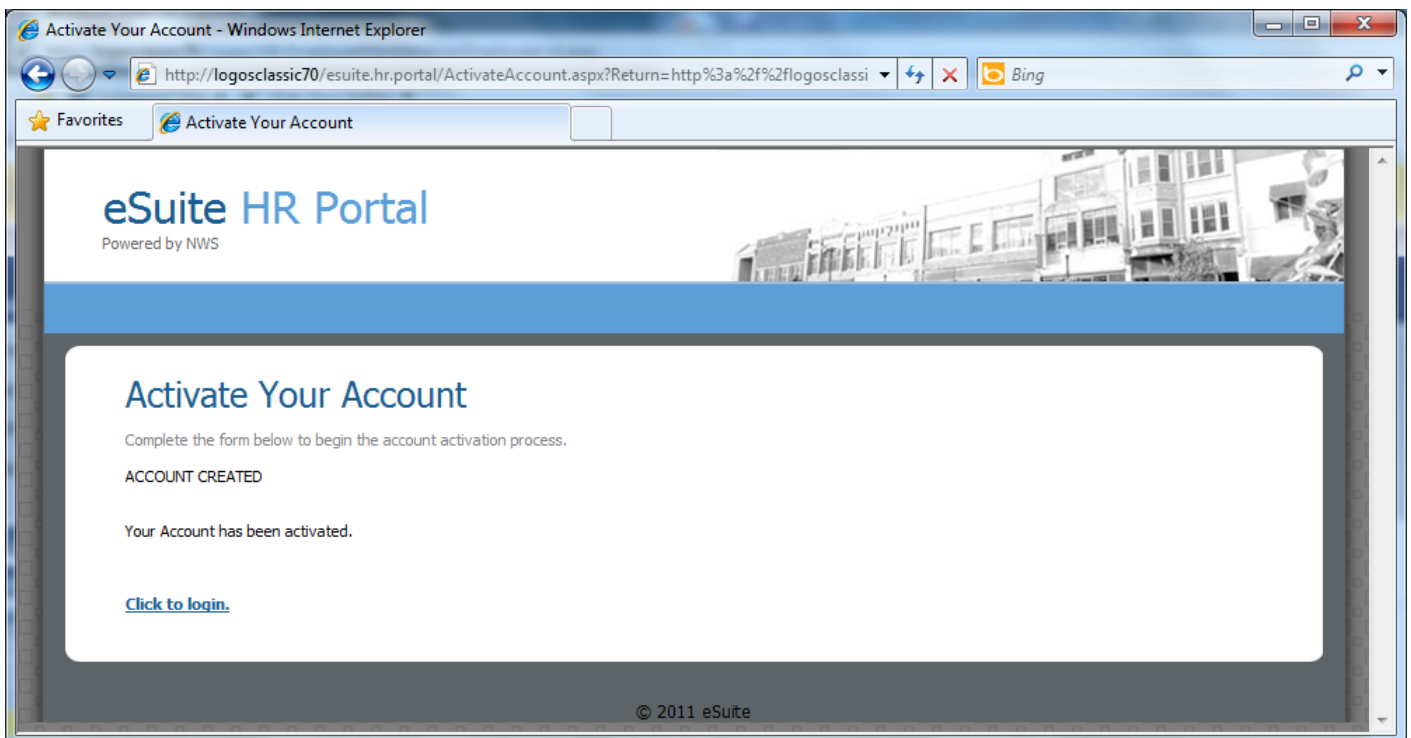


Click the link labeled [Activate Your Account](#)

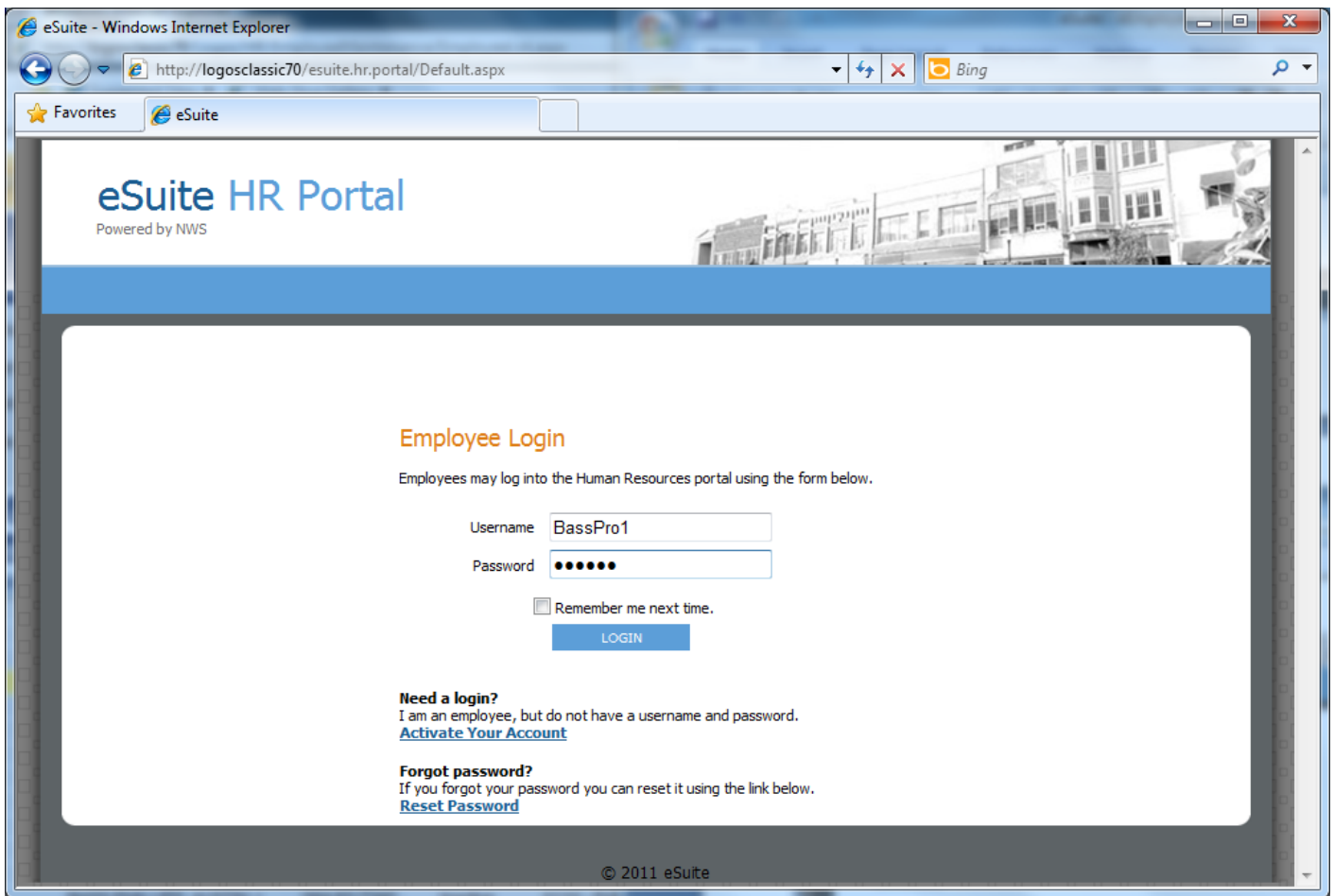
On the Activate Your Account screen, the Employee Last Name and Social Security Number must be entered, along with the desired Username and Password. The Username needs to be at least seven characters long, can be different than an employee's Logos User name, and is not case sensitive. The Password is case sensitive. Logos does not connect or associate Logos and eSuite user names, as organizations will have many employees that will be accessing eSuite which are not Logos users. Also, only Active employees are allowed to create and log into eSuite accounts. Click 'Continue' to create the account.



Once the Account Created message appears, the user will need to click the link [Click to login](#), which will take the employee back to the main page to log in using the new username and password information.



The employee will enter their newly created Username and Password and then click the Login button.



