

## Ann Arbor Public Schools Frequently Asked Questions - eSuite

### How do I reset my Username and Password for the eSuite Portal if I can't remember them?

- **To Reset Password:**
  - Email Finance ([finpayroll@aaps.k12.mi.us](mailto:finpayroll@aaps.k12.mi.us)) so that we can send you an email with your username.
  - We also need your email so that the eSuite Portal can email you the link to reset your password.
  - Click on the "Reset Password" Link on the HR Portal login page
  - Type in your username (provided by Finance)
  - Close out of the eSuite site before opening the link in your email
  - Follow the instructions - Social Security Number, etc.

### I think my per pay is wrong. When I take my hourly rate and multiply it by the hours, it's more than what I'm being paid.

- An example of how your pay may be calculated if you are on a contract that is spread over 26 pays:
  - You are paid \$10 per hour for 60 hours per pay; you would expect a gross (before taxes, retirement and insurance) of \$600 per pay. However, you actually receive \$436.15. ( $\$10/\text{hour} \times 6 \text{ hours per day} \times 189 \text{ days worked in a school year} = \$11,340$  -- then divide that by 26 pays = \$436.15)
- An example of how your pay may be calculated if you are hired in the middle of a year or leave in the middle of the year:
  - Your contract is \$11,340 and you have been paid \$436.15 per pay for 7 pays, for a total of \$3,053.05. You notify HRS that you're leaving AAPS. HRS determines you have worked 55 days of your 189 total contract days and calculates your per-day rate (contract divided by number of working days per year) as \$60. You should receive \$3,300 ( $\$60 \text{ per day times } 55 \text{ days}$ ). That leaves AAPS owing you \$246.95 on the last pay ( $\$3,300 - \$3,053.05$ ). This is less than your normal 2 week pay.

### What is being deducted from my check?

- Tax withholdings are deducted from each pay.
- The State of Michigan, Office of Retirement Services (frequently referred to as ORS) mandates that we deduct for each employee's specific retirement plan from every pay. These deductions all start with ORS. Since there are more than 20 different retirement plans we can address specific plan questions individually. Please call a member of the Finance Office with those questions.
- Insurance is deducted over 20 pays usually starting with the second pay in September. Other areas of insurance are as follows:
  - Cash in lieu of taking insurance is paid to employees on the first pay of the month from September through June.
  - Elective (or optional) HSA contributions are deducted from employees' paychecks every pay. The employer portion is deposited into the HSA on the first pay of each month over the entire year. HSA contributions are subject to yearly IRS limits and includes both the employee and the employer portion. If you wish to make a change to your HSA contribution you must complete a paper form.
- Elective 403(b) and/or 457(b) deductions are deducted each pay. Changes to these deductions can be made at [MyRetirementManager.com](http://MyRetirementManager.com). These deductions are subject to yearly IRS limits.

### In Position and Pay, why doesn't the position start date match my hire date?

- The position date is not a reflection of the hire date. The effective date for position is reflective of the pay period that corresponds with a change to the position (for example, the position moved from one department to another,

the employee was moved to a new position, etc.). Employee hire dates are stored within the HR/Payroll system, but are not viewable in the eSuite Portal.

### **In Position and Pay, why does it not show my current position?**

- The position information displayed in eSuite may not be correct. We are currently in the processes of updating the positions. You may see incorrect information. If this information is not correct please contact HRS.

### **Why doesn't my Pay Rate "date" match the date of my last pay rate increase?**

- The Pay Rate "date" reflects the date Payroll made the pay rate change.
- In some cases, this is the beginning of a pay period. In other cases, the change occurs later in a payroll cycle, causing the change to be entered in the next payroll cycle. In the latter scenario, the "date" reflects the date payroll staff made the change in the Pay Rate screen, not necessarily the effective date of the change.

### **Why is my per pay amount (and/or hourly rate) under the "Positions & Pay Rate" different than on my paychecks?**

- The per pay amount may differ for many reasons. Most of the time the Positions & Pay Rate section shows your full year contract divided by the number of pays per school year you have chosen (21, 22, or 26 pays). If you have missed days, unpaid days, or adjustments to your contract, those will not appear on the Positions & Pay Rate section.
- The payroll software automatically computes the hourly rate on the Position & Pay Rate section, but **it is not correct** because of embedded software programming which doesn't pertain to Ann Arbor Public Schools. You can calculate your hourly rate by dividing your contract by your days worked per school year, divided by the hours you work per day.

### **Can someone explain my accruals?**

- Accruals appear on the Accrual page in the eSuite Portal, and on the Paycheck Information page.
- On the Accrual page, the information is displayed as **calendar year** information and not school year.
- Note that the accrual information displayed on the accrual page is 2-4 weeks behind the current date because it reflects time used or earned during the pay check's corresponding *pay period*.
- Employees receive their sick and PB accruals on the first check of their contract. If an employee terminates, accrual balances will be prorated.

### **Can I make changes to information online?**

- Yes, you can update your name through eSuite. This is sent as a request for a name change to our payroll software. This change request is approved from HRS once an employee provides proper documentation.
- Yes, you can update your address and phone number through eSuite. This is sent as a request to make an address and phone change and is approved through the software by HRS.
- Yes, you can add, delete or change your direct deposit information online. This is sent as a request to update your banking information and Finance will approve it through the software. The most common issue with this change seems to be the sequence number. The sequence number is listing which bank you would like the funds to be deposited First (1), Second (2), Third (3) and so on.
- Coming soon: the ability to change Tax Withholdings online through eSuite in a software update to be released at a later date. In the meantime, a paper form will need to be turned into Finance.