Ann Arbor Public Schools Paycheck Inquiry Instructions

Instructions for accessing paycheck inquiry on new employee HR portal

1. Navigate to: [eSuite Portal for HR and Payroll](#)
   (You may want to save this as a favorite on your personal computer/device)

2. Click on the link 'Activate Your Account'

3. Enter your last name and social security number (twice) and click 'Continue'.

4. Create a username and password following the requirements indicated on the screen

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

CONTINUE...

5. Your account should now be activated. Click on 'Click to Login' to navigate back to the login screen.

Activate Your Account

ACCOUNT CREATED

Your Account has been activated.

Click to login.

6. Log in using your newly created username and password.

Employee Login

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

Username [   ]

Password [   ]

☐ Remember me next time.

LOGIN

Need a login?
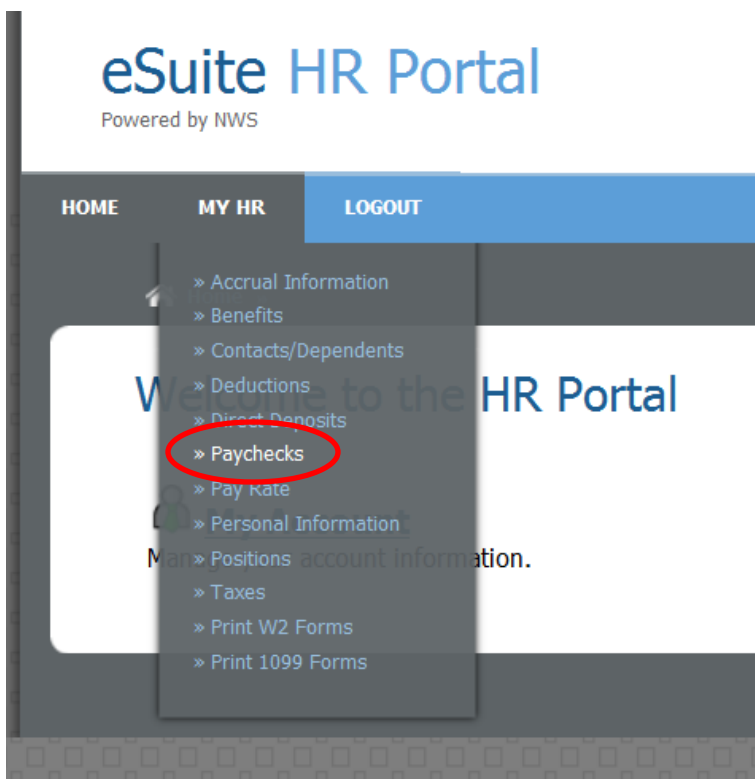I am an employee, but do not have a username and password.
Activate Your Account

Forgot password?
If you forgot your password you can reset it using the link below.
Reset Password

7. To view your paycheck, use the 'MY HR' menu at the top of the page and click on the 'Paychecks' option.

eSuite HR Portal
Powered by NWS

HOME   MY HR   LOGOUT

» Accrual Information
» Benefits
» Contacts/Dependents
» Deductions
» Direct Deposits
» Paychecks
» Pay Rate
» Personal Information
» Positions
» Taxes
» Print W2 Forms
» Print 1099 Forms

Welcome to the HR Portal

Manage your account information.

8. From the 'Select a Pay Period' drop-down menu, the first period in the list is the most recent paycheck. The date range represents the two week period associated with that pay date. (For example, the 5/29/2015 pay date will display a pay period of 5/3/2015 – 5/16/2015)

Paycheck Information

Year & Pay Period 2015 ▾   Select a Pay Period ... ▾   PRINT PAY CHECK

9. Once you select a pay period, a paycheck inquiry will appear on screen. To obtain a printable PDF paystub, click on the 'PRINT PAY CHECK' button located immediately to the right of the drop-down.