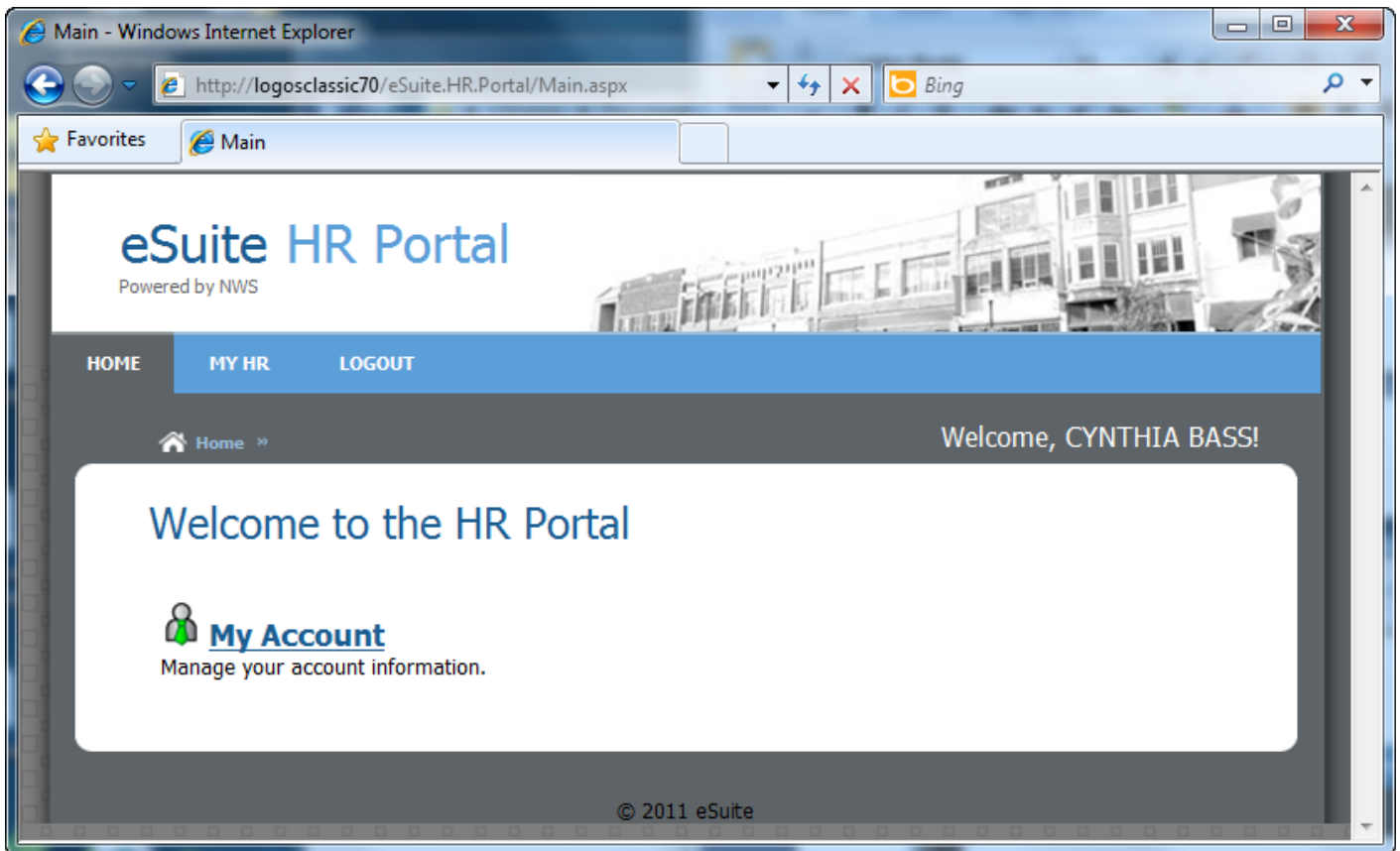
Upon logging in, the employee will be prompted to set up Multi-Factor Authentication (MFA).

Per the City's cybersecurity insurance requirements, we are required to use Multi-Factor Authentication (MFA) for the eSuite HR portal. MFA helps to keep your data more secure by requiring more than just the username and password to sign in to your account. You need a second "factor" to prove who you are. The first time that you sign in, you enter your username and password as usual, then you get prompted to enter your second factor to verify your identity. The second factor uses a third-party app, such as Microsoft Authenticator or Google Authenticator, to provide a dynamically created 6-digit number that you then type into the site and you're in!

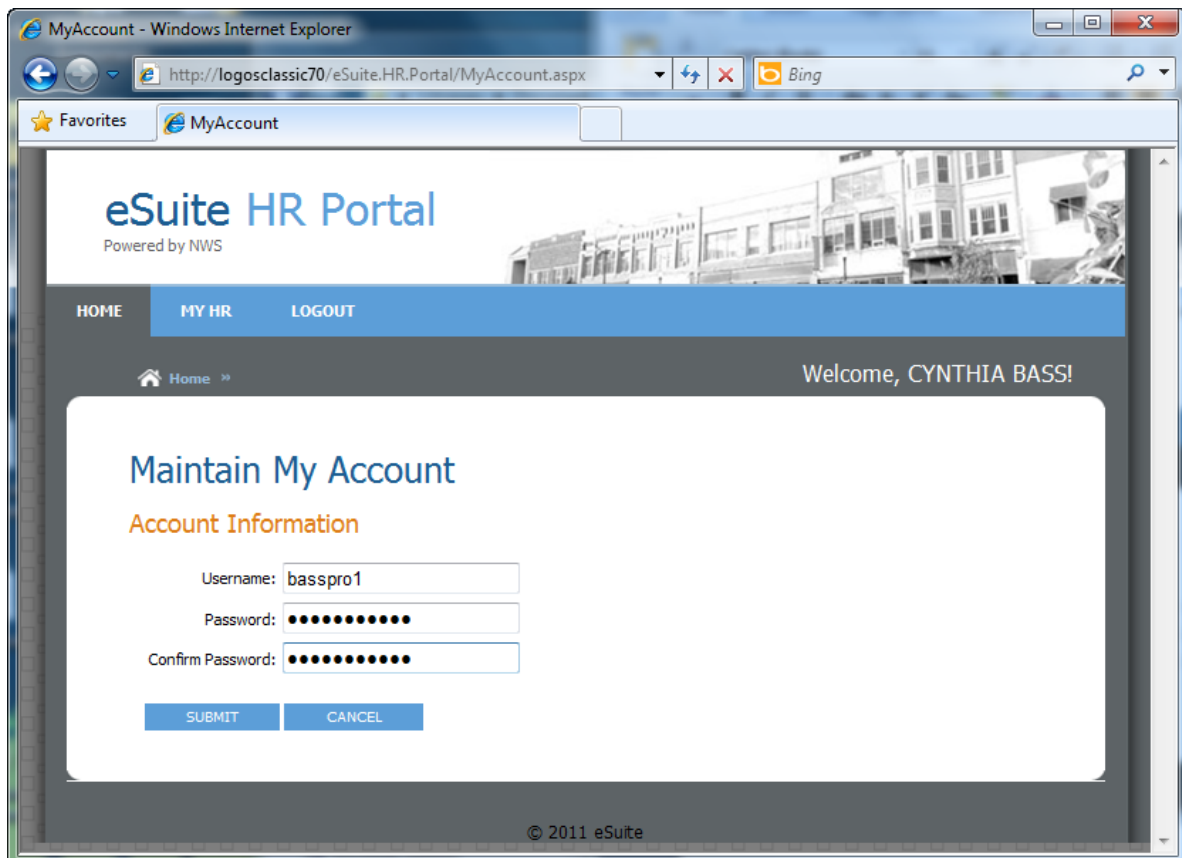
**MFA is required to access the eSuite HR portal.** Employees are required to use eSuite for a variety of employee self-service needs (i.e. viewing and printing paystubs and W-2 forms, updating dependent and contact info, submitting new direct deposit and tax withholdings, etc).

[Click here](#) to follow the separate instructions to set up MFA for eSuite access.

