

eSuite HR Portal Instructions

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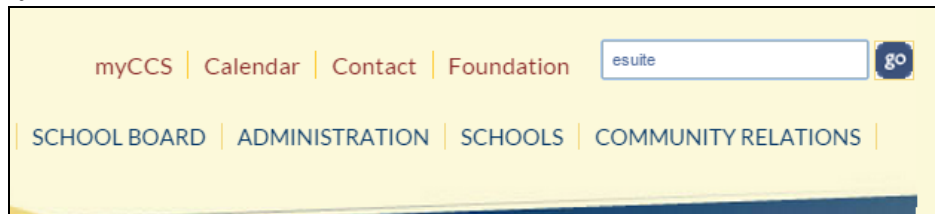
[Contacts/Dependents](#)

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Accessing the eSuite Portal

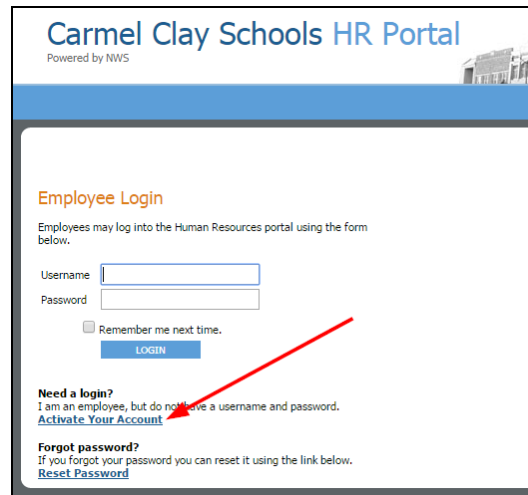
Go to the following website: <https://nw-web.ccs.k12.in.us/Websites.HR.Portal/Default.aspx>

You can also search for **eSuite** in any search box on the Carmel Clay Website, or find the link in the **Employee Center** section of myCCS.

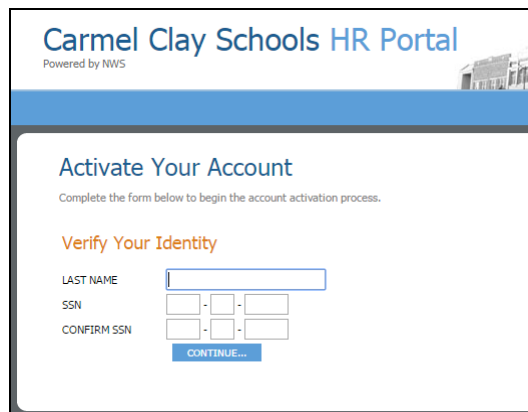


Activate Your Account

If this is your first time visiting the site, click **Activate Your Account**.



Fill out the **Verify Your Identity** information and click **Continue**. Providing your Social Security number is for verification purposes only.



You will then be prompted to choose a username and password for access. **Username must be at least 7 characters.** You could use your CCS username and add characters as needed to reach 7 characters.

The screenshot shows the 'Carmel Clay Schools HR Portal' header with the text 'Powered by NWS'. Below the header is a blue bar. The main content area is titled 'Activate Your Account' and includes the instruction 'Complete the form below to begin the account activation process.' Underneath is a section titled 'Create Your Account' with three input fields: 'USERNAME', 'PASSWORD', and 'CONFIRM PASSWORD'. The password fields have a note: 'Must be between 5 and 25 characters'. A blue 'CONTINUE...' button is located at the bottom of the form.

