New World eSuite

e.HR User Guide

City of Clayton

For eSuite assistance, contact:
Human Resources
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.

Public Administration Software

newworldsystems.com

L O G O S

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)
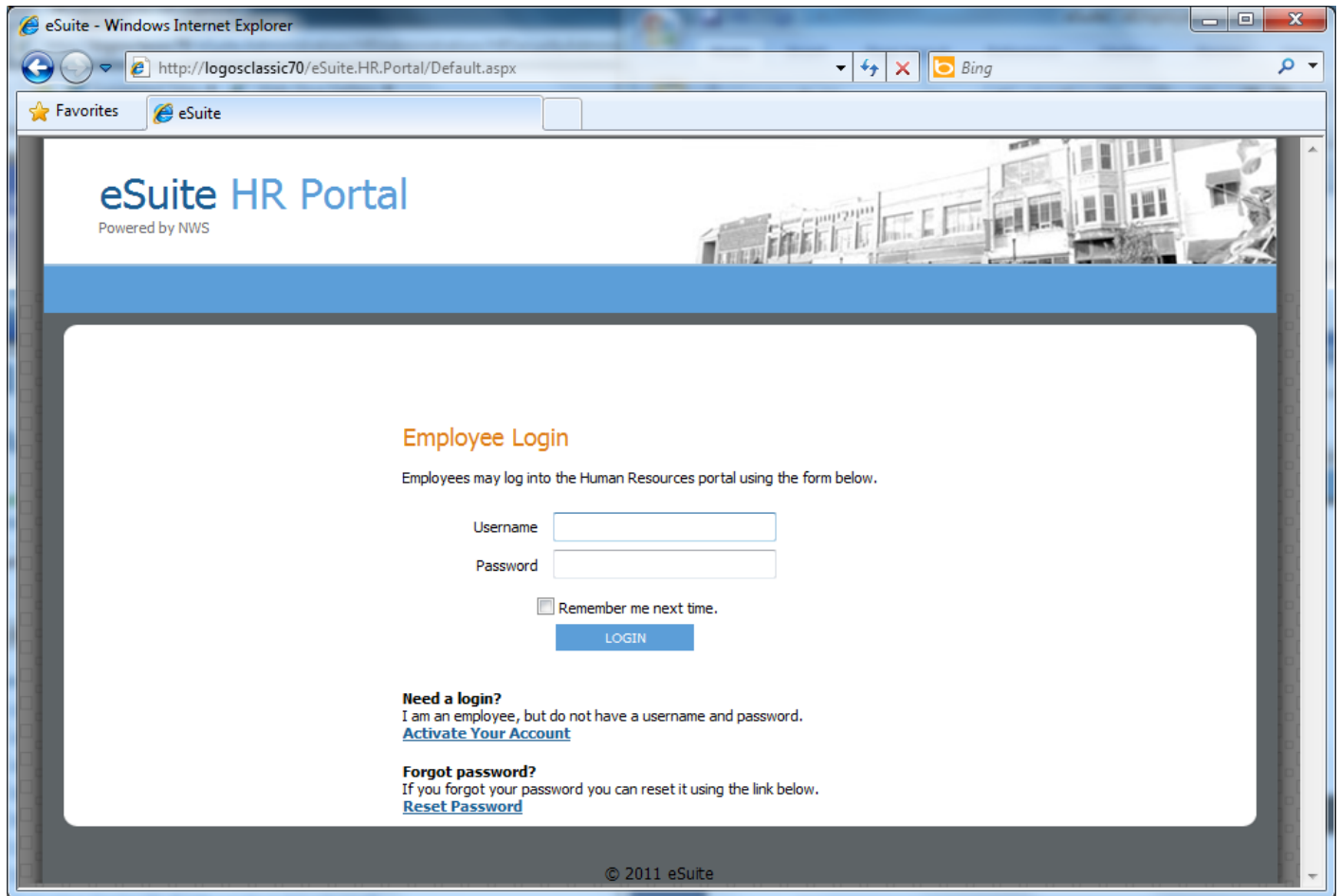- Positions Held
- Taxes

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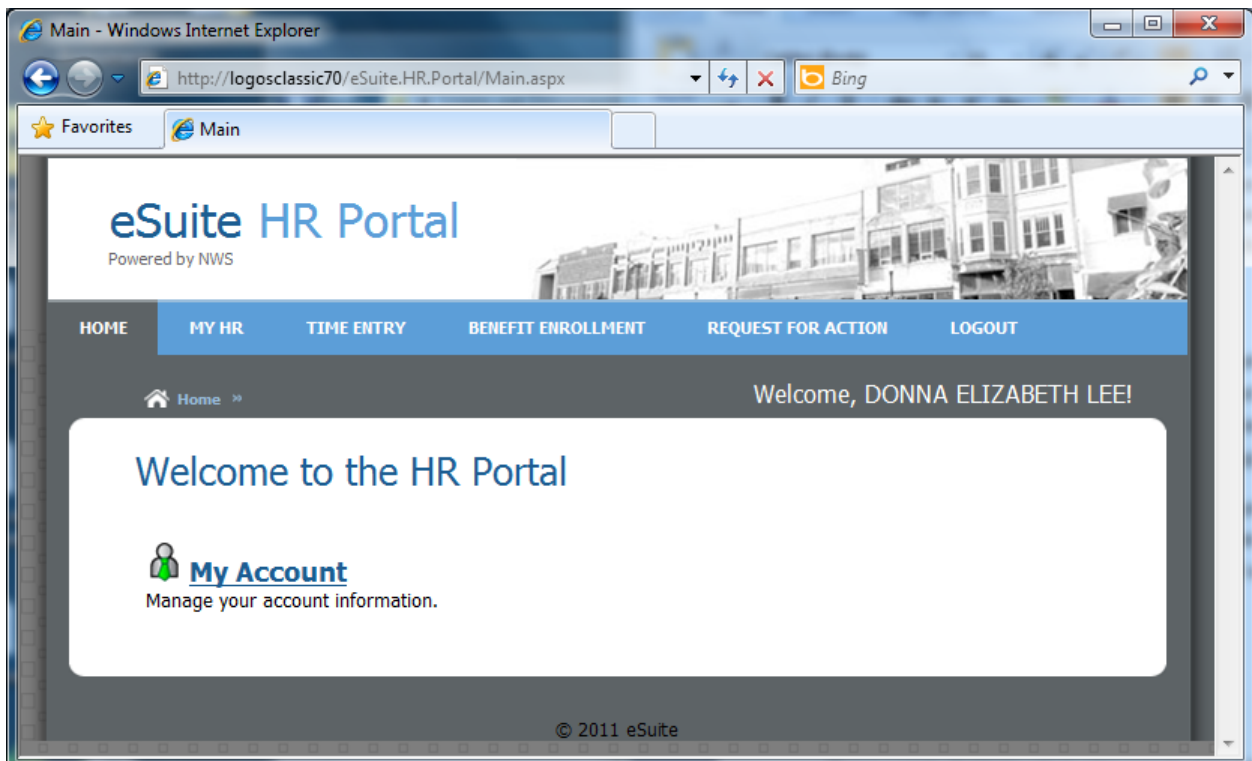
In order to create an account an employee must access the HR Portal page.

