

# Douglas County eSuite HR Portal

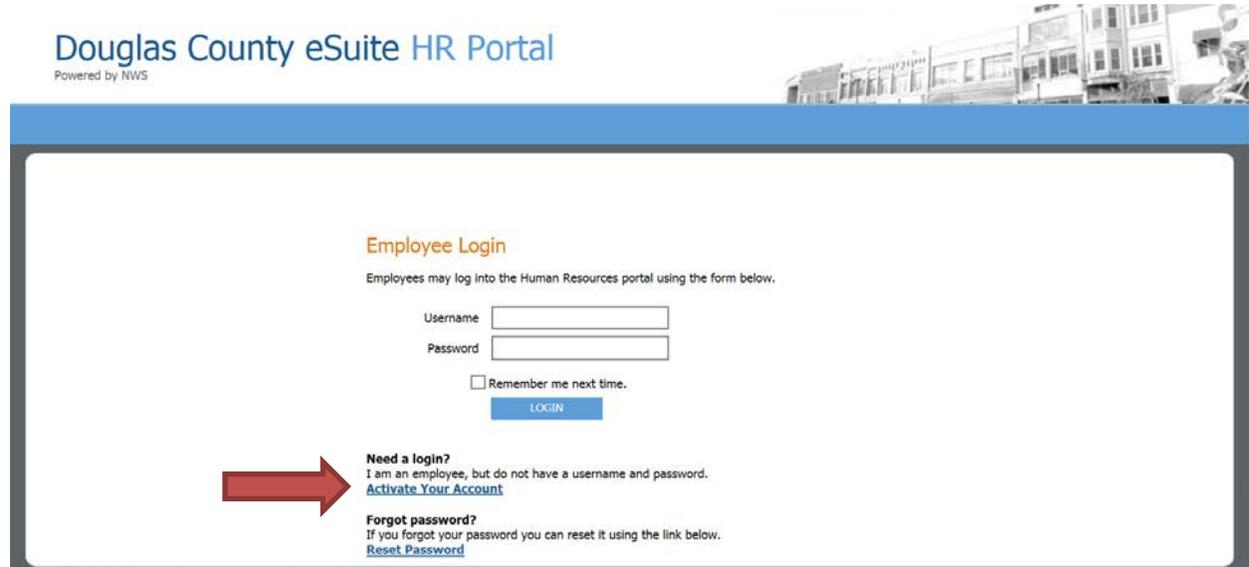
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## Employee User Guide

### How to Access eSuite

Navigate to :  
esuite.douglasnv.us

Click the link to “Activate Your Account”



**Douglas County eSuite HR Portal**  
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### Employee Login

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

Username

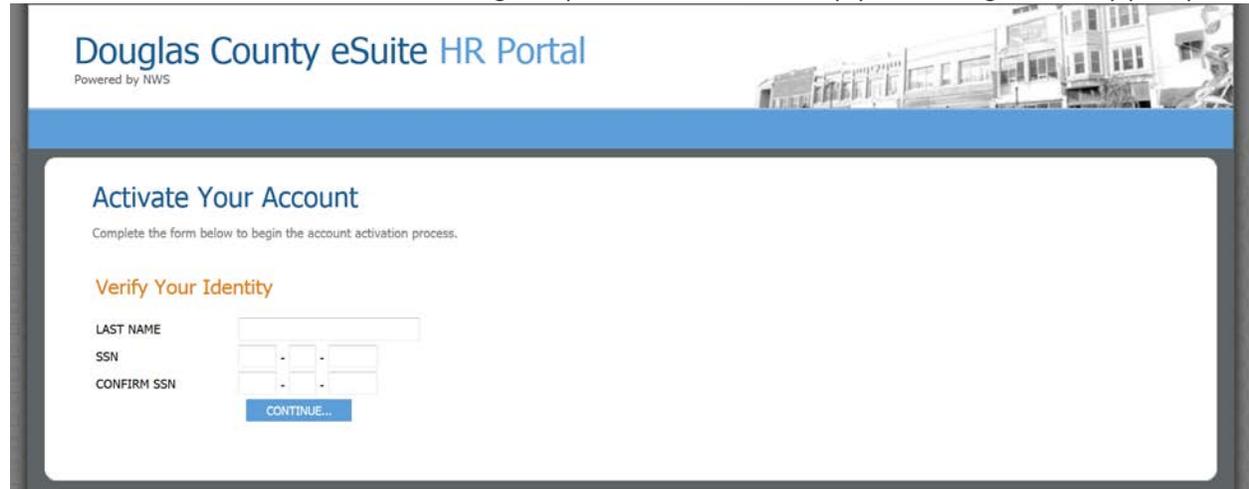
Password

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](#)