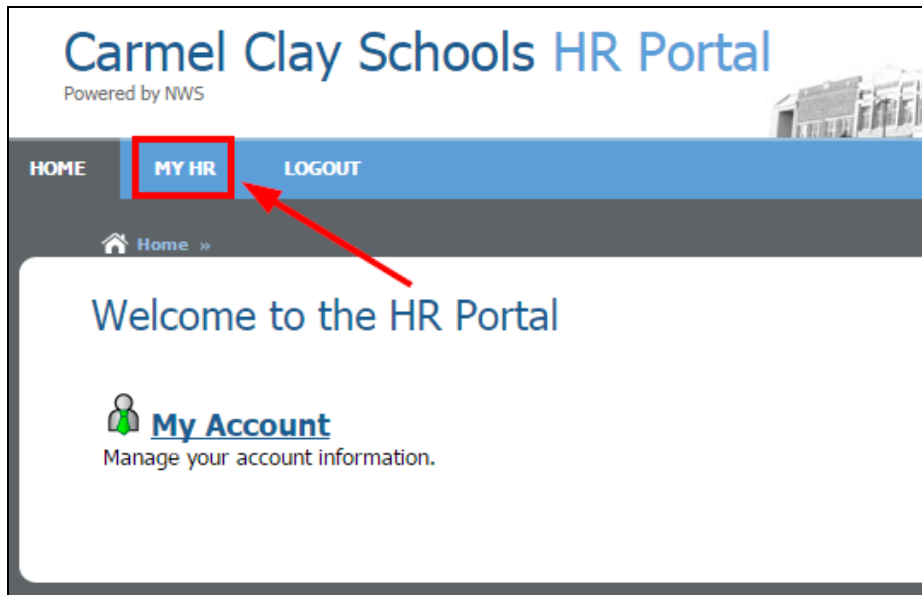
A confirmation screen will appear. **Click to login** to continue

The screenshot shows the 'Carmel Clay Schools HR Portal' header with the text 'Powered by NWS'. Below the header is a blue bar. The main content area is titled 'Activate Your Account' and includes the text 'ACCOUNT CREATED' and 'Your Account has been activated.' At the bottom, there is a blue link that says 'Click to login.' with a red arrow pointing to it.

Enter the username and password you created and click **Login**

The screenshot shows the 'Carmel Clay Schools HR Portal' header with the text 'Powered by NWS'. Below the header is a blue bar. The main content area is titled 'Employee Login' and includes the instruction 'Employees may log into the Human Resources portal using the form below.' Underneath are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Remember me next time.' and a blue 'LOGIN' button with a red arrow pointing to it. At the bottom, there are two sections: 'Need a login?' with a link 'Activate Your Account' and 'Forgot password?' with a link 'Reset Password'.

To access your account information, choose the **MY HR** tab.



Access Your Pay Stub

From the **MY HR** tab, choose **Paychecks**, either from the option on the screen or the drop down menu.

The screenshot shows the 'Carmel Clay Schools HR Portal' interface. At the top, there are navigation tabs for 'HOME', 'MY HR', and 'LOGOUT'. A dropdown menu is open under 'MY HR', listing various options: 'Accrual Information', 'Benefits', 'Contacts/Dependents', 'Deductions', 'Direct Deposits', 'Paychecks', 'Pay Rate', 'Personal Information', 'Positions', 'Taxes', 'Print W2 Forms', and 'Print 1099 Forms'. The 'Paychecks' option is highlighted with a red box and a red arrow. Below the menu, the 'Paychecks' section is also highlighted with a red box and a red arrow, with the text 'view your recent and previous paychecks.'

Select a **Year** and **Pay Period** which allows you to view or print a copy of your paycheck stub.

The screenshot shows the 'Paycheck Information' page. At the top, there is a breadcrumb trail: 'Home > My HR > Paychecks'. Below this, there is a section for 'Paycheck Information' with a dropdown menu for 'Year & Pay Period' set to '2014' and a 'PRINT PAY CHECK' button. A red arrow points to the 'PRINT PAY CHECK' button. Below this is a 'Paycheck Summary' table with the following data:

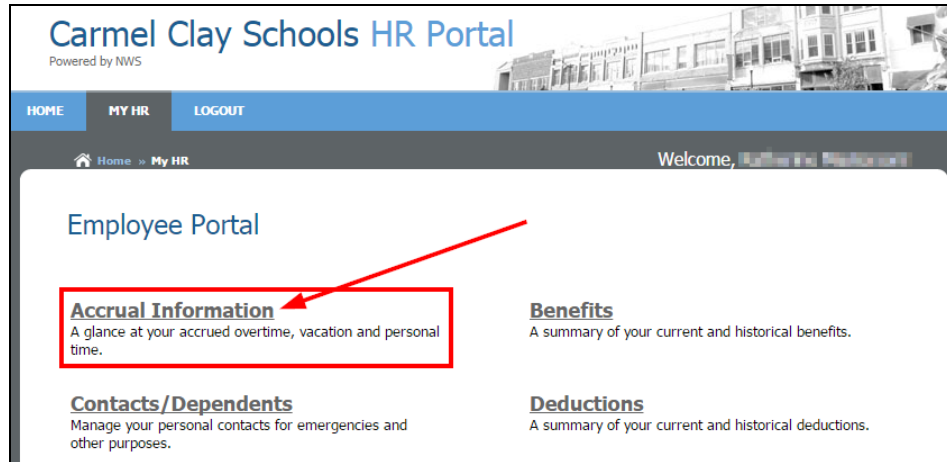
Employee	Pay Dates	Check Date	Gross Pay	Net Pay	YTD Gross
[REDACTED]	1/12/2014 - 1/25/2014	2/7/2014	1000.00	500.00	1000.00