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.
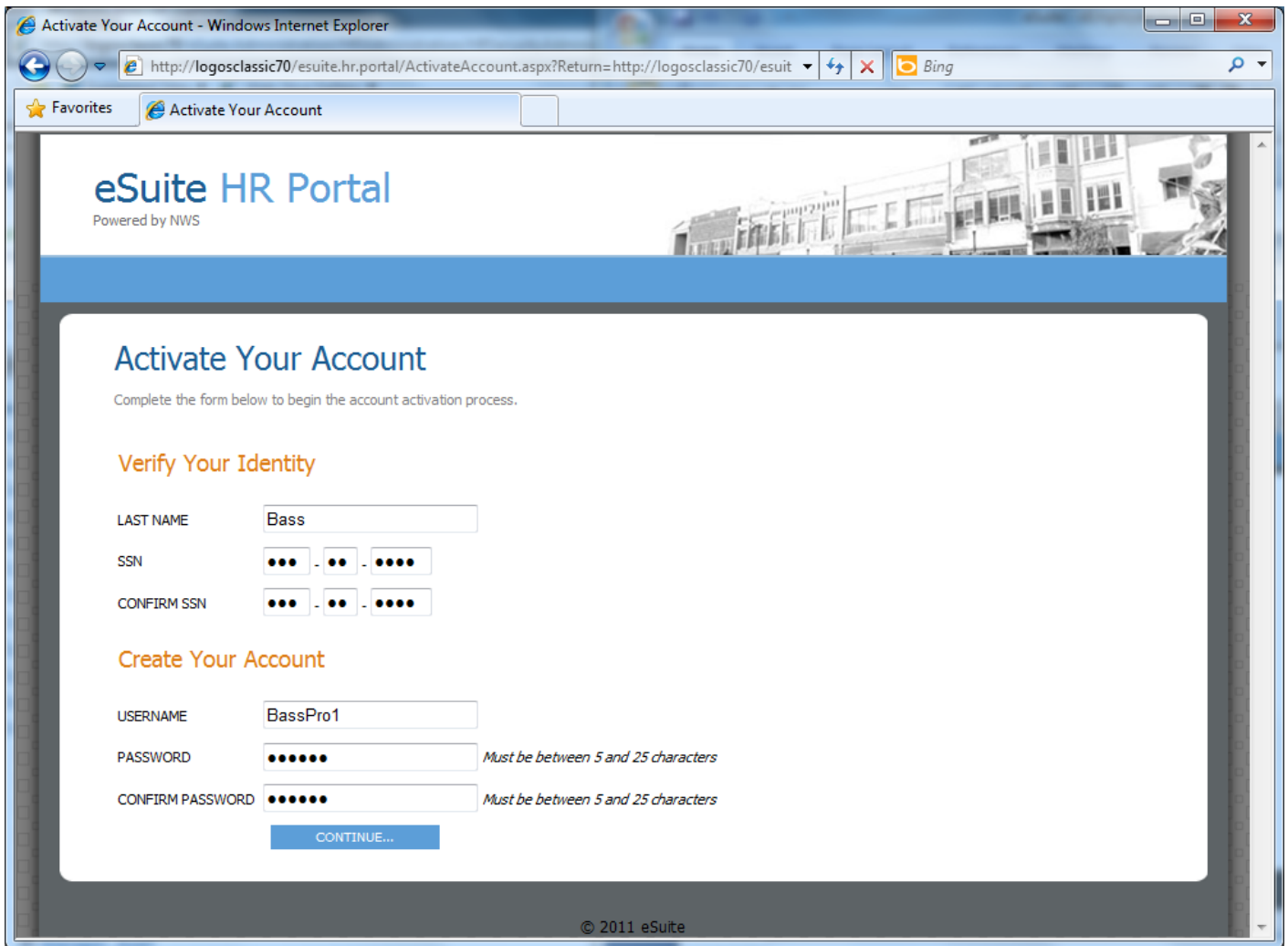
Once the Account Created message appears, the user will need to click the link Click to login, which will take the employee back to the main page to log in using the new username and password information.
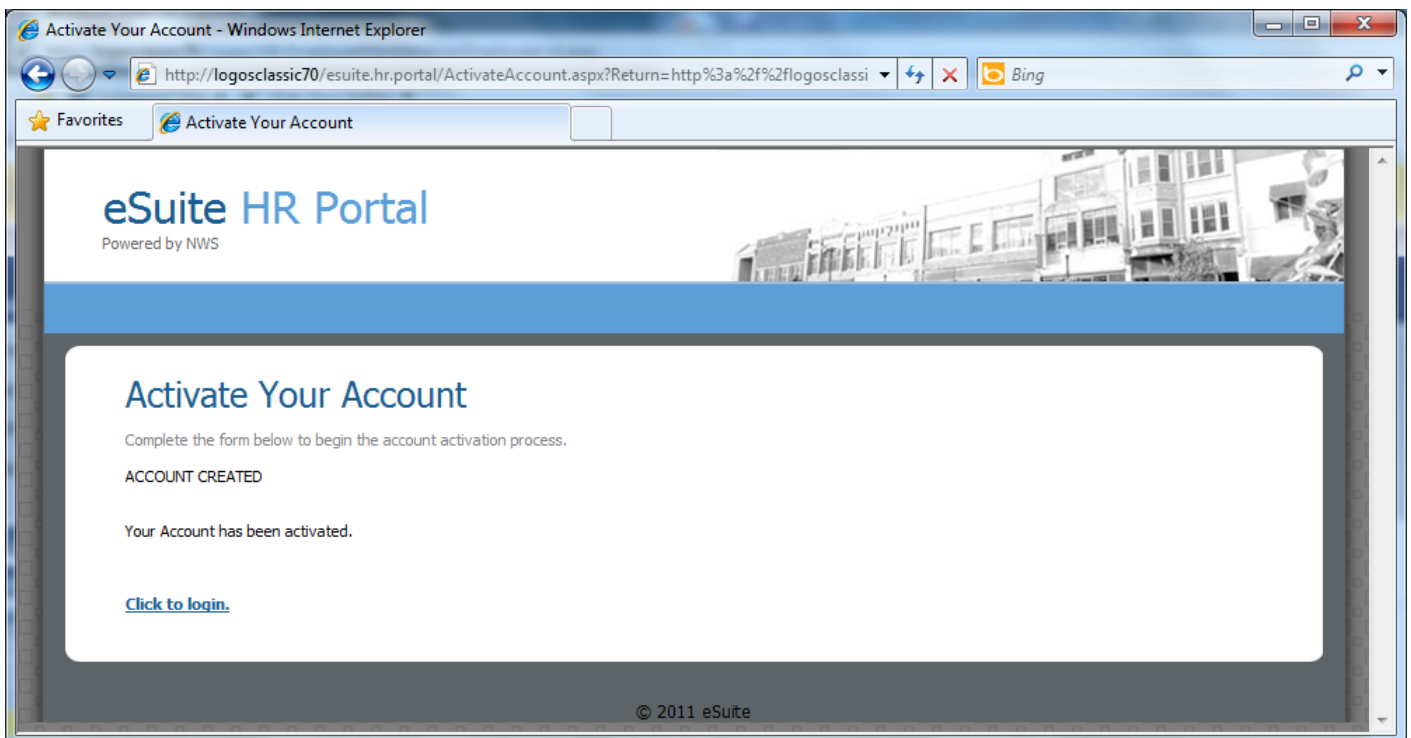
The employee will enter their newly created Username and Password and then click the Login button.
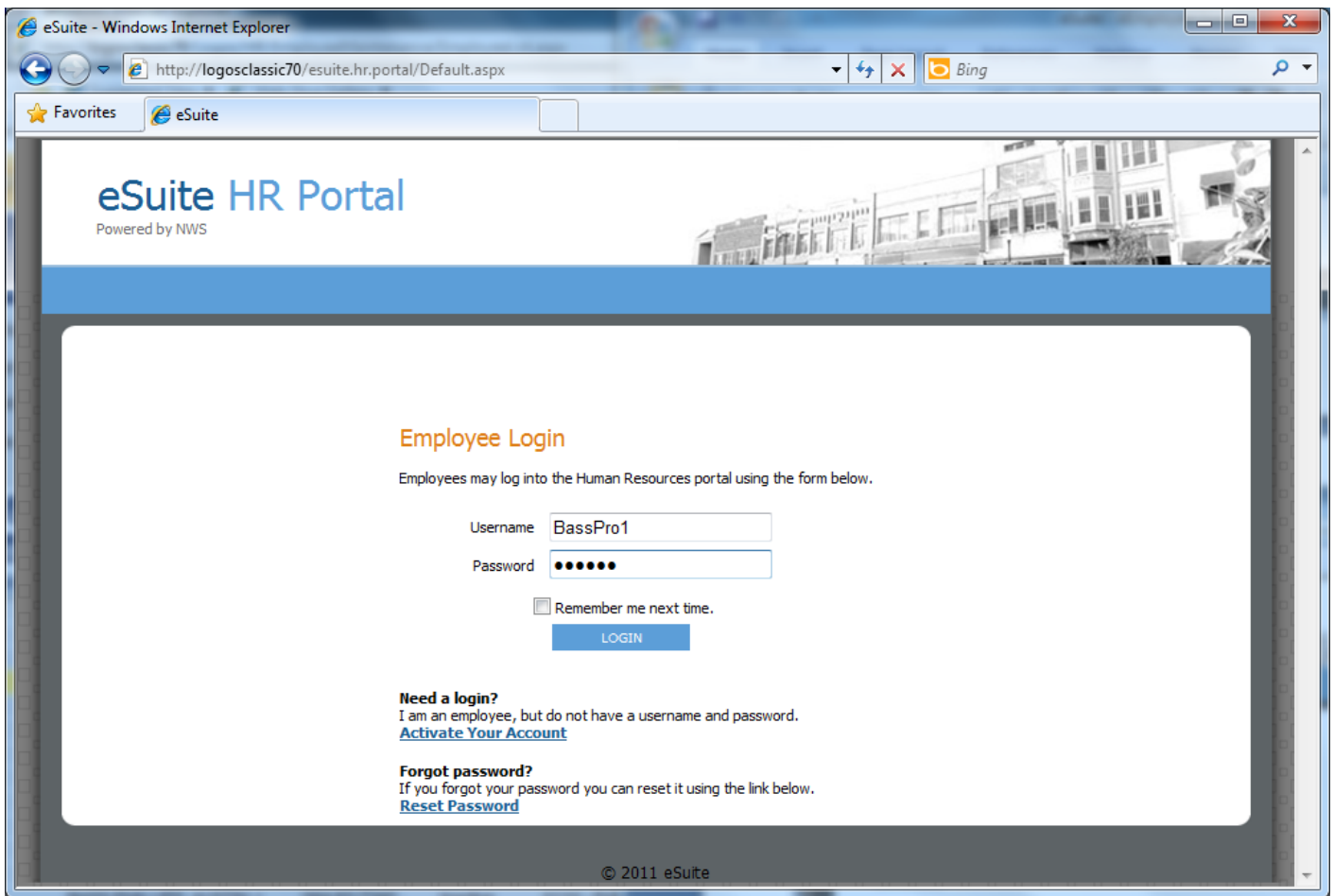
Upon logging in, the employee will be prompted to set up Multi-Factor Authentication (MFA).