Enter your Last Name, SSN, and then you need to create a Username and a password. The Username needs to be at least seven characters long and passwords should comply with Douglas County policy.



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### Activate Your Account

Complete the form below to begin the account activation process.

#### Verify Your Identity

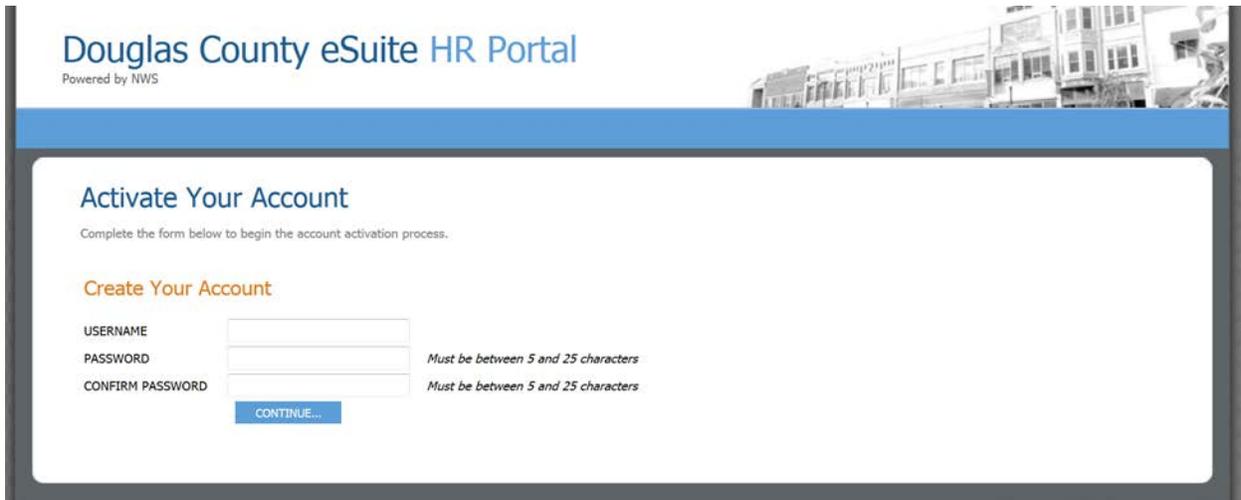
LAST NAME

SSN

CONFIRM SSN

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## Activate Your Account

Complete the form below to begin the account activation process.