Below the table is a section for 'Hours Information'.

Remember, this is by pay period, not by pay date. The most current is at the top of the list.

Access Your Absence and Leave Balances

Select **Accrual Information** from the **MY HR** tab.



Carmel Clay Schools HR Portal
Powered by NWS

HOME MY HR LOGOUT

Home » My HR Welcome, *[User Name]*

Employee Portal

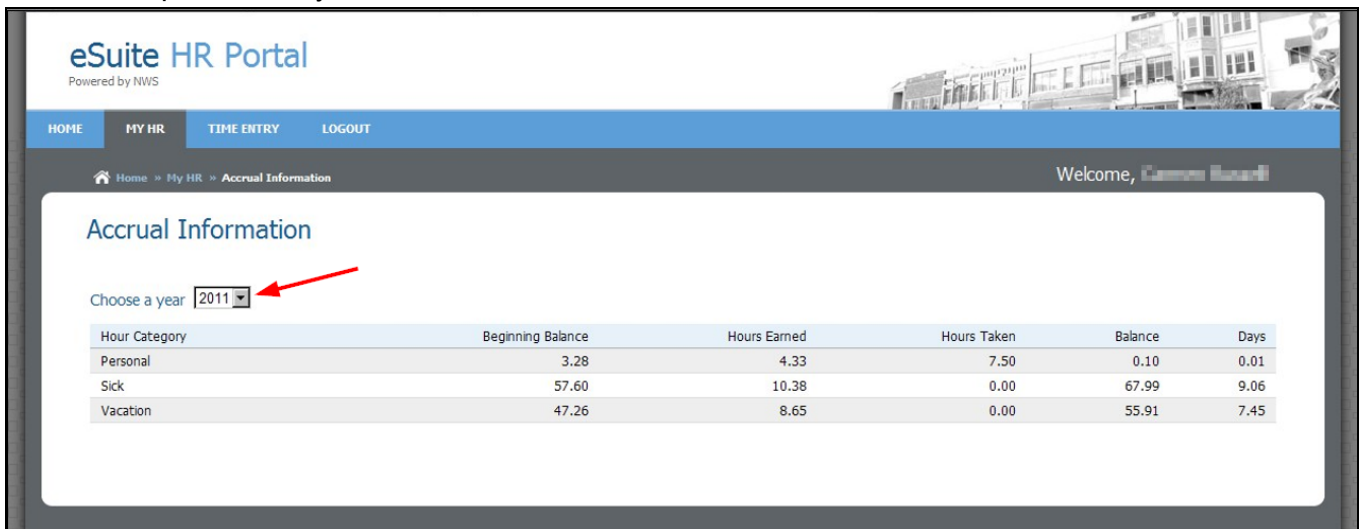
Accrual Information
A glance at your accrued overtime, vacation and personal time.

Benefits
A summary of your current and historical benefits.

Contacts/Dependents
Manage your personal contacts for emergencies and other purposes.

Deductions
A summary of your current and historical deductions.