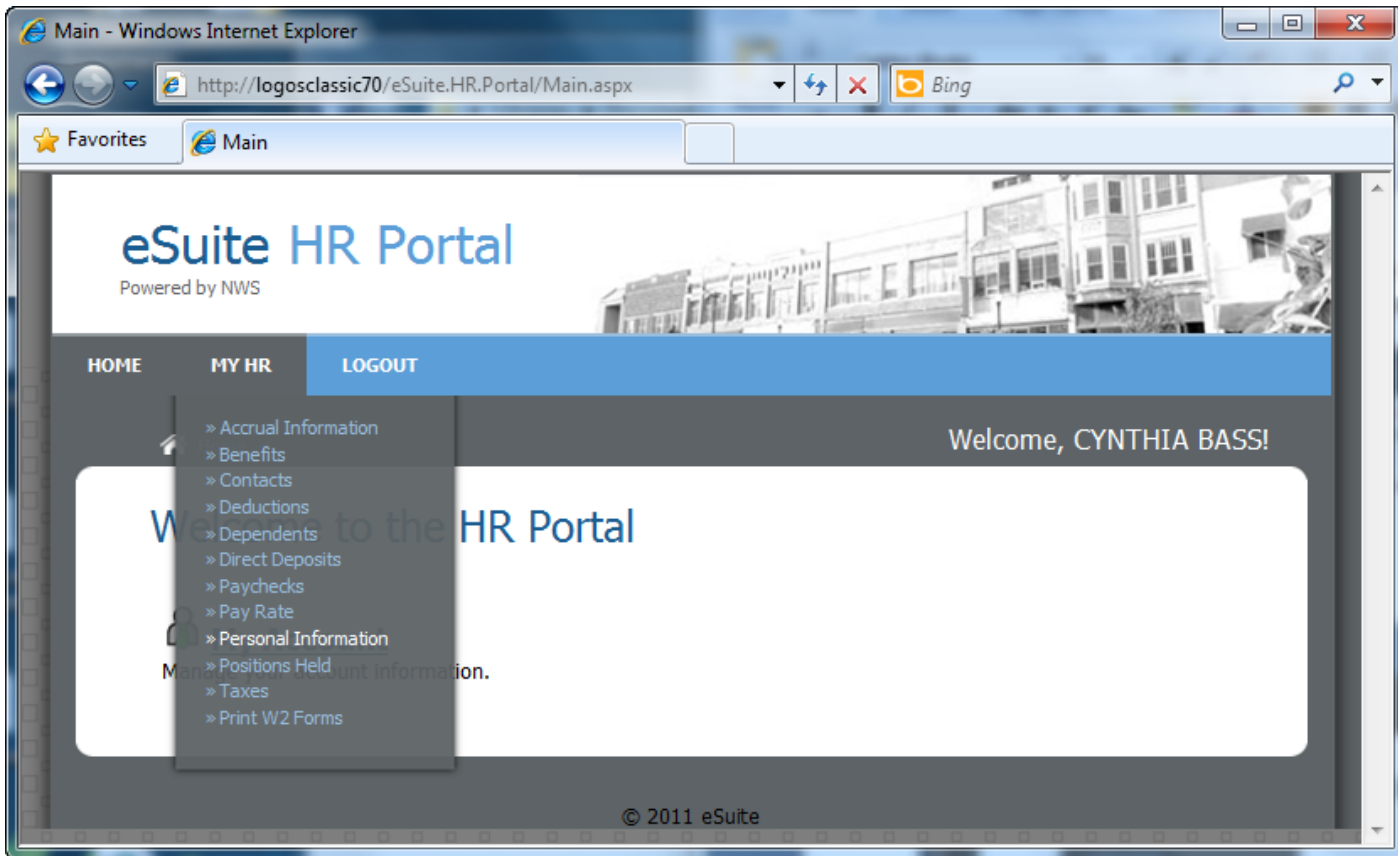
Once the MFA set up is complete and you are logged in, you will see the home page as shown in the screenshot below.



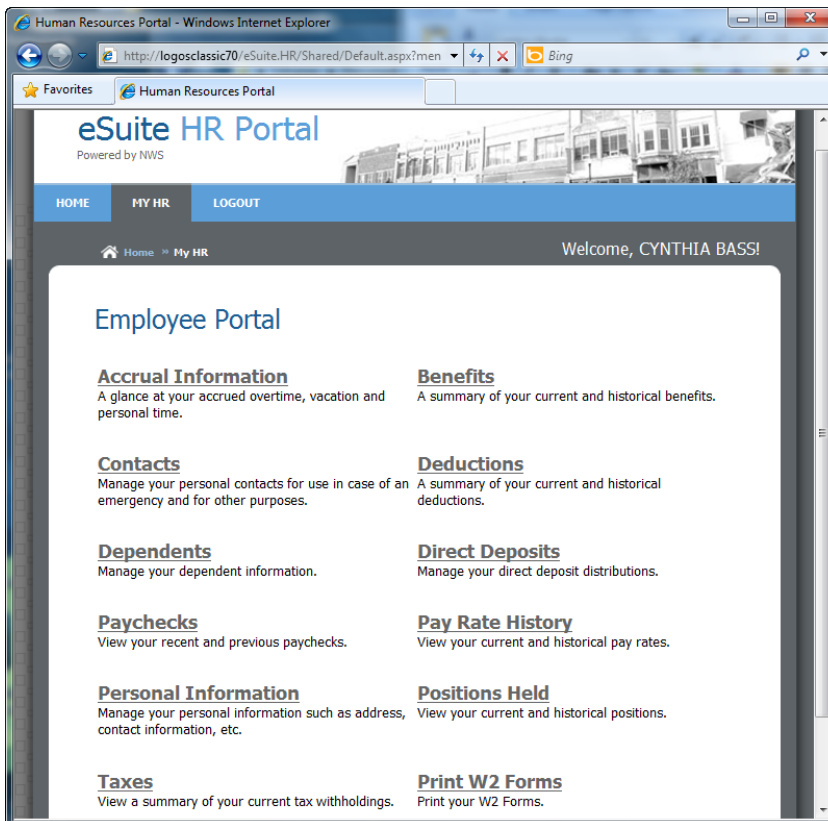
If the employee wishes to change their Password, they can click on the [My Account](#) link, and then enter a new password as shown on the screen below. Clicking on Home, will always return a user to the screen above.



There are two ways a user can access the various sections of MY HR. First, hovering over MY HR will reveal additional menu choices, which can be accessed by simply clicking on the desired link, such as Personal Information.



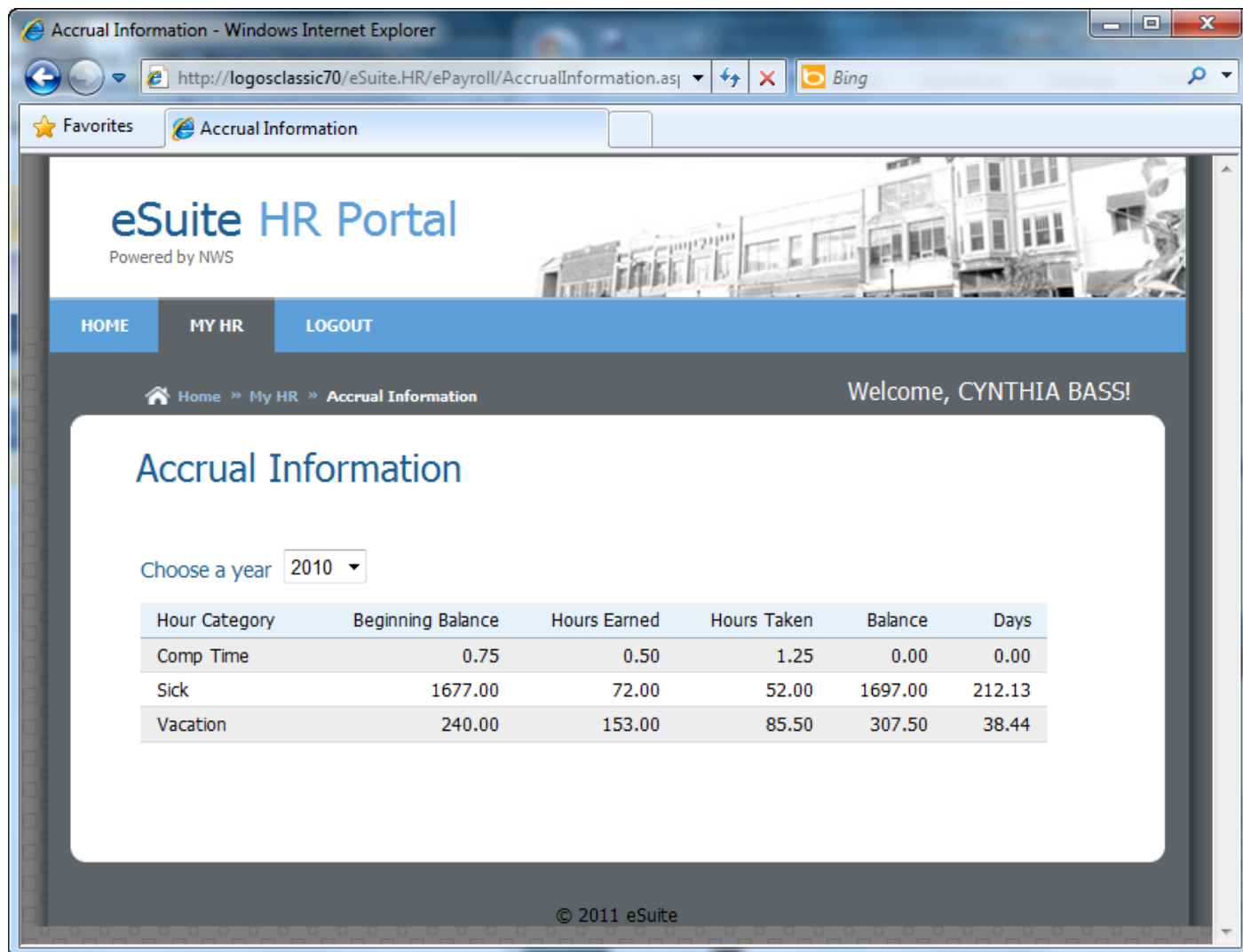
The second method is to actually click on MY HR, which will then take the user to the screen below. This screen has the same options as are displayed when simply hovering over MY HR.