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.
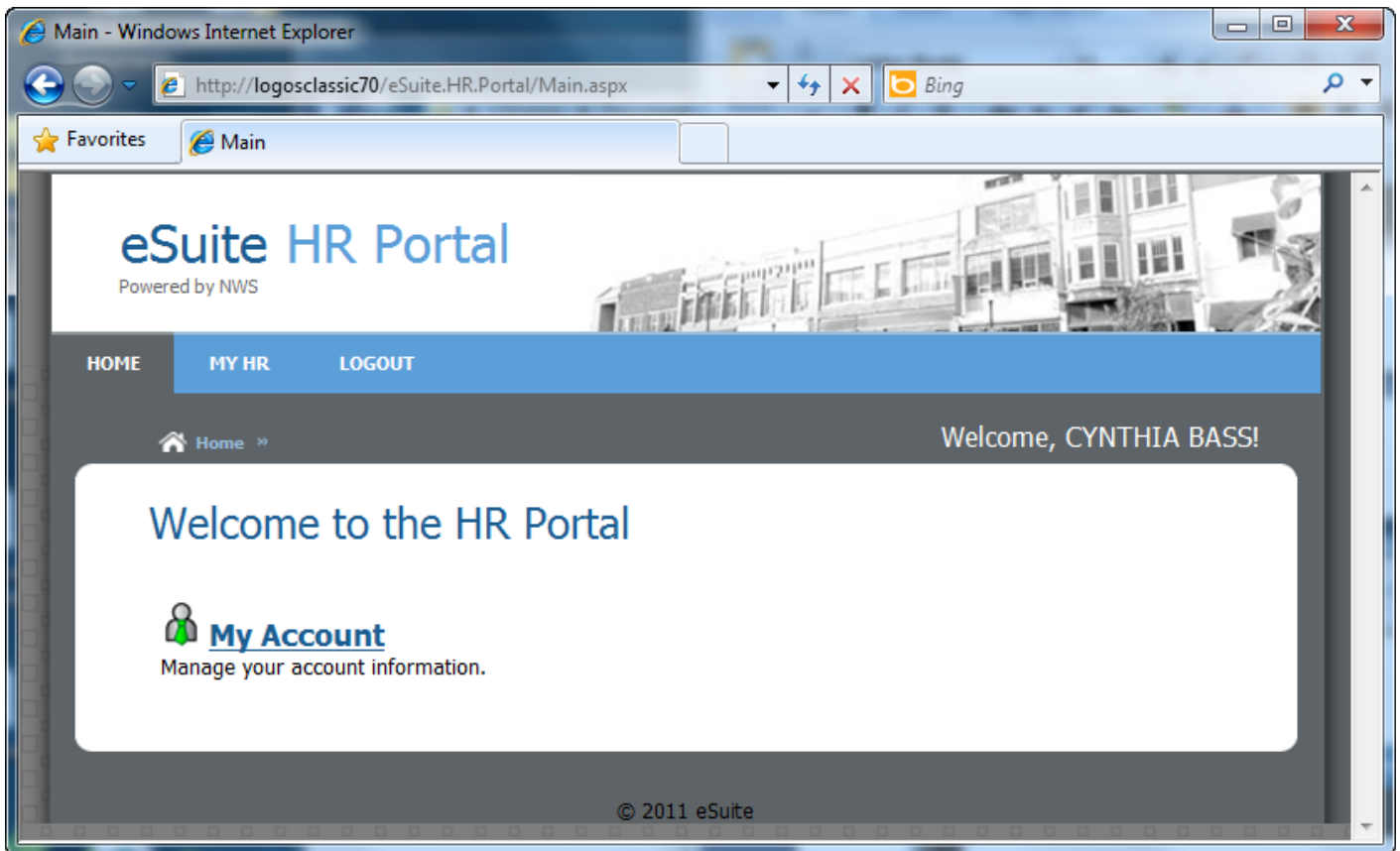
If the employee wishes to change their Password, they can click on the My Account link, and then enter a new password as shown on the screen below. Clicking on Home, will always return a user to the screen above.