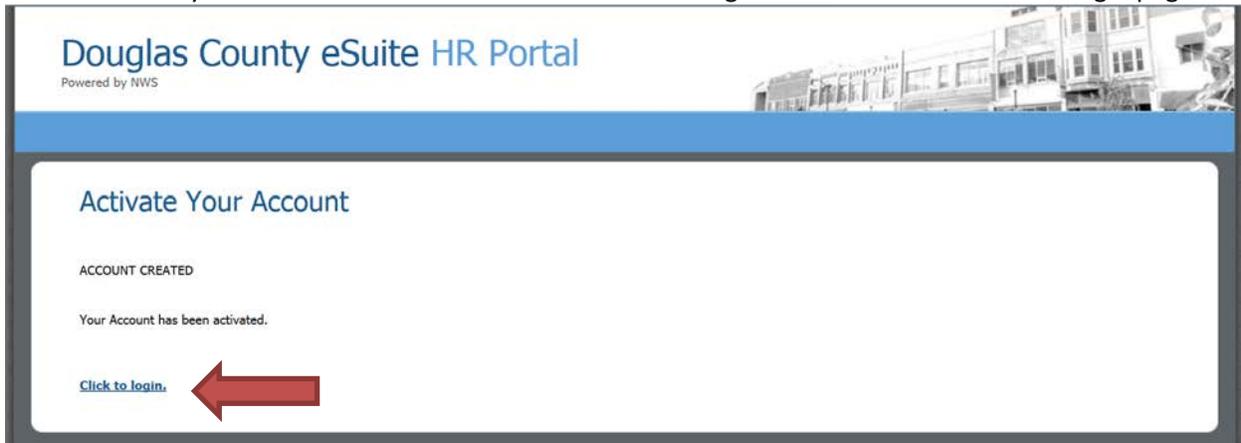
**Create Your Account**

USERNAME

PASSWORD  *Must be between 5 and 25 characters*

CONFIRM PASSWORD  *Must be between 5 and 25 characters*

Once activated you will receive this confirmation. "Click to login" in order to return to the login page.

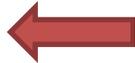


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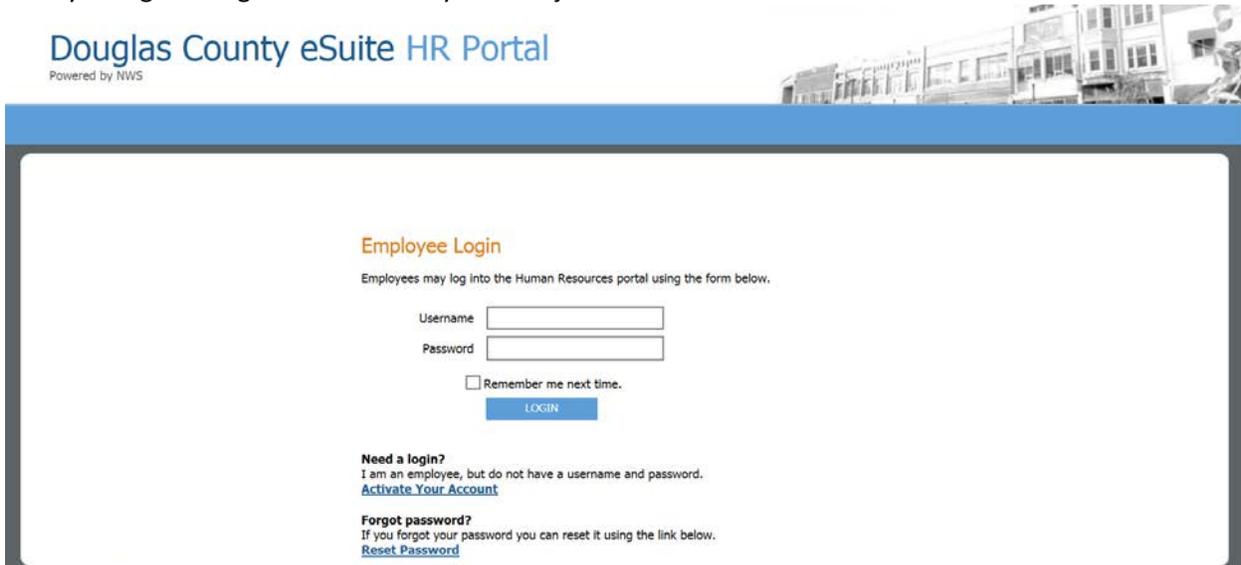
## Activate Your Account

ACCOUNT CREATED

Your Account has been activated.

[Click to login.](#) 

Now you log in using the credentials you have just created.



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## 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.  
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Messages will appear here on the homepage and announcements on the right side in the gray box. Tabs across the blue screen take you to various menus, MY HR has various personal information to review and change, while TIMESHEET is where time is recorded. We will look further at each of these now.

\*BENEFIT ENROLLMENT is only utilized during health insurance open enrollment.

The screenshot shows the homepage of the Douglas County eSuite HR Portal. At the top, there is a navigation bar with tabs for HOME, MY HR, TIMESHEET, BENEFIT ENROLLMENT, and LOGOUT. Below the navigation bar, the main content area is divided into two columns. The left column features a 'Welcome to the HR Portal' message, a red alert box stating 'Please review all personal information for accuracy and make changes as needed.', and a 'My Account' link with the text 'Manage your account information.' The right column contains an 'ANNOUNCEMENTS' box with the text: 'Welcome to Douglas County's new HR Portal. For assistance, please call Human Resources at 782-9860.'