Next, we will look at each of the MY HR sections so as to see what information is available to the employee users.

## Accrual Information

By default, year to date accrual information is shown for the current year. Previous years can also be viewed.



The screenshot shows a web browser window titled "Accrual Information - Windows Internet Explorer". The address bar shows the URL "http://logosclassic70/eSuite.HR/ePayroll/AccrualInformation.aspx". The browser's Favorites bar contains "Accrual Information". The page header includes the "eSuite HR Portal" logo, "Powered by NWS", and a navigation menu with "HOME", "MY HR", and "LOGOUT". A breadcrumb trail reads "Home >> My HR >> Accrual Information". A welcome message says "Welcome, CYNTHIA BASS!". The main content area is titled "Accrual Information" and features a dropdown menu for "Choose a year" set to "2010". Below this is a table with the following data:

Hour Category	Beginning Balance	Hours Earned	Hours Taken	Balance	Days
Comp Time	0.75	0.50	1.25	0.00	0.00
Sick	1677.00	72.00	52.00	1697.00	212.13
Vacation	240.00	153.00	85.50	307.50	38.44

At the bottom of the page, there is a copyright notice: "© 2011 eSuite".



## Benefit Information

Current enrolled benefits as well as benefit history information is available.

The screenshot shows a web browser window titled "Benefit Information - Windows Internet Explorer". The address bar contains the URL "http://logosclassic70/eSuite.HR/eBenefitInquiry/Benefits.e". The page header includes the "eSuite HR Portal" logo, "Powered by NWS", and navigation tabs for "HOME", "MY HR", and "LOGOUT". A breadcrumb trail shows "Home » My HR » Benefits" and a personalized greeting "Welcome, CYNTHIA BASS!".

### Benefit Information

#### Current Benefits

Benefit	Amount	Percent	Frequency	Start Date	End Date
401k General (Employee)	\$0.00	5.00%	ALL (All Checks)	07/01/2010	06/30/2011
Dental (Employee)	\$5.00	15.23%	1st (1st Check)	07/01/2010	06/30/2011
Medical (Employee)	\$567.12	100.00%	1st (1st Check)	07/01/2010	06/30/2011
Retirement General (Employee)	\$0.00	6.43%	ALL (All Checks)	07/01/2010	06/30/2011

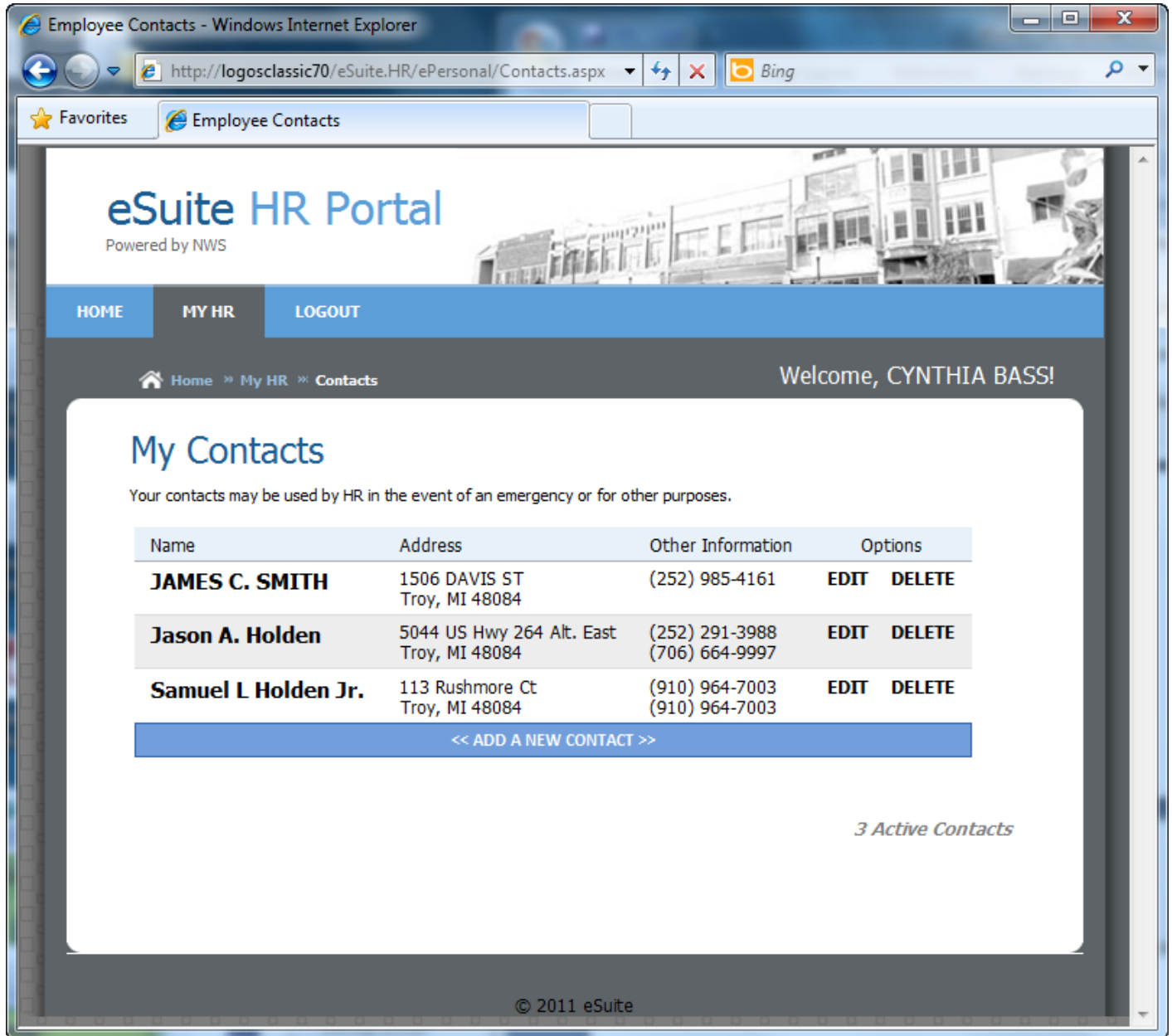
#### Benefit History

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
X401k Gen (401k Employer-General (Conv))	\$0.00	2.50%	ALL (All Checks)	01/01/2000	06/30/2007
XDental Ins (Dental Insurance (Conv))	\$5.00	0.00%	1st (1st Check)	01/01/2000	06/30/2007
XMedical Ins (Medical Insurance (Conv))	\$456.13	0.00%	1st (1st Check)	01/01/2000	06/30/2007
XRetire-Gen (Retirement-General (Conv))	\$0.00	4.88%	ALL (All Checks)	01/01/2000	06/30/2007

## Contacts

Current contacts are listed. Existing contacts can be changed or deleted, while clicking the << Add A New Contact >> link will allow the user to enter and submit new contact information.