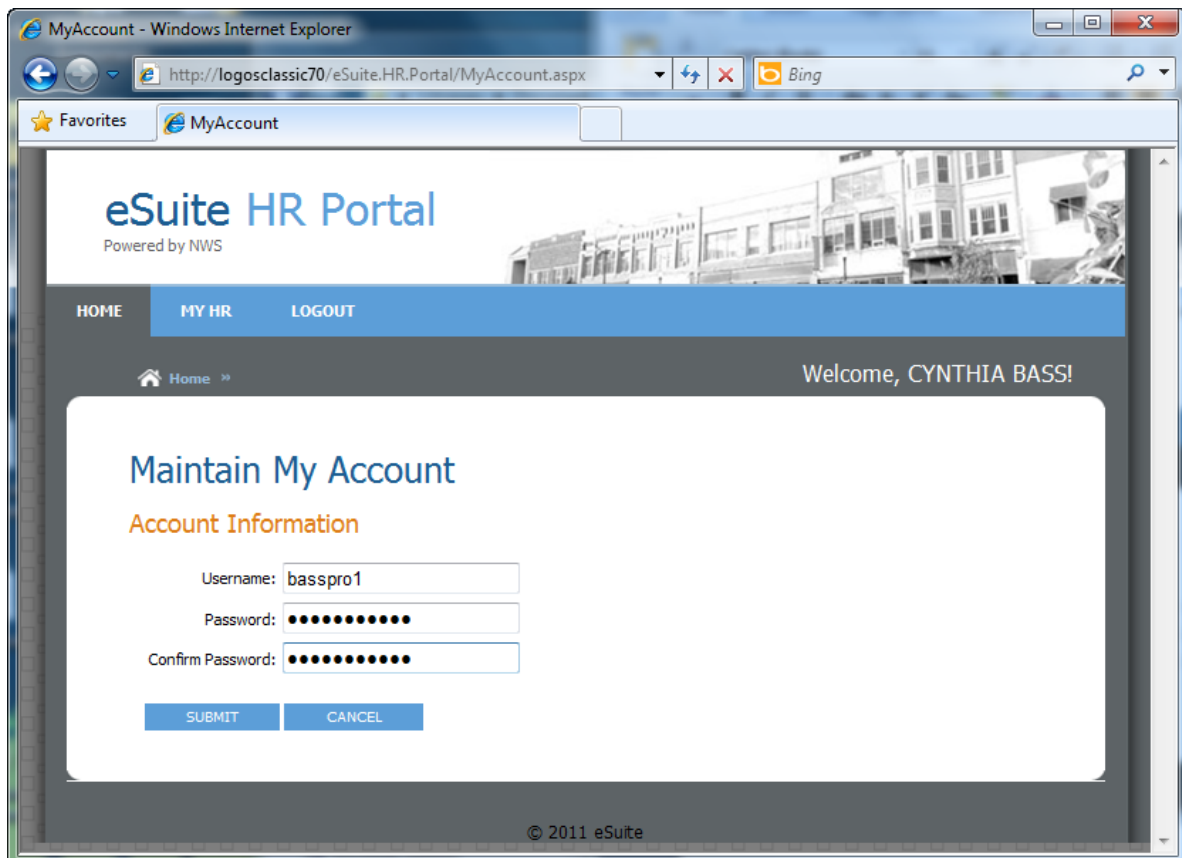
There are two ways a user can access the various sections of MY HR. First, hovering over MY HR will reveal additional menu choices, which can be accessed by simply clicking on the desired link, such as Personal Information.
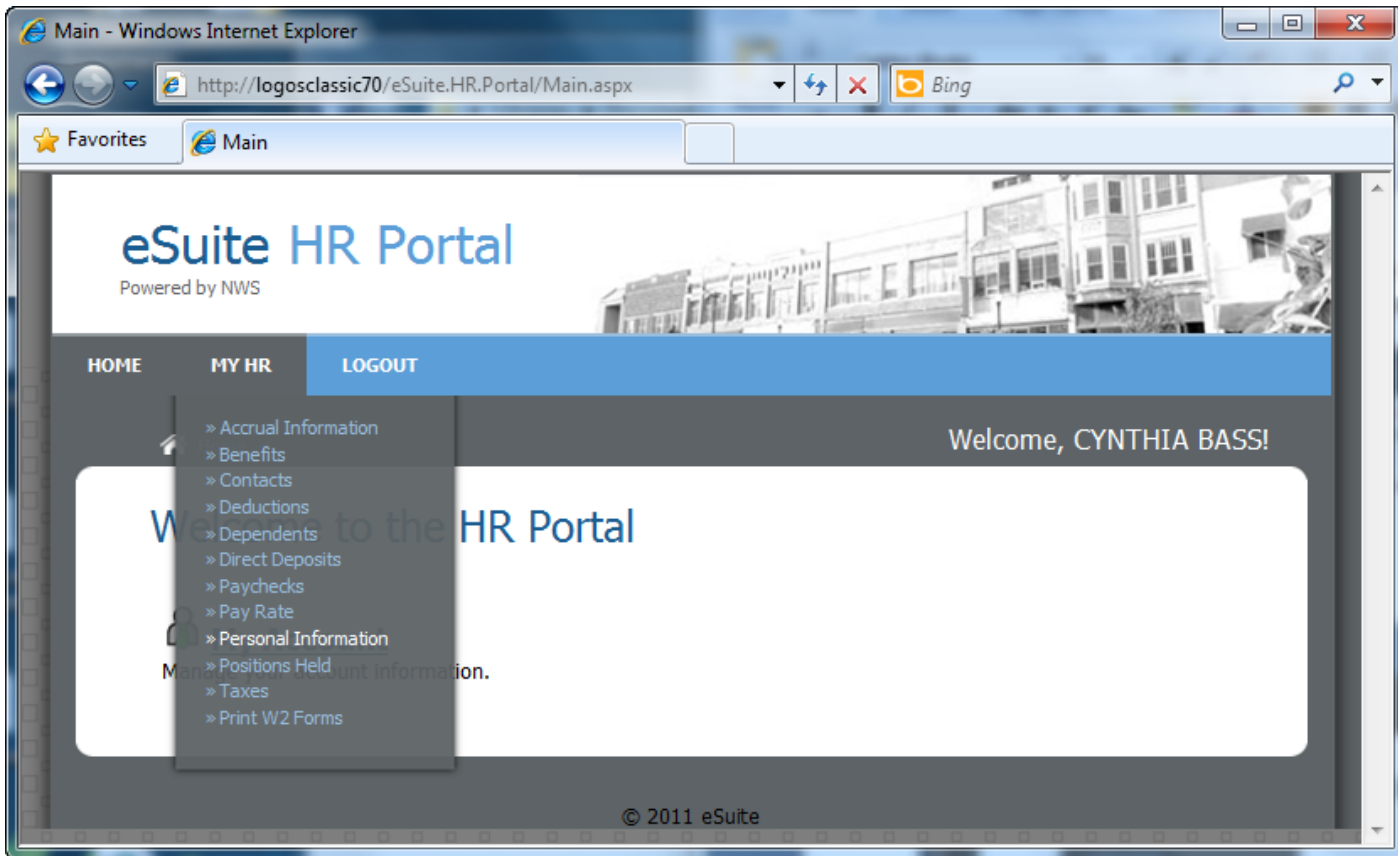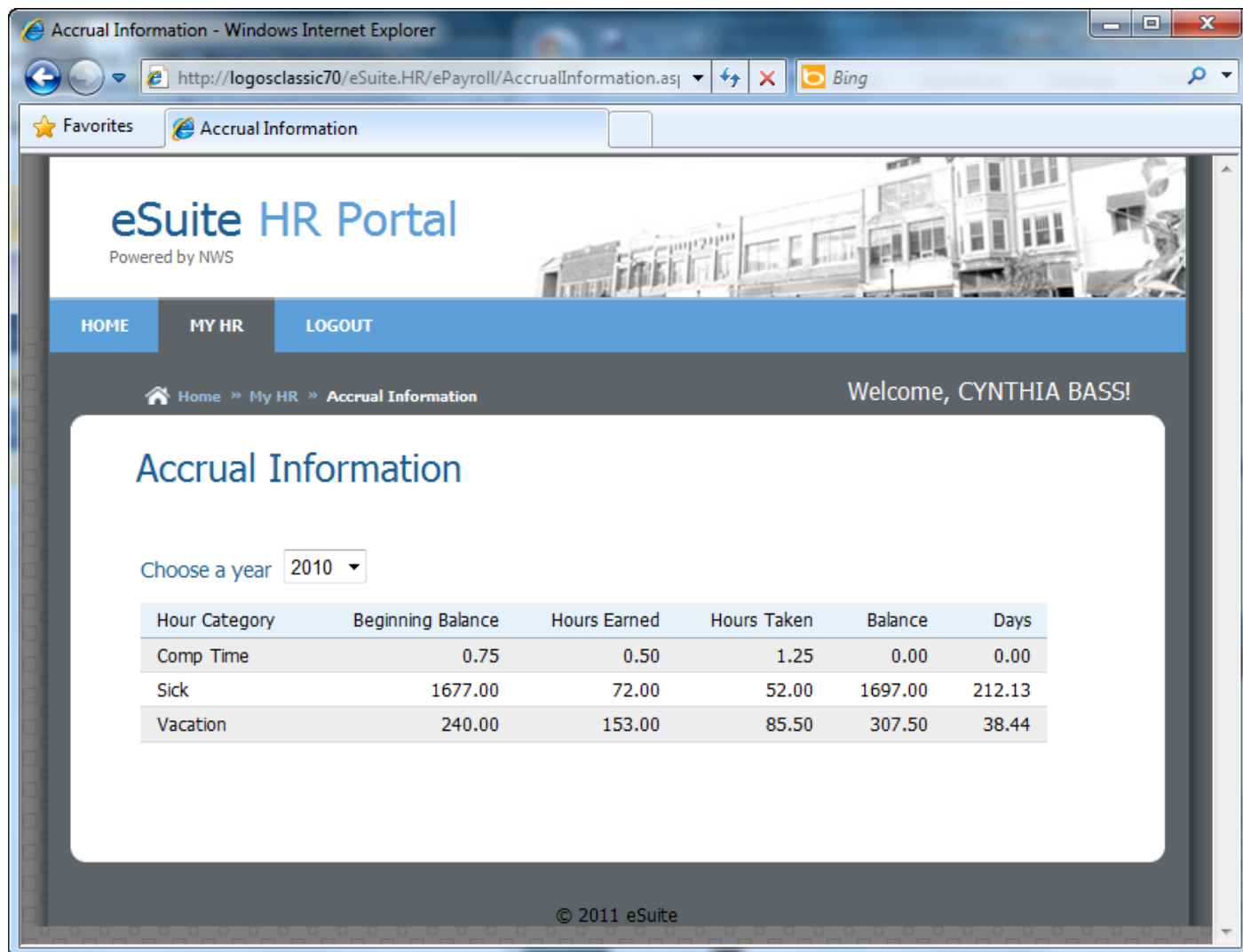