In the MY HR tab you will see a menu of various screens containing your personal information. This is where you will retrieve your paycheck stub – paper direct deposit advices will no longer be printed. You will need to print or download your check stub for your records.

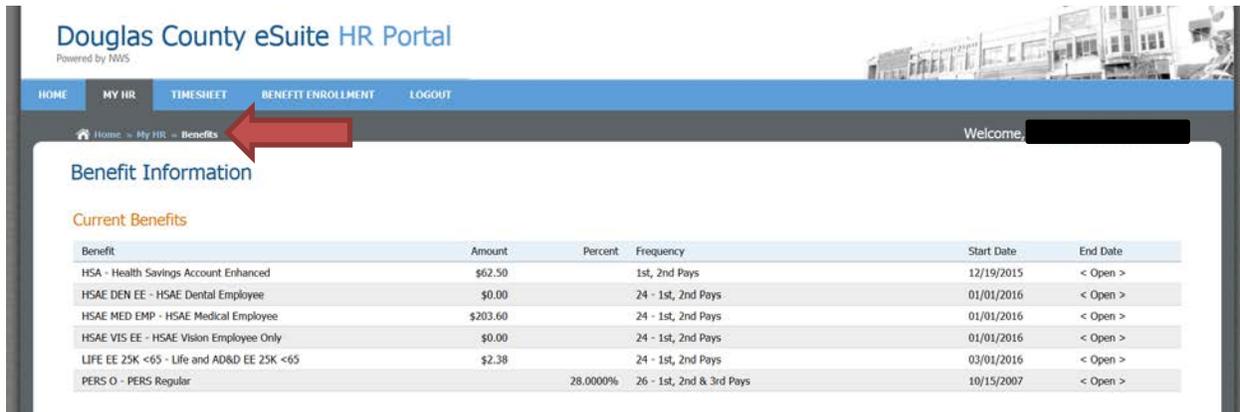
Click on any of the items to see or edit the information.

The screenshot shows the 'MY HR' tab of the Douglas County eSuite HR Portal. The main content area is titled 'Employee Portal' and contains a grid of links to various personal information screens. The links and their descriptions are: '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.), 'Direct Deposits' (Manage your direct deposit distributions.), 'Personal Information' (Manage your personal information such as address, contact information, etc.), 'Positions and Pay Rates' (View your current positions and pay rates.), 'Taxes' (View a summary of your current tax withholdings.), 'Paychecks' (View your recent and previous paychecks.), 'Print W-2 Forms' (Print your W-2 Forms.), and 'Print 1095-C Forms' (Print your 1095-C Forms.).

Your benefit enrollments for 2017 will be loaded – check to make sure your elections are correct. Click MY HR again to return to the previous screen, or “breadcrumb” back to previous menus (red arrow). Once there you can select other items from the menu to view.

# Douglas County eSuite HR Portal

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HOME MY HR **TIMESHEET** BENEFIT ENROLLMENT LOGOUT

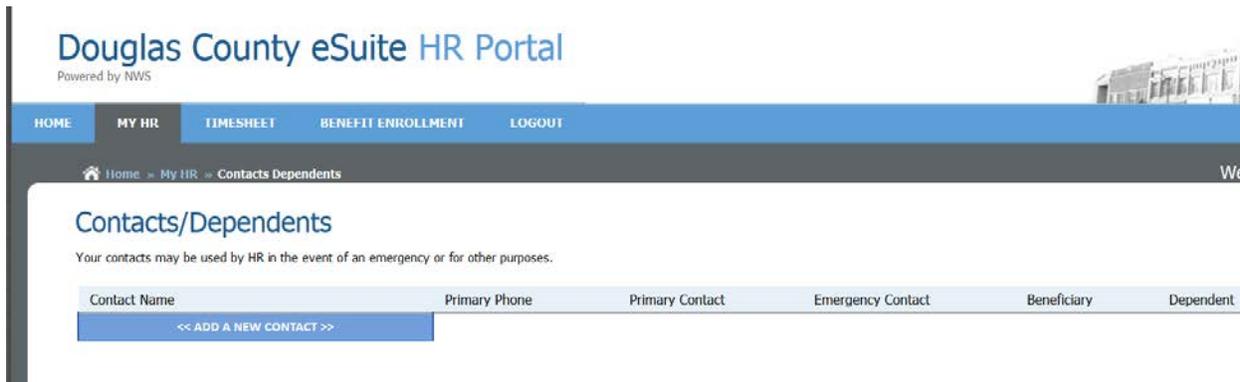
Home > My HR > **Benefits** Welcome, [Redacted]