The screenshot shows a web browser window titled "Employee Contacts - Windows Internet Explorer". The address bar shows the URL "http://logosclassic70/eSuite.HR/ePersonal/Contacts.aspx". The browser's Favorites bar contains "Employee Contacts". The page content includes the "eSuite HR Portal" logo, "Powered by NWS", and a navigation menu with "HOME", "MY HR", and "LOGOUT". A breadcrumb trail reads "Home » My HR » Contacts". A welcome message says "Welcome, CYNTHIA BASS!". The main section is titled "My Contacts" and includes a note: "Your contacts may be used by HR in the event of an emergency or for other purposes." Below this is a table with three contact entries. At the bottom of the table is a blue button labeled "<< ADD A NEW CONTACT >>". The footer of the page displays "© 2011 eSuite".

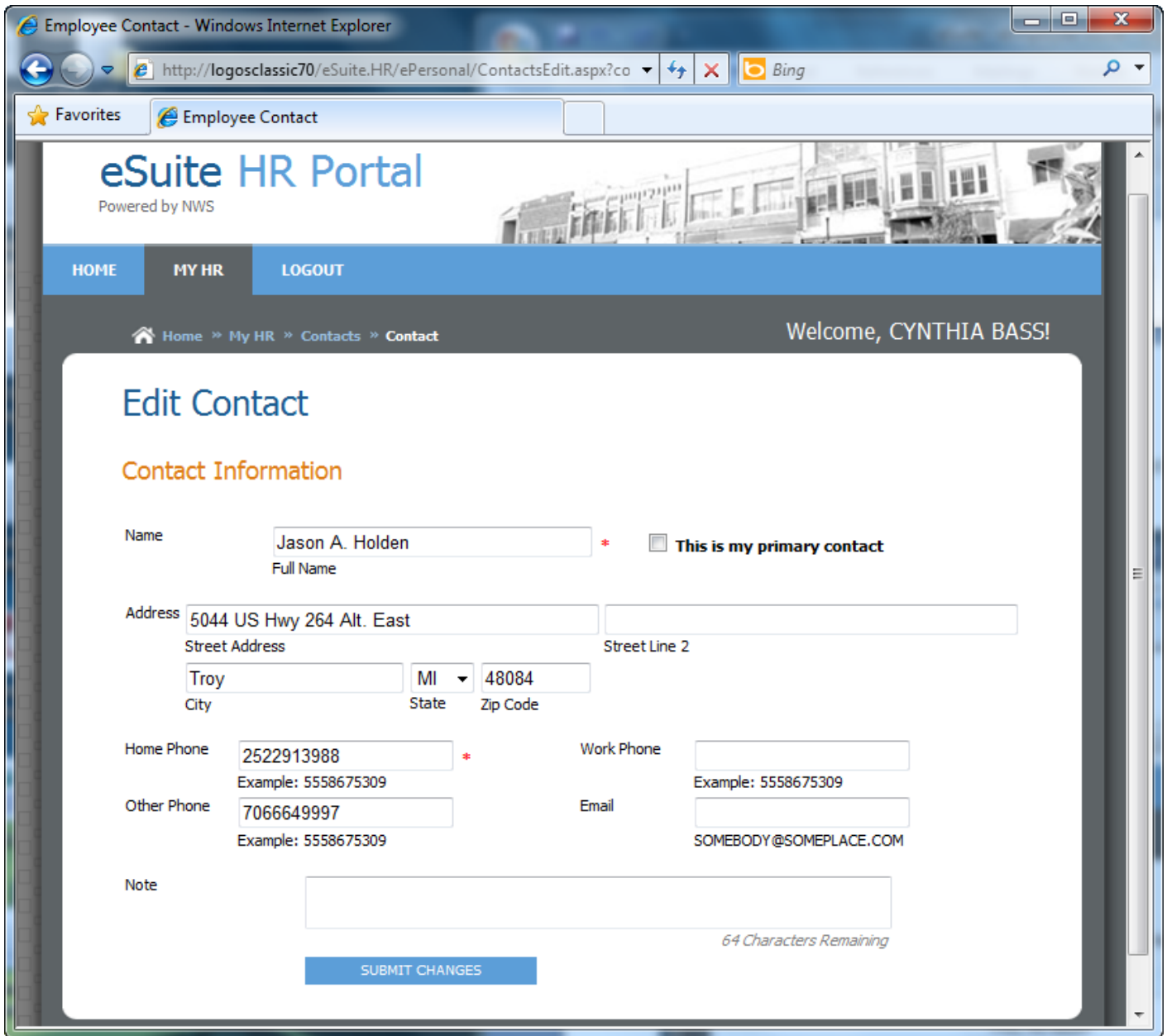
Name	Address	Other Information	Options
<b>JAMES C. SMITH</b>	1506 DAVIS ST Troy, MI 48084	(252) 985-4161	<b>EDIT</b> <b>DELETE</b>
<b>Jason A. Holden</b>	5044 US Hwy 264 Alt. East Troy, MI 48084	(252) 291-3988 (706) 664-9997	<b>EDIT</b> <b>DELETE</b>
<b>Samuel L Holden Jr.</b>	113 Rushmore Ct Troy, MI 48084	(910) 964-7003 (910) 964-7003	<b>EDIT</b> <b>DELETE</b>

[<< ADD A NEW CONTACT >>](#)

*3 Active Contacts*

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Choosing the Edit option will take the user to the following screen. Once they complete their changes, they can press the Submit Changes button to move these into New World.



If approvals are required, adding, editing or deleting a contact will result in a Pending message on the eSuite My Contacts screen. Once approval is provided for the pending change, the pending message will no longer appear.

## My Contacts

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

Name	Address	Other Information	Options
<b>JAMES C. SMITH</b>	1506 DAVIS ST Troy, MI 48084	(252) 985-4161	<b>PENDING DELETE</b> <b>CANCEL</b>

## Deductions

Current deduction and deduction history information is available.

Home » My HR » Deductions Welcome, CYNTHIA BASSI!

## Deduction Information

### Current Deductions

Deduction	Amount	Percent	Frequency	Start Date	End Date
401k Loan-Gen (401k Loan Payment-General)	\$193.33	0.00%	1st (1st Check)	08/01/2008	< Open >
457 (457 NRS Deferred Compensation)	\$20.00	0.00%	1st (1st Check)	01/01/2000	< Open >
Col-WLife-AftTax (Colonial Whole Life - After Tax)	\$15.30	0.00%	1st (1st Check)	07/01/2008	< Open >
Dental (Employee)	\$27.84	84.77%	1st (1st Check)	07/01/2010	06/30/2011
Life (Employee After Tax)	\$5.20	100.00%	1st (1st Check)	07/01/2010	06/30/2011
Medical (Employee)	\$0.00	0.00%	1st (1st Check)	07/01/2010	06/30/2011
Retirement General (Employee)	\$0.00	6.00%	ALL (All Checks)	07/01/2010	06/30/2011
State Cr Union (State Employees' Credit Union)	\$20.00	0.00%	1st (1st Check)	01/01/2000	< Open >
Tax Garn-% (Tax Garnishment-Percentage)	\$0.00	10.00%	ALL (All Checks)	09/01/2010	< 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
401k Loan-Gen (401k Loan Payment-General)	\$157.27	0.00%	1st (1st Check)	12/31/2002	12/31/2002
Col Accid-After (Colonial Accident-After-Tax)	\$15.30	0.00%	1st (1st Check)	01/01/2000	06/30/2008

## Dependents

Current and past dependents can be viewed, changed, deleted, and added.

Dependent Information - Windows Internet Explorer  
http://logosclassic70/eSuite.HR/ePersonal/Dependents.aspx

eSuite HR Portal  
Powered by NWS

HOME MY HR LOGOUT

Home » My HR » Dependents Welcome, CYNTHIA BASS!

### My Dependents

Please ensure your dependent information is kept up to date.

Name	Relationship	Gender	Date of Birth	Status	Options
Sam Michael Bass JR	Son	M	11/15/2002	Active as of 4/6/2011	<a href="#">VIEW</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

<< ADD A NEW DEPENDENT >>

1 Active Dependent(s)

Dependent Information - Windows Internet Explorer  
http://logosclassic70/eSuite.HR/ePersonal/DependentsInformat

Home » Dependents » Dependent Welcome, CYNTHIA BASS!