The second method is to actually click on MY HR, which will then take the user to the screen below. This screen has the same options as are displayed when simply hovering over MY HR.
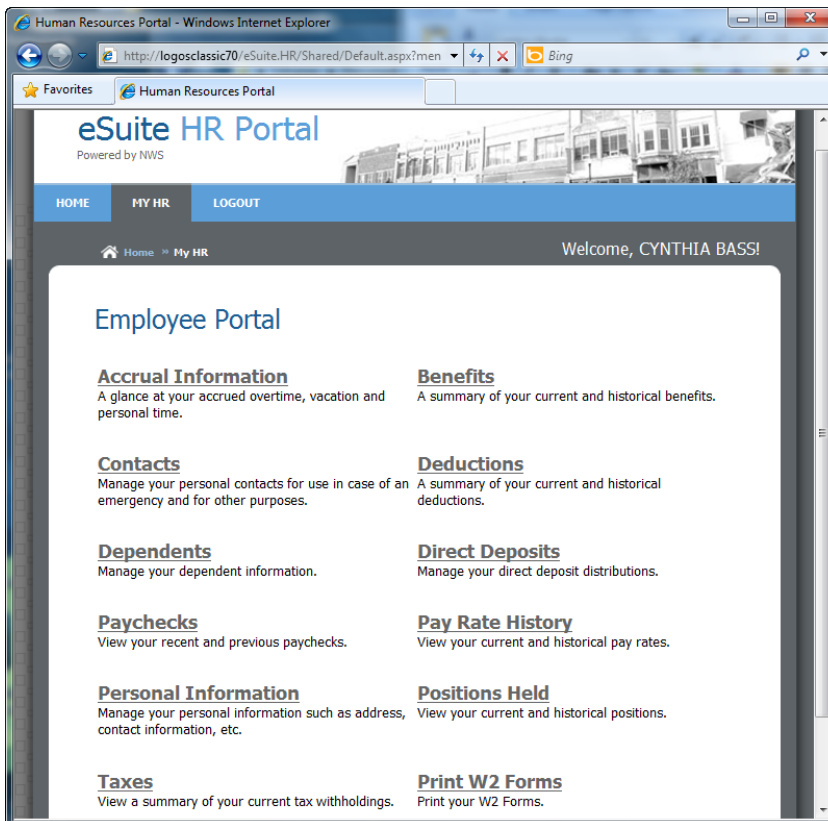
Next, we will look at each of the MY HR sections so as to see what information is available to the employee users.