Choose a year from the drop down menu. Your accrual information for the year will be listed by category. Information is updated every two weeks.



eSuite HR Portal
Powered by NWS

HOME MY HR TIME ENTRY LOGOUT

Home » My HR » Accrual Information Welcome, *[User Name]*

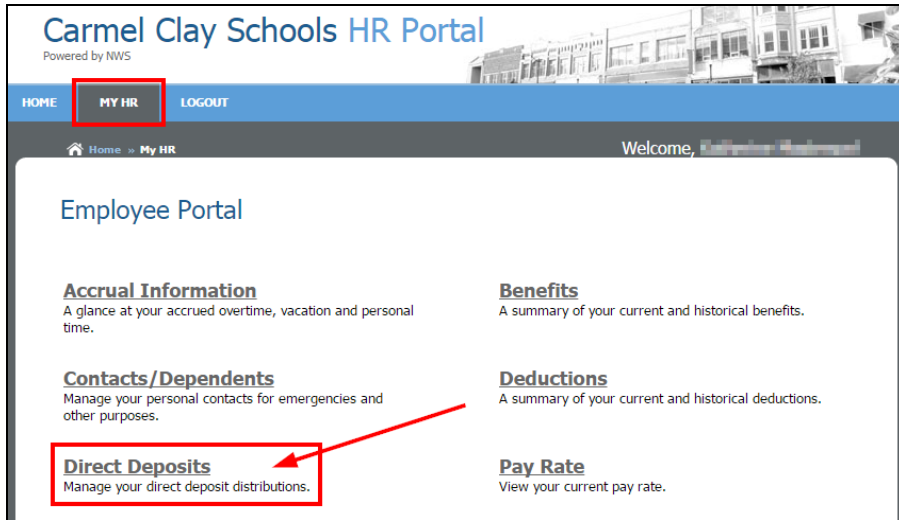
Accrual Information

Choose a year

Hour Category	Beginning Balance	Hours Earned	Hours Taken	Balance	Days
Personal	3.28	4.33	7.50	0.10	0.01
Sick	57.60	10.38	0.00	67.99	9.06
Vacation	47.26	8.65	0.00	55.91	7.45

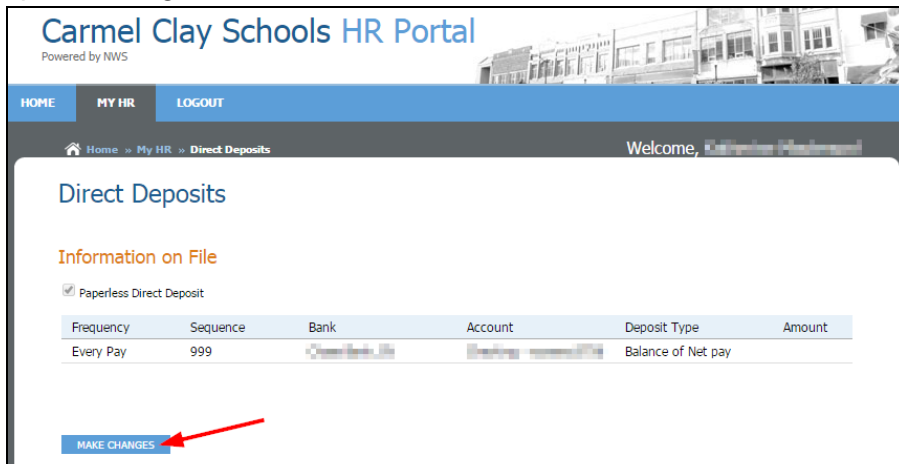
Direct Deposit

Select **Direct Deposits** from the **MY HR** tab.



The screenshot shows the Carmel Clay Schools HR Portal. The 'MY HR' tab is selected in the top navigation bar. The 'Direct Deposits' link is highlighted with a red box, and a red arrow points to it from the right. The page title is 'Employee Portal' and the user is welcomed. The main content area includes links for Accrual Information, Benefits, Contacts/Dependents, Deductions, and Pay Rate.