### Dependent Details

Information On File

**Name** Sam Michael Bass JR  
**Date of Birth** 11/15/2002  
**Relationship** Son  
**Gender** M  
**SSN** 252-85-9663  
**Home Address** Same As Employee  
**Added Date** 04/06/2011  
**Active** Yes

MAKE CHANGES

The Add Dependent screen.

Dependent Information - Windows Internet Explorer  
http://logosclassic70/eSuite.HR/ePersonal/DependentsEdit.aspx

HOME MY HR LOGOUT

Home » Dependents » Dependent Welcome, CYNTHIA BASS!

## Add Dependent

Complete the form below and submit your changes.

### Change Request Form

\* Denotes required field.

**Name**

FIRST MIDDLE LAST SUFFIX

**SSN**

Example: 123-45-6789

**Relationship**

**Gender**

**Date of Birth**

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**Home Address**  Same as Employee

Street Address

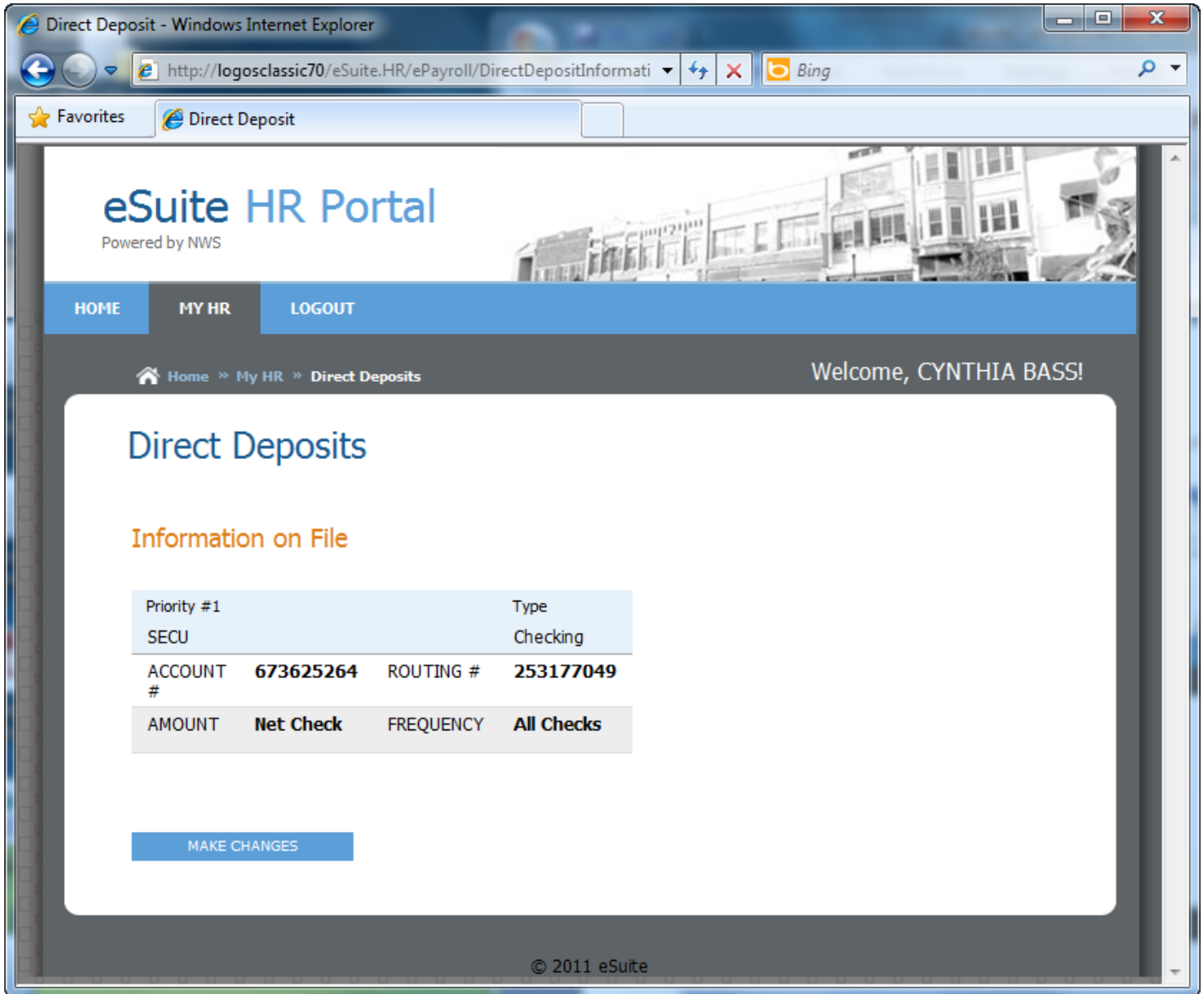
Address Line 2

Address Line 3

CITY STATE ZIP CODE

## Direct Deposits

Current and Direct Deposit information can be viewed, changed, deleted, and added. Adding direct deposit accounts also begins by clicking Make Changes.



The screenshot shows a web browser window titled "Direct Deposit - Windows Internet Explorer". The address bar shows the URL: <http://logosclassic70/eSuite.HR/ePayroll/DirectDepositInformati>. The browser's Favorites bar shows "Direct Deposit".

The page content includes the "eSuite HR Portal" logo, "Powered by NWS", and a navigation menu with "HOME", "MY HR", and "LOGOUT". A breadcrumb trail reads "Home >> My HR >> Direct Deposits". A welcome message says "Welcome, CYNTHIA BASS!".

### Direct Deposits

**Information on File**

Priority #1	SECU	Type	Checking
ACCOUNT #	<b>673625264</b>	ROUTING #	<b>253177049</b>
AMOUNT	<b>Net Check</b>	FREQUENCY	<b>All Checks</b>

[MAKE CHANGES](#)

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The Direct Deposit – Change Form allows for changing of deposit information, deletion of existing distributions, and adding of a new bank deposit record. To begin adding new direct deposit information, select a Bank under the Add a Distribution section, and then press the Add Distribution button.

The screenshot shows a web browser window titled "Direct Deposit - Windows Internet Explorer" with the URL "http://logosclassic70/eSuite.HR/ePayroll/DirectDepositStatus.aspx". The page header includes "eSuite HR Portal" and "Powered by NWS". A navigation bar contains "HOME", "MY HR", and "LOGOUT". A breadcrumb trail reads "Home » My HR » Direct Deposits » Direct Deposit". A welcome message says "Welcome, CYNTHIA BASS!".

### Direct Deposit - Change Form

PRIORITY #1	MOVE UP / MOVE DOWN	DELETE X	
BANK	SECU - 253177049	ACCOUNT TYPE	Checking
ROUTING #	253177049	ACCOUNT #	673625264
AMOUNT	<input type="text"/> -OR- <input checked="" type="checkbox"/> NET CHECK	FREQUENCY	All Checks

**ADD A DISTRIBUTION**

BANK



Specifying the deposit amount, or selecting Net Check will be required, along with the bank account number and frequency of deposit selection. The Priority feature of moving an account either up or down also becomes active when there is more than one direct deposit account.

Direct Deposit - Windows Internet Explorer  
http://logosclassic70/eSuite.HR/ePayroll/DirectDepositStatus.aspx

HOME MY HR LOGOUT

Home » My HR » Direct Deposits » Direct Deposit Welcome, CYNTHIA BASS!

### Direct Deposit - Change Form

PRIORITY #1	MOVE UP / MOVE DOWN	DELETE X	
BANK	SECU - 253177049	ACCOUNT TYPE	Checking
ROUTING #	253177049	ACCOUNT #	673625264
AMOUNT	<input type="text"/> -OR- <input checked="" type="checkbox"/> NET CHECK	FREQUENCY	All Checks

PRIORITY #2	MOVE UP / MOVE DOWN	DELETE X	
BANK	BB&T 2 - 053101121	ACCOUNT TYPE	Checking
ROUTING #	053101121	ACCOUNT #	525421255
AMOUNT	\$100.00 -OR- <input type="checkbox"/> NET CHECK	FREQUENCY	1st Check

ADD A DISTRIBUTION	
BANK	<input type="text"/> <input type="button" value="ADD DISTRIBUTION"/>

# Paychecks

Current and historical paycheck information is available, as shown in the following two screen shots. Simply select the year and pay date range.

