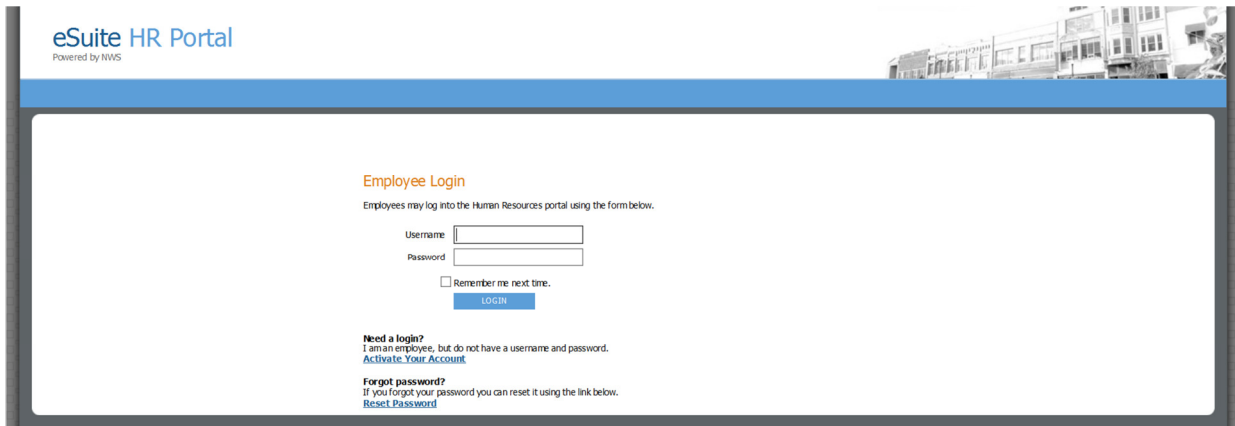


Warren County Employee Portal Guide

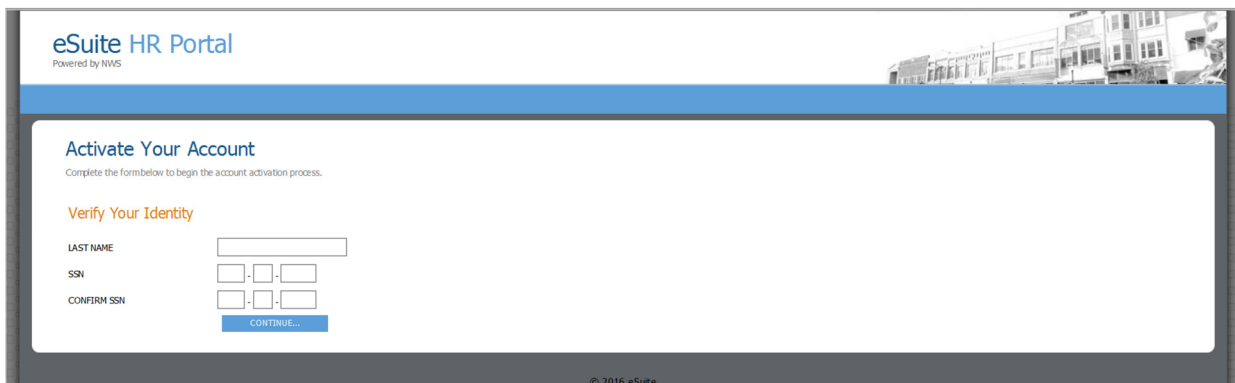
The Employee Portal allows employees to view address, contacts/dependents, direct deposits, current position and pay rates, recent and previous paychecks, print 1095-C form, view summary of current and historical deductions, view a summary of current tax withholdings and print W-2 forms.

Employees can access the portal through the following link: <https://esuite.warrencountyny.gov/>. Employees will need to activate their account by clicking on the “Activate Your Account” link in the screen below.



The screenshot shows the 'Employee Login' page of the eSuite HR Portal. The page header includes the logo 'eSuite HR Portal Powered by NWS' and a background image of a building. The main content area is titled 'Employee Login' and contains the following text: 'Employees may log into the Human Resources portal using the form below.' Below this is a form with fields for 'Username' and 'Password', a checkbox for 'Remember me next time.', and a 'LOGIN' button. At the bottom, there are two links: 'Need a login? I am an employee, but do not have a username and password. [Activate Your Account](#)' and 'Forgot password? If you forgot your password you can reset it using the link below. [Reset Password](#)'.

Once the link is clicked on, the following screen will appear requesting employee last name and Social Security number.



The screenshot shows the 'Activate Your Account' page of the eSuite HR Portal. The page header includes the logo 'eSuite HR Portal Powered by NWS' and a background image of a building. The main content area is titled 'Activate Your Account' and contains the following text: 'Complete the form below to begin the account activation process.' Below this is a section titled 'Verify Your Identity' with a form containing fields for 'LAST NAME', 'SSN', and 'CONFIRM SSN'. The SSN and CONFIRM SSN fields are formatted with dashes and boxes for each digit. A 'CONTINUE...' button is located at the bottom of the form. At the bottom of the page, there is a copyright notice: '© 2016 eSuite'.