Accrual Information

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

Benefit Information

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

eSuite HR Portal
Powered by NWS

HOME   MY HR   LOGOUT

Home » My HR » Benefits

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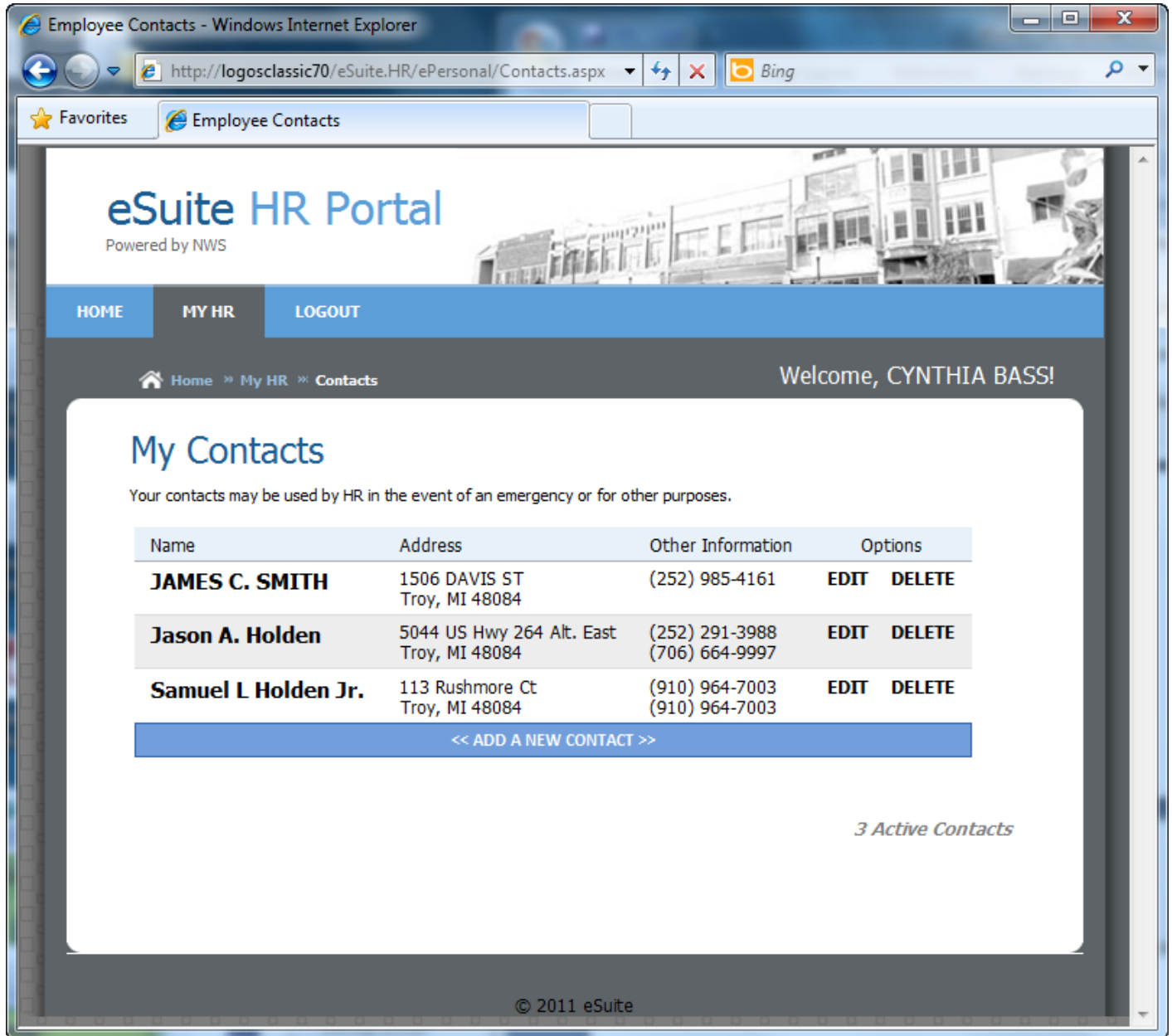
Benefit History
Below is a history of your benefits. These items are no longer active as of the end date indicated.