The screenshot shows a web browser window with the URL `http://logosclassic70/eSuite.HR/ePayroll/PaymentInformation.aspx`. The page title is "Payment Information - Windows Internet Explorer". The browser's address bar shows the URL and the Bing search engine. The page has a navigation menu with "HOME", "MY HR", and "LOGOUT" options. The main content area is titled "Paycheck Information" and includes a "Welcome, CYNTHIA BASS!" message. Below the title, there are two dropdown menus for "Year & Pay Period", with "2010" selected for the year and "9/1/2010 - 9/30/2010 - \$3170.71" for the pay period. The page is divided into two sections: "Paycheck Summary" and "Hours Information".

### Paycheck Summary

Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
BASS, CYNTHIA D	9/1/2010 - 9/30/2010 - \$3170.71	9/30/2010	\$3,170.71	\$1,831.77	\$28,536.39

### Hours Information

Hours Code	Hours Worked	Gross	YTD Gross
Salary - Salary		\$3,170.71	\$28,536.39
Sick Earned - Sick Earned	8		
Sick Used - Sick Used	2.5		
Vacation-Earned - Vacation-Earned	17		
Vacation-Used - Vacation-Used	17.5		
Comp Earned - Comp Earned			
Comp Used - Comp Used			
Comp Used - Comp Used			
Vac Rollover - Vacation Hours Rollover			
<b>TOTALS</b>		<b>\$3,170.71</b>	<b>\$28,536.39</b>

Screen shot is continued on the next page.

Payment Information - Windows Internet Explorer  
 http://logosclassic70/eSuite.HR/ePayroll/PaymentInformation.aspx

### Withholding and Deduction

Code	Gross	Amount	YTD Amount
FICA - FICA Tax	\$3,142.87	\$194.85	\$1,722.76
FIT - Federal Tax	\$2,932.63	\$163.54	\$1,396.95
SIT - State Income Tax	\$2,932.63	\$136.00	\$1,189.00
Medicare - Medicare Tax	\$3,142.87	\$45.57	\$402.90
Tax Garn-% - Tax Garnishment-Percentage	\$3,170.71	\$317.07	\$317.07
401k Loan-Gen - 401k Loan Payment-General	\$0.00	\$193.33	\$193.33
Retire-General - Retirement-General	\$3,170.71	\$190.24	\$190.24
Ameritas Dental - Ameritas Dental Insurance	\$0.00	\$27.84	\$27.84
457 - 457 NRS Deferred Compensation	\$0.00	\$20.00	\$20.00
State Cr Union - State Employees' Credit Union	\$0.00	\$20.00	\$20.00
Col-WLife-AftTax - Colonial Whole Life - After Tax	\$0.00	\$15.30	\$15.30
UW - United Way Contribution	\$0.00	\$10.00	\$10.00
Prin After-Tax - Principal Life Employee AfterTax	\$0.00	\$5.20	\$5.20
<b>TOTALS</b>		<b>\$1,338.94</b>	<b>\$5,510.59</b>

### Employer Paid Taxes and Benefits

Code	Gross	Amount	YTD Amount
FICA - FICA Tax	\$3,142.87	\$194.85	\$1,722.76
Medicare - Medicare Tax	\$3,142.87	\$45.57	\$402.90
Medical Ins - Medical Insurance	\$0.00	\$567.12	\$567.12
Retire-Gen - Retirement-General	\$3,170.71	\$203.88	\$203.88
401k Gen - 401k Employer-General	\$3,170.71	\$158.54	\$158.54
Ameritas Dental - Ameritas Dental Insurance	\$0.00	\$5.00	\$5.00
<b>TOTALS</b>		<b>\$1,174.96</b>	<b>\$3,060.20</b>

<b>YTD NET</b>		<b>\$18,096.52</b>	
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# Pay Rate

Current pay rate information is available.

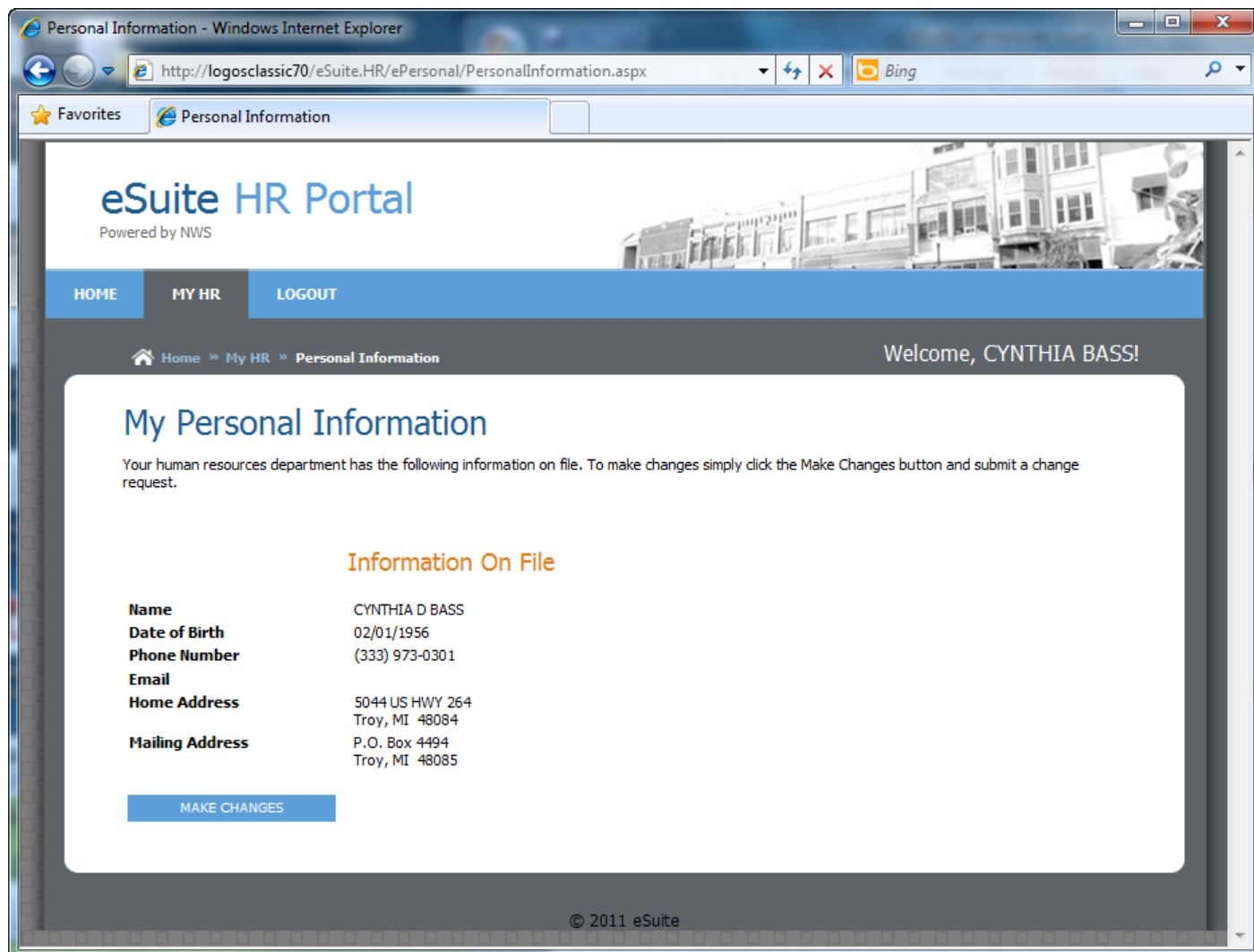
The screenshot shows a Windows Internet Explorer browser window with the following details:

- Address bar: <http://logosclassic70/eSuite.HR/ePayroll/PayRateInformation.aspx>
- Page Title: Pay Rates
- Page Content:
  - Header: eSuite HR Portal, Powered by NWS
  - Navigation: HOME, MY HR, LOGOUT
  - Breadcrumbs: Home » My HR » Pay Rate
  - Welcome message: Welcome, CYNTHIA BASS!
  - Section: Pay Rate Information
  - Text: Pay Rates as of 4/6/2011 for department 5310 - Dept of Social Services
  - Table:
- Footer: © 2011 eSuite

Start Date	End Date	Primary	Rate	Salary	FLSA Override	Longevity Amount	Total Amount
7/1/2008	< Open >	Yes		\$38,048.52			\$38,048.52

## Personal Information

Personal information is available to be viewed and changed.