Warren County Employee Portal Guide

When you complete your name and social security number and click on continue an e-mail will be generated to your primary e-mail address set up in the payroll system with an account activation link.

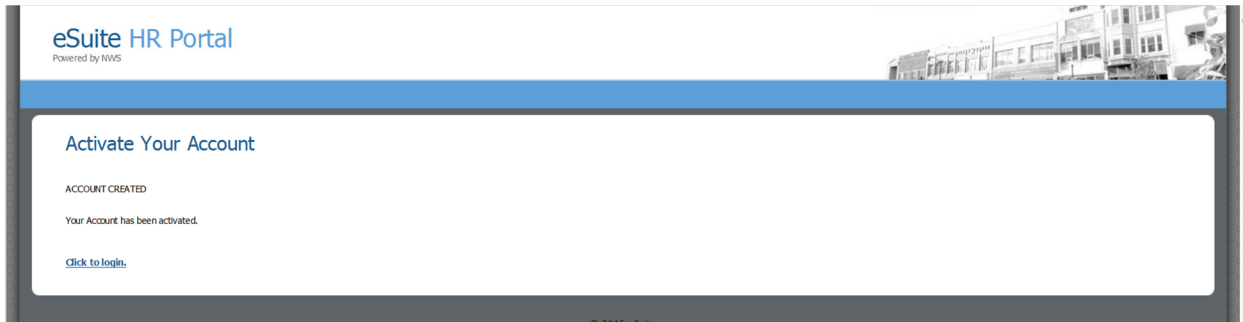
The screenshot shows the 'Warren County HR Portal' interface. At the top, it says 'Warren County HR Portal' and 'Powered by Tyler Technologies'. Below this is a blue header bar. The main content area is titled 'Activate Your Account' and includes the instruction: 'Complete the form below to begin the account activation process.' A red note states: 'An email has been sent to your primary email address containing an account activation link.' Under the heading 'Verify Your Identity', there are three input fields: 'LAST NAME' (a single text box), 'SSN' (three boxes with dashes), and 'CONFIRM SSN' (three boxes with dashes). A blue 'CONTINUE...' button is positioned below the SSN fields.

The account activation link will bring you to the following screen requesting a user name and password. **IMPORTANT: this site contains personal and confidential information so do not share your username and password with anyone.**

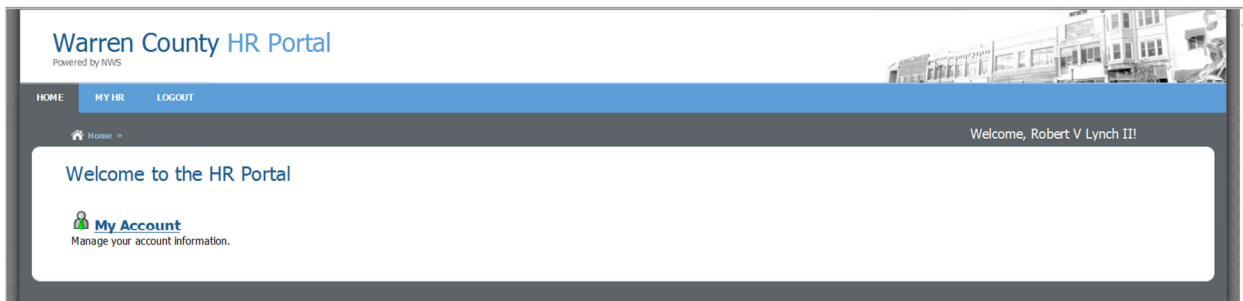
The screenshot shows the 'eSuite HR Portal' interface. At the top, it says 'eSuite HR Portal' and 'Powered by NWS'. There is a blue header bar with a building image on the right. The main content area is titled 'Activate Your Account' and includes the instruction: 'Complete the form below to begin the account activation process.' Under the heading 'Create Your Account', there are three input fields: 'USERNAME', 'PASSWORD', and 'CONFIRM PASSWORD'. To the right of the password fields, there is a note: 'Must be between 5 and 25 characters' for both. A blue 'CONTINUE...' button is located below the 'CONFIRM PASSWORD' field. At the bottom of the page, there is a small copyright notice: '© 2016 eSuite'.