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.

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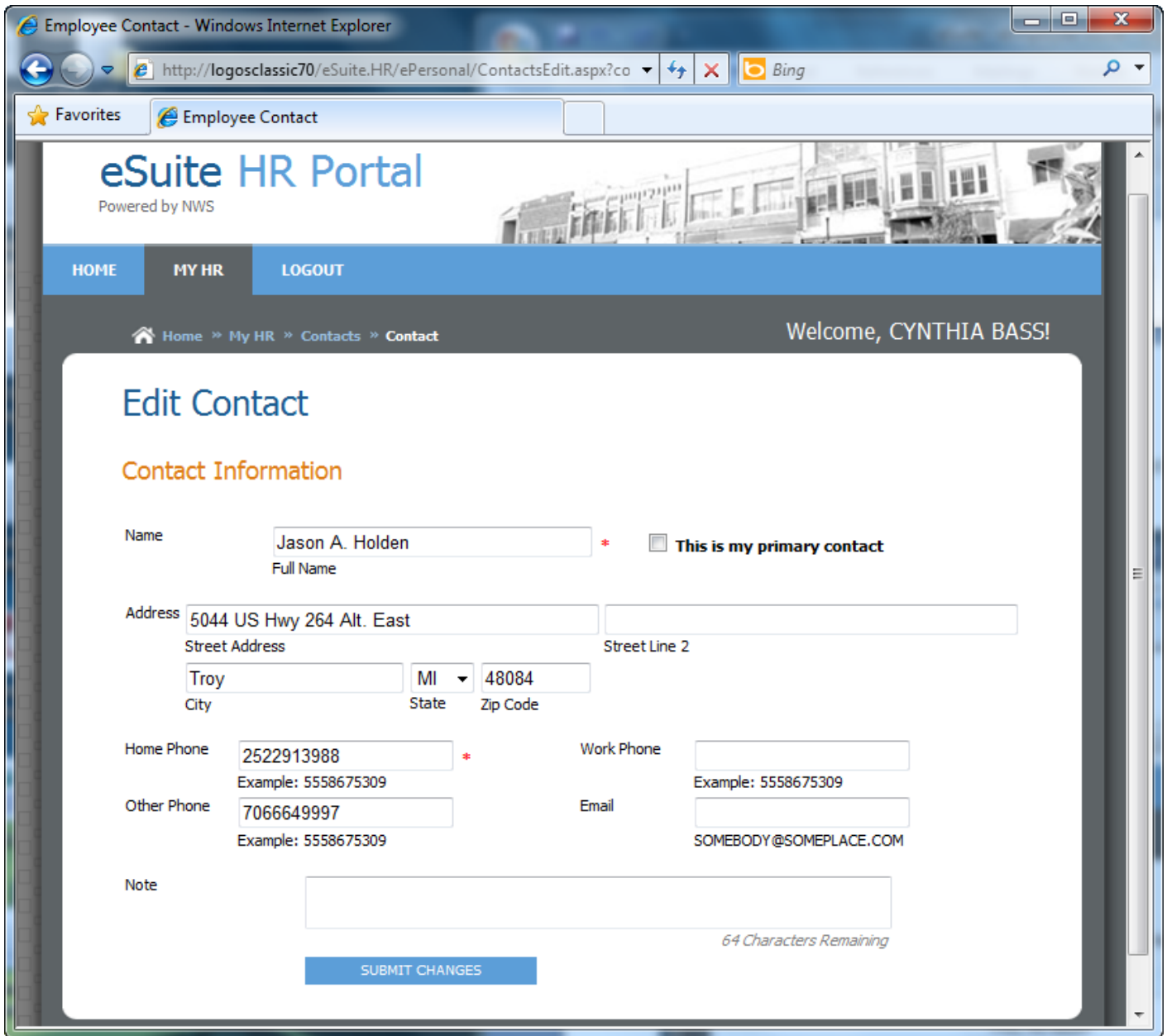
If approvals are required, adding, editing or deleting a contact will result in a Pending message on the eSuite My Contacts screen. Once approval is provided for the pending change, the pending message will no longer appear.

Deductions

Current deduction and deduction history information is aviable.

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.

The Add Dependent screen.

Dependent Information - Windows Internet Explorer

http://logosclassic70/eSuite.HR/ePersonal/DependentsEdit.aspx ▾ | Bing

Favorites | Dependent Information

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

Home Address   ☐ Same as Employee

                                                    *
         Street Address
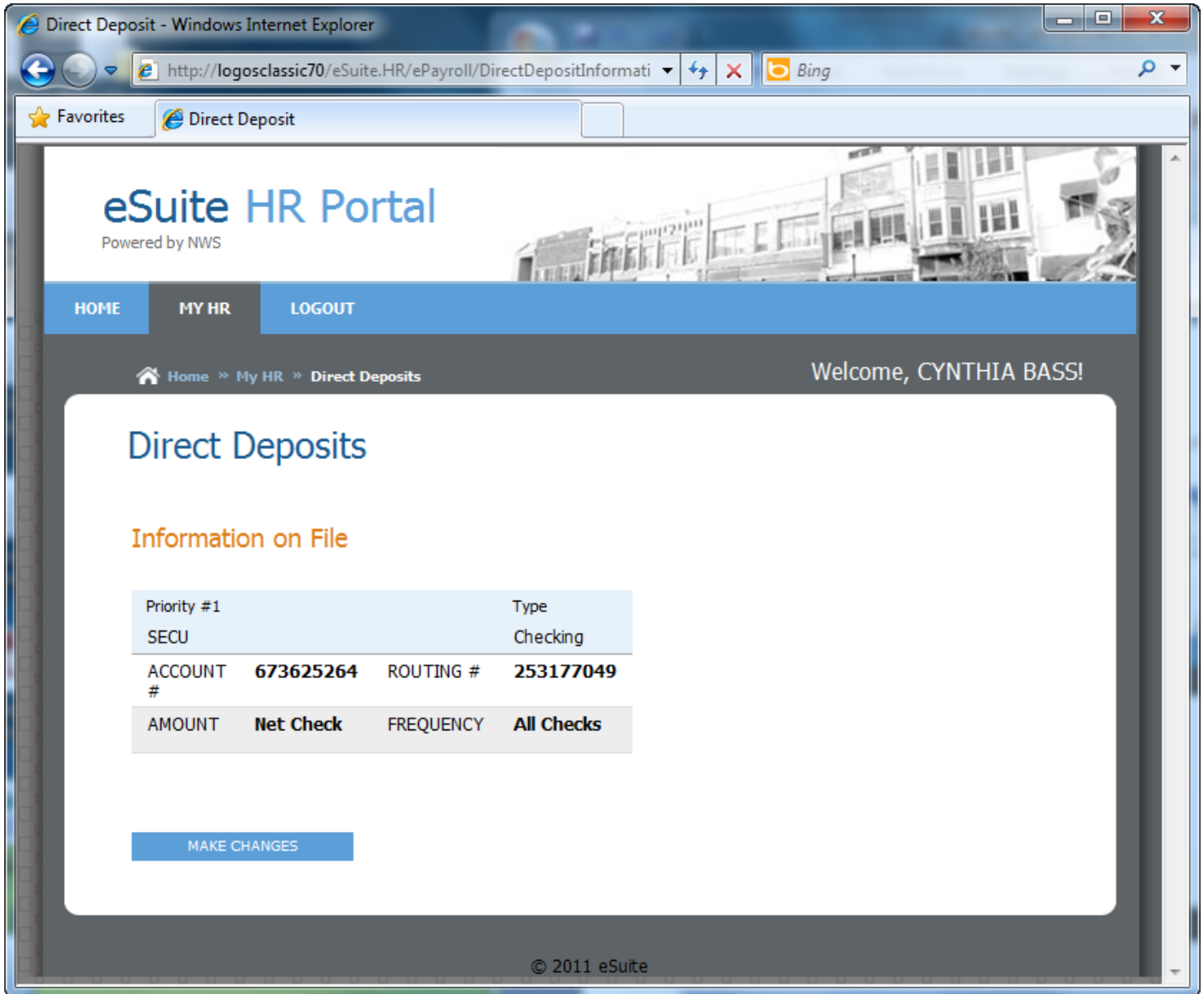
         Address Line 2