### Benefit Information

Current Benefits

Benefit	Amount	Percent	Frequency	Start Date	End Date
HSA - Health Savings Account Enhanced	\$62.50		1st, 2nd Pays	12/19/2015	< Open >
HSAE DEN EE - HSAE Dental Employee	\$0.00		24 - 1st, 2nd Pays	01/01/2016	< Open >
HSAE MED EMP - HSAE Medical Employee	\$203.60		24 - 1st, 2nd Pays	01/01/2016	< Open >
HSAE VIS EE - HSAE Vision Employee Only	\$0.00		24 - 1st, 2nd Pays	01/01/2016	< Open >
LIFE EE 25K <65 - Life and AD&D EE 25K <65	\$2.38		24 - 1st, 2nd Pays	03/01/2016	< Open >
PERS O - PERS Regular		28.0000%	26 - 1st, 2nd & 3rd Pays	10/15/2007	< Open >

In the Contacts/Dependents screen you can not only view your contacts and dependents, you may also update their information, or add/remove people. Updating this information will prompt an email from HR following up with any necessary paperwork if required.



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HOME MY HR **TIMESHEET** BENEFIT ENROLLMENT LOGOUT

Home > My HR > **Contacts Dependents** We

### Contacts/Dependents

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

Contact Name	Primary Phone	Primary Contact	Emergency Contact	Beneficiary	Dependent
<< ADD A NEW CONTACT >>					

You can also make changes to your direct deposit and personal information. Submitted changes will be pending HR review and you may be contacted to provide other required information for the change your submitting.

**You should add your email address to the personal information section as you review your information the first time in eSuite HR Portal. This email address will be where you are contacted regarding submitted changes, rejected timesheets, and notifications.**

# Douglas County eSuite HR Portal

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## Time Entry

The next tab in the menu is TIMESHEET. Hover your mouse over TIMESHEET and select Time Entry from the drop-down menu.

The screenshot shows the Douglas County eSuite HR Portal interface. At the top, there is a navigation bar with tabs: HOME, MY HR, TIMESHEET, BENEFIT ENROLLMENT, and LOGOUT. The 'TIMESHEET' tab is active, and a dropdown menu is open, showing 'Time Entry' as an option. A red arrow points to this option. Below the navigation bar, the 'Employee Portal' is displayed with various links and descriptions:

- 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.
- Direct Deposits**: Manage your direct deposit distributions.
- Personal Information**: Manage your personal information such as address, contact information, etc.
- Positions and Pay Rates**: View your current positions and pay rates.
- Taxes**: View a summary of your current tax withholdings.
- Paychecks**: View your recent and previous paychecks.
- Print W-2 Forms**: Print your W-2 Forms.
- Print 1095-C Forms**: Print your 1095-C Forms.
- Print 1099-R Forms**: Print your 1099-R Forms.

Once Time Entry is clicked, the below screen appears. To begin entering your time, click on the ADD NEW ENTRY button.

The screenshot shows the Time Entry form. At the top, it displays the date range '08/21/2016 - 09/03/2016', the status 'STATUS: AVAILABLE', and '0.0000 HOURS TOTAL'. There are buttons for 'PRINT' and 'SUMMARY INFORMATION expand'. Below this, there is a calendar for 'AUG 21, 2016' with a 'NEXT WEEK' button. The calendar table has columns for days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and a 'TOTAL' column. A red arrow points to the '+ ADD NEW ENTRY' button. Below the calendar, there is a 'TOTAL' row showing '0.0000'. There are buttons for 'LOAD SCHEDULE', 'COPY PREVIOUS', 'SAVE', and 'SUBMIT'. A red asterisk indicates a required field. At the bottom right, there is a link for 'PAY PERIOD HISTORY'.