Warren County Employee Portal Guide

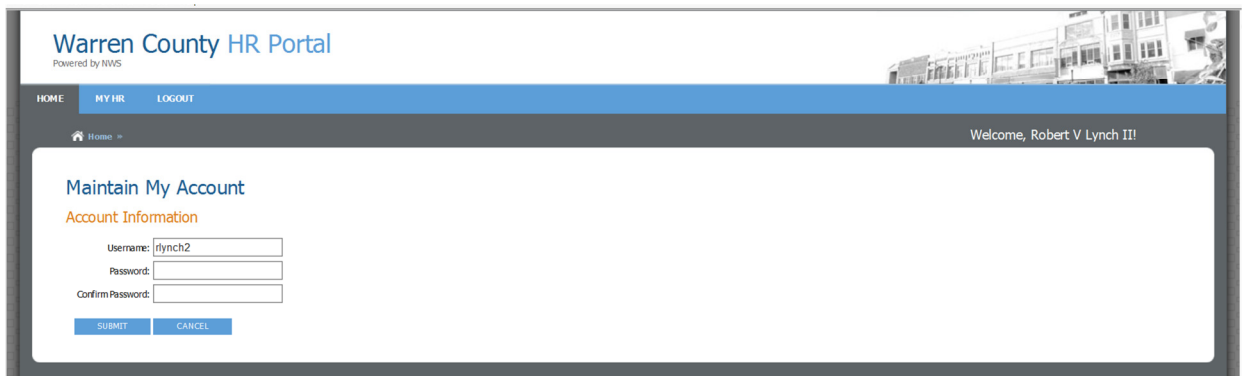
Once the user name and password are created, the following screen will appear. Employee can then click on Login link below to log into the Employee Portal.



Once logged in, the following screen will appear. Employee can click on My Account below to change password.

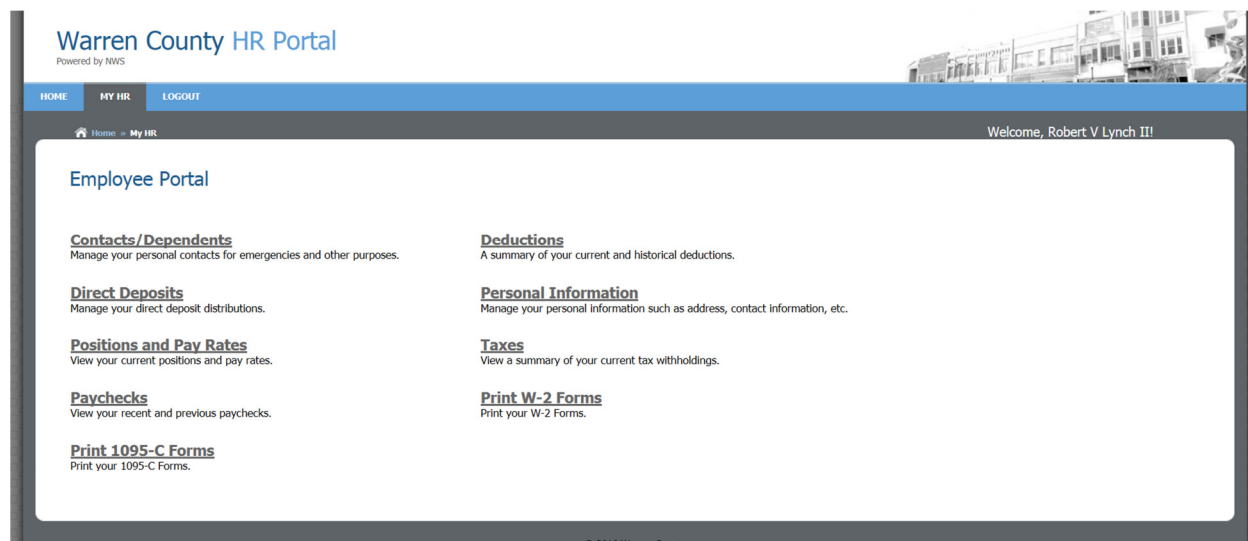


Once My Account is clicked on, you can change your password using the following screen.



Warren County Employee Portal Guide

To access the options available in the portal, the employee can click on the MY HR tab which will open the following screen. By clicking on the option name, the employee can gain access to view or print. Please note that only 2015 and 2016 1095-C forms will be available through the portal. 2017 and future 1095-C forms will be processed by our third party health insurance administrator and will not be available on-line.



If you forgot your password, you can click on Reset Password at the bottom of the Employee Login Screen. You will receive an e-mail with a link to a Password Reset Page that will ask for the last 4 digits of your social security number and a new password. Passwords have to be at least 5 characters long. After clicking Continue, you will be taken to the Employee Login Page. The e-mail link will be valid for 8 hours before you will need to return to the Employee Login page to restart the process of resetting the password. Please make sure that HR has an e-mail address recorded in your Personal Information section.

Employees should review the information under each section and direct any questions and report any discrepancies to Human Resources or Treasurer's Payroll Department as follows:

Human Resources – Contacts/Dependents, Positions and Pay Rates and Personal Information.

Treasurer's Payroll Department – Direct Deposits, Paychecks, 1095-C Form, Deductions, W-2 Form and Taxes.