         Address Line 3

                    *   ▾ *   *
         CITY   STATE   ZIP CODE

SUBMIT CHANGES

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 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 the press the Add Distribution button.

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 acccount.

Paychecks

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

Screen shot is continued on the next page.

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
	TOTALS	**$1,338.94**	**$5,510.59**

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
	TOTALS	**$1,174.96**	**$3,060.20**

		YTD NET	**$18,096.52**

Pay Rate

Current pay rate information is available.

Personal Information

Personal information is available to be viewed and changed.

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 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 *
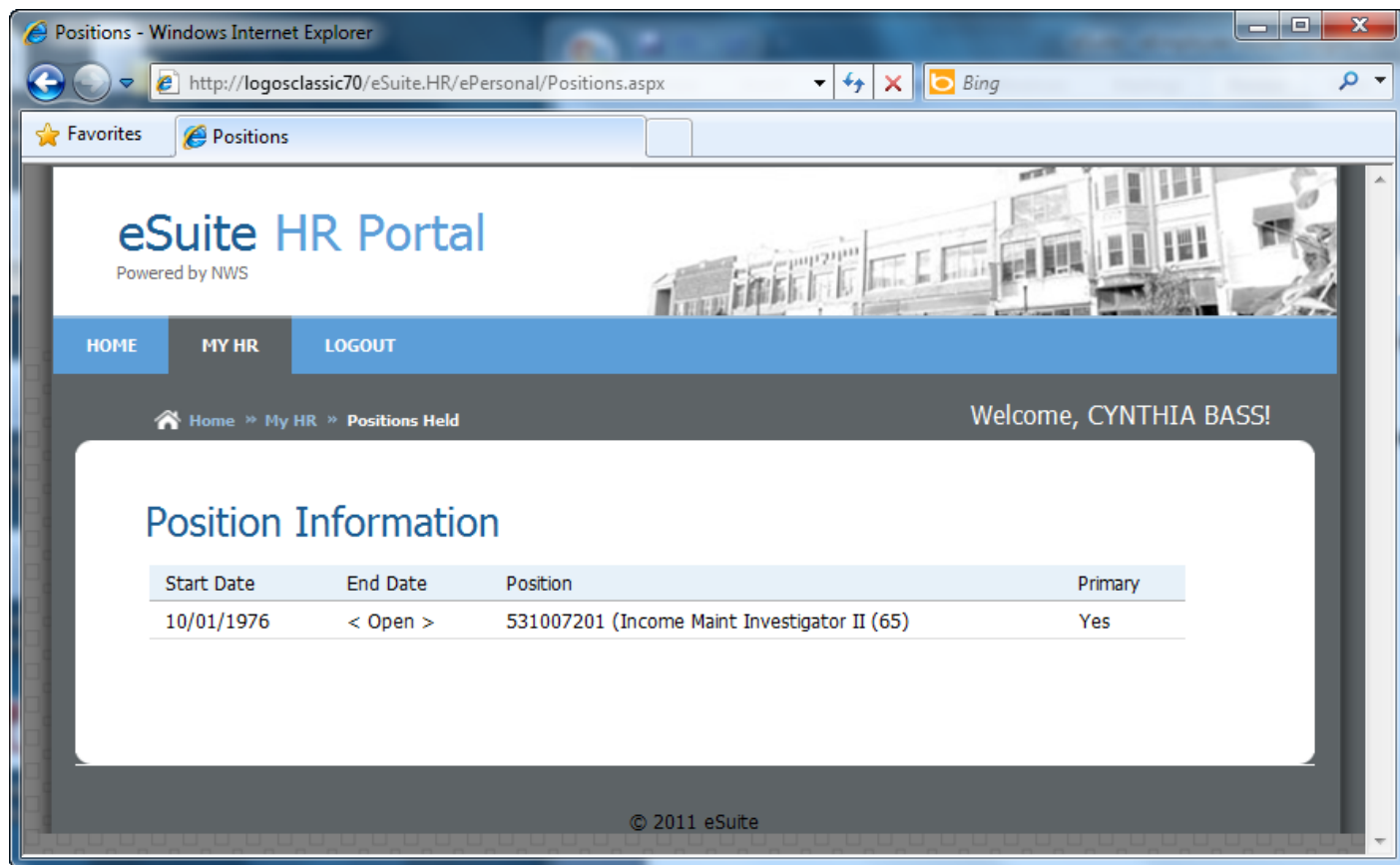
Mailing Address	Same as Home Address ☐
	P.O. Box 4494
	Street Address 1
	Street Address 2
	Street Address 3

Troy	MI	State	48085
City			Zip

SUBMIT CHANGES

Positions Held

Current positions held information is available.

Tax Information

Current tax information is available to be viewed.

eSuite **HR Portal**
Powered by NWS

HOME   MY HR   LOGOUT

🏠 Home » My HR » Taxes

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.