The screenshot shows a web browser window titled "Personal Information - Windows Internet Explorer". The address bar displays the URL "http://logosclassic70/eSuite.HR/ePersonal/PersonalInformation.aspx". The page header includes the "eSuite HR Portal" logo, "Powered by NWS", and a navigation menu with "HOME", "MY HR", and "LOGOUT" options. A breadcrumb trail shows "Home > My HR > Personal Information". A welcome message reads "Welcome, CYNTHIA BASS!". The main content area is titled "My Personal Information" and contains a message: "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 is a section titled "Information On File" with the following details:

<b>Name</b>	CYNTHIA D BASS
<b>Date of Birth</b>	02/01/1956
<b>Phone Number</b>	(333) 973-0301
<b>Email</b>	
<b>Home Address</b>	5044 US HWY 264 Troy, MI 48084
<b>Mailing Address</b>	P.O. Box 4494 Troy, MI 48085

At the bottom of the information section is a blue button labeled "MAKE CHANGES". The footer of the page contains the copyright notice "© 2011 eSuite".

Clicking Make Changes will take the user to the following Personal Information Change Request screen.

After changing the necessary information , the user will click Submit Changes.

Personal Information - Windows Internet Explorer  
http://logosclassic70/eSuite.HR/ePersonal/PersonalInformationEdit.aspx

## Personal Information Change Request

Some changes to personal information require HR approval.

### Change Request Form

Name: CYNTHIA D BASS  
First \* Middle Last \* Suffix

Date of Birth: 02/01/1956  
Format: MM/DD/YYYY \*

Phone: 3339730301  
Example: 5551231203 \*

Email:

---

Home Address: 5044 US HWY 264  
Street Address 1 \*  
Street Address 2  
Street Address 3  
Troy MI 48084  
City \* State \* Zip \*

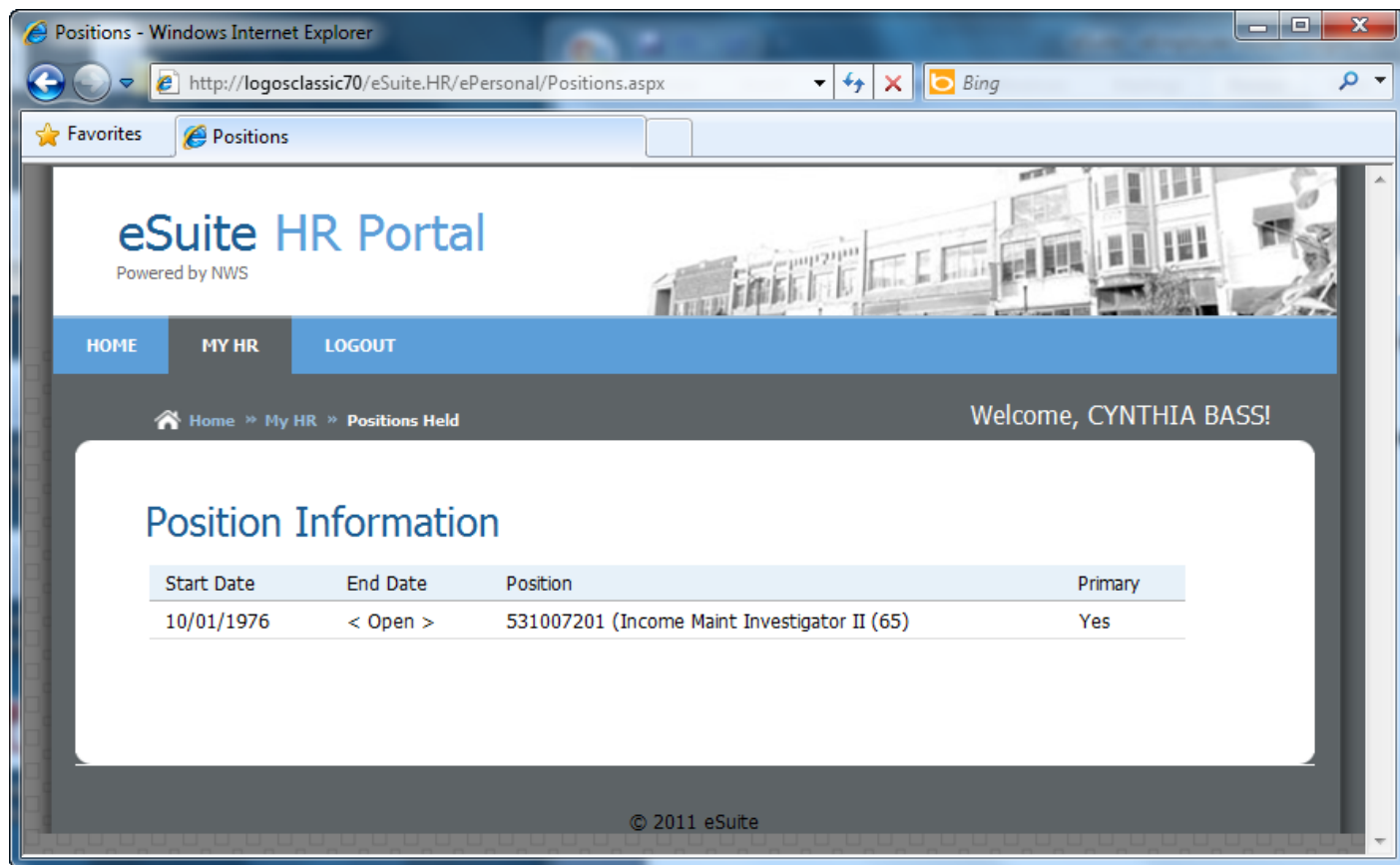
---

Mailing Address: Same as Home Address   
P.O. Box 4494  
Street Address 1  
Street Address 2  
Street Address 3  
Troy MI 48085  
City State Zip

**SUBMIT CHANGES**

## Positions Held

Current positions held information is available.



The screenshot shows a web browser window titled "Positions - Windows Internet Explorer" with the address bar displaying "http://logosclassic70/eSuite.HR/ePersonal/Positions.aspx". The page header includes the "eSuite HR Portal" logo, "Powered by NWS", and navigation tabs for "HOME", "MY HR", and "LOGOUT". A breadcrumb trail shows "Home » My HR » Positions Held" and a personalized greeting "Welcome, CYNTHIA BASS!". The main content area is titled "Position Information" and contains a table with the following data:

Start Date	End Date	Position	Primary
10/01/1976	< Open >	531007201 (Income Maint Investigator II (65))	Yes

At the bottom of the page, the copyright notice "© 2011 eSuite" is visible.

## Tax Information

Current tax information is available to be viewed.

The screenshot shows a web browser window titled "Tax Information - Windows Internet Explorer". The address bar contains the URL "http://logosclassic70/eSuite.HR/ePayroll/TaxInformation.aspx". The page header includes the "eSuite HR Portal" logo and navigation tabs for "HOME", "MY HR", and "LOGOUT". A breadcrumb trail reads "Home » My HR » Taxes" and a welcome message says "Welcome, CYNTHIA BASS!".

### Tax Information

Taxes as of 4/6/2011

Start Date	End Date	Tax	Withholding Status	Exemptions	Override Amount	Override Percent	Additional Amount
1/1/2008	< Open >	FICA (FICA Tax)		0	\$0.00	0.00 %	\$0.00
1/1/2008	< Open >	FIT (Federal Tax)	Single	4	\$0.00	0.00 %	\$0.00
1/1/2000	< Open >	Medicare (Medicare Tax)		0	\$0.00	0.00 %	\$0.00
1/1/2008	< Open >	SIT (State Income Tax)	Head of Household	2	\$0.00	0.00 %	\$0.00

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## Print W2 Forms

If SSRS blank form W2's are utilized in Logos, then employees will be able to reprint those W2 forms via eSuite.