JOB *	HOURS CODE *	SHIFT	SUN 21	MON 22	TUE 23	WED 24	THU 25	FRI 26	SAT 27	TOTAL	DELETE
+ ADD NEW ENTRY											
TOTAL										0.0000	

Using the drop down menus, select the appropriate JOB, HOURS CODE, & SHIFT (if applicable). Log the appropriate hours in each of the days of this week, then click apply. Once apply has been clicked the ADD NEW ENTRY button appears again. To enter additional lines, click the ADD NEW ENTRY button again (i.e. if you enter for Regular Hours, but need to add a row for Annual Leave). Be sure to click apply after adding hours. Once all rows have been added for the week click SAVE.

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AUG 13, 2016 [NEXT WEEK](#)

JOB *	HOURS CODE *	SHIFT	SAT 13	SUN 14	MON 15	TUE 16	WED 17	THU 18	FRI 19	TOTAL	DELETE
194.2170.03 - I	110 - Overtime										
<b>TOTAL</b>											

\* Required Field

NOV 19, 2016 [NEXT WEEK](#)

JOB *	HOURS CODE *	SHIFT	SAT 19	SUN 20	MON 21	TUE 22	WED 23	THU 24	FRI 25	TOTAL	DELETE
<a href="#">+ ADD NEW ENTRY</a>											
	Regular Hours				8.0000					8.0000	✗
	Annual Leave					8.0000				8.0000	✗
	Holiday Not Worked						8.0000	8.0000	8.0000	24.0000	✗
<b>TOTAL</b>					8.0000	8.0000	8.0000	8.0000	8.0000	40.0000	

\* Required Field

To add a comment to a certain day on your timesheet, add the hours and click APPLY. Use your cursor to click on the specific day you would like to add a comment to, **click the C key** and enter your comment when the page prompts. You will know there is a comment on that day when the hours box is outlined blue. Click SAVE.



Enter the hours worked for each day on the appropriate line. When finished with the first week, click the SAVE Button, you can now click the "NEXT WEEK" Link and enter hours for week 2 of the pay period.

# Douglas County eSuite HR Portal

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NOV 19, 2016 [NEXT WEEK](#) 

JOB *	HOURS CODE *	SHIFT	SAT 19	SUN 20	MON 21	TUE 22	WED 23	THU 24	FRI 25	TOTAL	DELETE
<a href="#">+ ADD NEW ENTRY</a>											
	Regular Hours				8.0000					8.0000	✕
	Annual Leave					8.0000				8.0000	✕
	Holiday Not Worked						8.0000	8.0000	8.0000	24.0000	✕
<b>TOTAL</b>					<b>8.0000</b>	<b>8.0000</b>	<b>8.0000</b>	<b>8.0000</b>	<b>8.0000</b>	<b>40.0000</b>	

\* Required Field

Keep track of the hours entered for the pay period by looking at the Totals section. These numbers will be updated after clicking the SAVE button.

After all hours for the Pay Period have been entered, click the SUBMIT button.

[PREVIOUS WEEK](#) AUG 28, 2016

SHIFT	SUN 28	MON 29	TUE 30	WED 31	THU 01	FRI 02	SAT 03	TOTAL	DELETE
	8.0000	8.0000	8.0000	8.0000	8.0000			40.0000	✕
	8.0000	8.0000	8.0000	8.0000	8.0000			40.0000	



[PAY PERIOD HISTORY](#)

You will see a screen that looks similar to the one below. Click Agree to send the timesheet to your supervisor.

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Submitting Time for Dec 03, 2016 thru Dec 16, 2016

I certify as a non-exempt employee, that I have carefully reviewed this time sheet and the hours reported are an accurate and complete statement as to my hours worked and leave used, if any; or, I certify as an exempt employee, this time sheet accurately reflects daily hours to be paid based on a pre-determined amount of compensation for the bi-weekly pay period, regardless of the number of hours actually worked, and accurately reflects any leave used during the pay period.

## **KEYS TO SUCCESS!**

- Time entry and access to the eSuite HR Portal will **begin December 17, 2016**
- Please log in to review all personal information for accuracy and add your email address
- **For assistance contact Human Resources at 775-782-9860**
- Employees are encouraged to enter their time on a daily basis
- Time Approvers are encouraged to review time daily and comment back to employees with any questions or changes