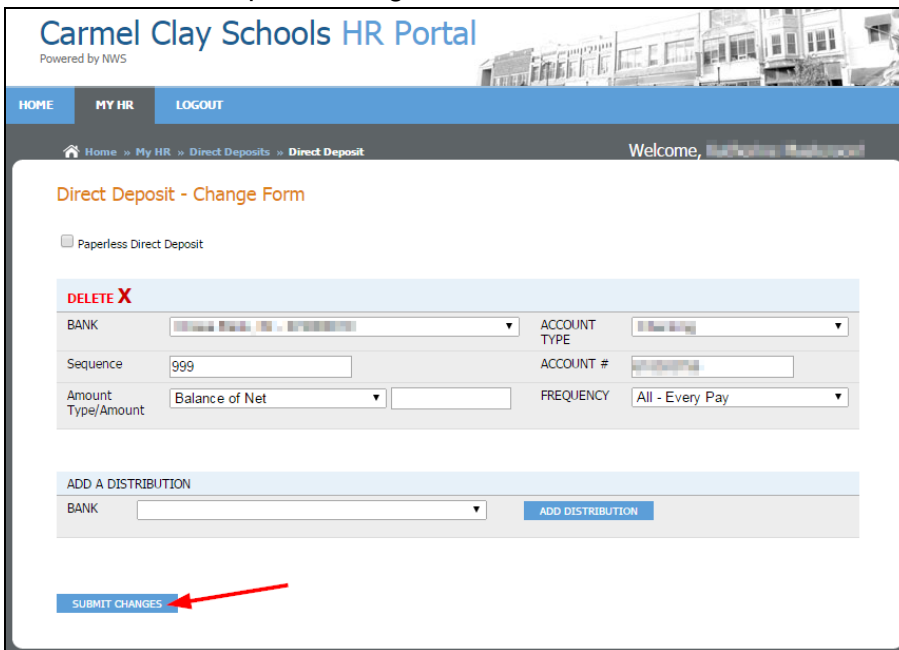
Your current direct deposit settings will be listed under **Information on File**. To edit, click **Make Changes**.



The screenshot shows the 'Direct Deposits' page. The 'Information on File' section is visible, showing a table with columns for Frequency, Sequence, Bank, Account, Deposit Type, and Amount. The 'Paperless Direct Deposit' checkbox is checked. A red arrow points to the 'MAKE CHANGES' button at the bottom left of the table.

Frequency	Sequence	Bank	Account	Deposit Type	Amount
Every Pay	999	Chase Bank	Checking account	Balance of Net pay	

Make changes to your current direct deposit settings or add a distribution. Click **Submit Changes** to finish.



The screenshot shows the 'Direct Deposit - Change Form' page. The 'Paperless Direct Deposit' checkbox is unchecked. The form includes fields for BANK, ACCOUNT TYPE, Sequence, ACCOUNT #, Amount Type/Amount, and FREQUENCY. A red arrow points to the 'SUBMIT CHANGES' button at the bottom left.

DELETE X

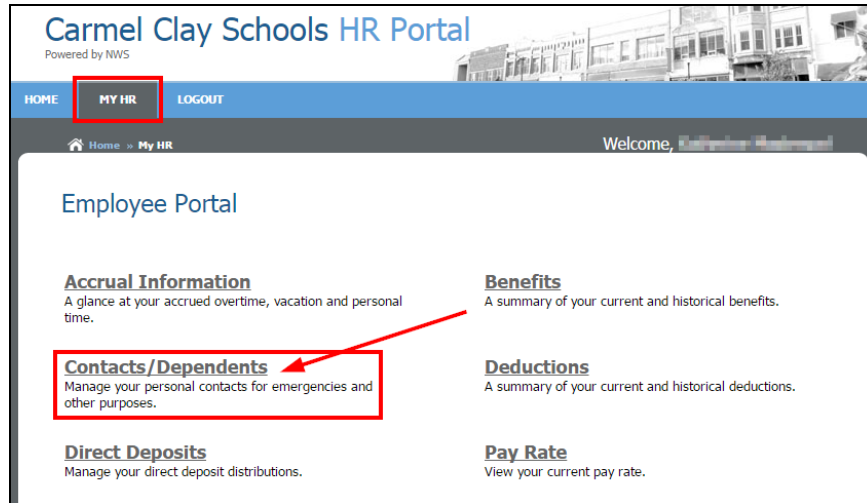
BANK	<input type="text"/>	ACCOUNT TYPE	<input type="text"/>
Sequence	<input type="text" value="999"/>	ACCOUNT #	<input type="text"/>
Amount Type/Amount	<input type="text" value="Balance of Net"/>	FREQUENCY	<input type="text" value="All - Every Pay"/>

ADD A DISTRIBUTION

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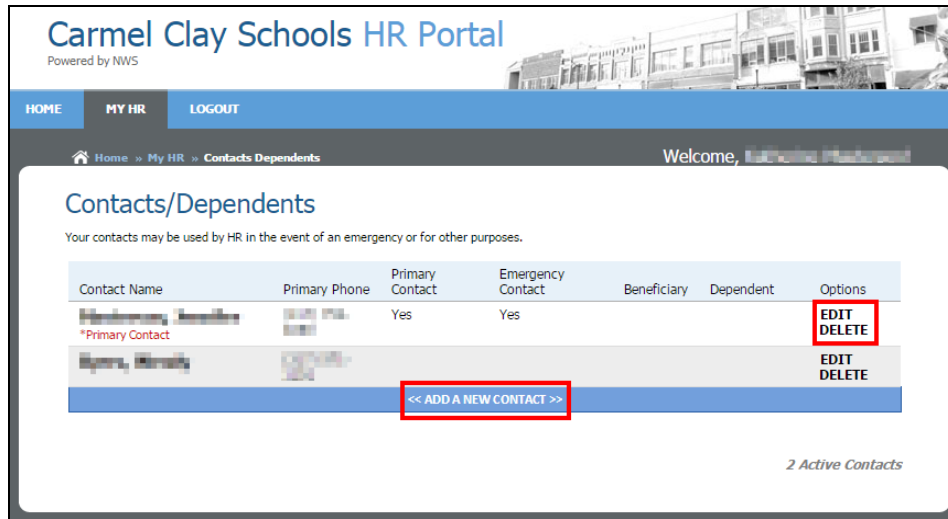
Contacts/Dependents

Choose **Contacts/Dependents** from the **MY HR** tab.



The screenshot shows the Carmel Clay Schools HR Portal. The navigation bar includes HOME, MY HR (highlighted with a red box), and LOGOUT. The breadcrumb trail is Home > My HR. The main content area is titled "Employee Portal" and contains several links: Accrual Information, Benefits, Deductions, Direct Deposits, Pay Rate, and Contacts/Dependents (highlighted with a red box and an arrow pointing to it). The Contacts/Dependents link is described as "Manage your personal contacts for emergencies and other purposes."

Select **Edit** or **Delete** to change a current contact. Click the blue **<<Add a New Contact>>** button to add a new contact.

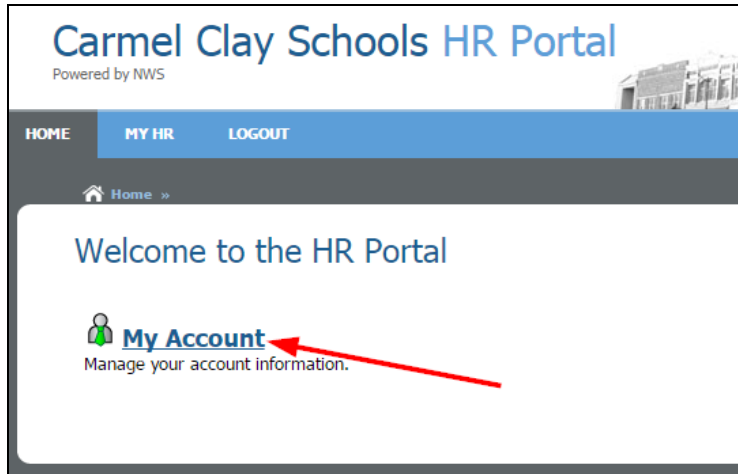


The screenshot shows the Carmel Clay Schools HR Portal with the "Contacts/Dependents" page. The breadcrumb trail is Home > My HR > Contacts/Dependents. The page title is "Contacts/Dependents" and it includes the text "Your contacts may be used by HR in the event of an emergency or for other purposes." Below this is a table with the following columns: Contact Name, Primary Phone, Primary Contact, Emergency Contact, Beneficiary, Dependent, and Options. The table contains two rows of contact information. The first row is for "Henderson, Jennifer" and the second row is for "Hyers, Kimberly". The "Options" column for each row contains "EDIT" and "DELETE" buttons. A blue button labeled "<< ADD A NEW CONTACT >>" is located below the table. The text "2 Active Contacts" is displayed at the bottom right of the page.

Contact Name	Primary Phone	Primary Contact	Emergency Contact	Beneficiary	Dependent	Options
Henderson, Jennifer *Primary Contact	(502) 734-1000	Yes	Yes			EDIT DELETE
Hyers, Kimberly	(502) 734-1000					EDIT DELETE

[Change Your Password](#)

Use **My Account** to change your password at any time.



Enter your username and confirm your new password. Click **Submit** when finished.

