Grand Traverse Band of Ottawa and Chippewa Government

Employee / Per-Capita

Self-Service Portal Instructions

These instructions are for Employees and Tribal members to activate and access the electronic portal for benefits, open enrollment, payroll and per-capita payments, etc.

(See vendor self-service portal instructions for per-capita 1099 information).

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Accessing eSuite:

If you have not done so already, please send an email to the following email address eSuiteSupport@gtbindians.com requesting access to the eSuite system. Please include the following information:

    a. Your name
    b. Your employee and/or Tribal ID number
    c. Your email address that you want to use to receive the activation email.

1. Click on the email you receive from the system or open your web browser, currently the eSuite portal only works with Internet Explorer 11 other platforms are in the development stage.

2. Type https://nws.gtbindians.com/Websites.HR.Portal into your browser address at the top of the screen.
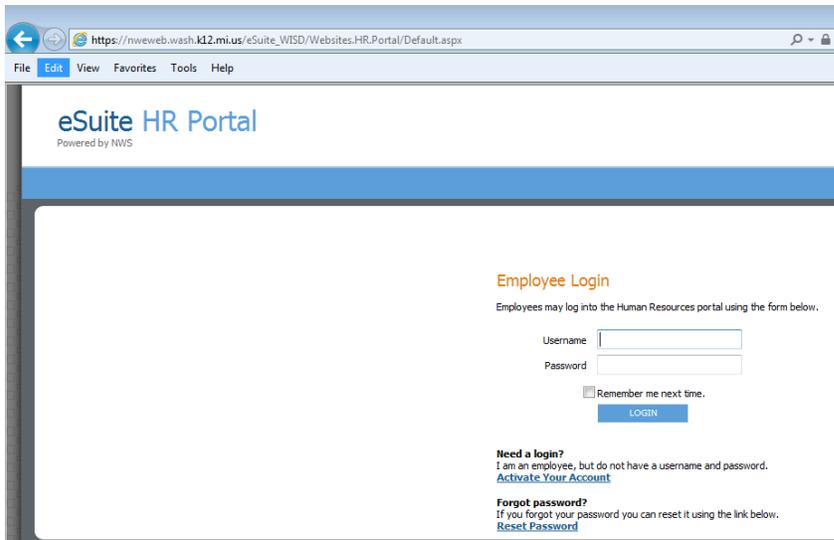
Employee Login:
Used to log in to your account.

Need a login? :
Use this when logging in for the **first time** to activate your account.

Forgot password? :
Use this to reset your password

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Activating Your Accounts:

Before you log into eSuite for the first time, you will need to activate your accounts by setting up a user ID for yourself. Employees and Tribal Members both need to active their accounts under the HR portal.

1. Click the link, "Activate Your Account" that is displayed below the Employee Login area. The Activate Your Account page below will display. Fill in the requested information and click the Continue button, to complete the activation process.

2. If you are an employee tribal member, you will see more than one account that will need to be activated and you will need to create a separate login for each account.

3. After you have completed the steps to create your login ID and password, you will be able to login and view your payroll or per-capita information depending on which account you activated first (see also the vendor instructions for 1099s). If you have a second account to activate repeat sept 1 above and the system will automatically take you to the "Activate your account" screen where you will create another user name and password for the second account. You cannot use the same user name for both accounts; however, you can put the letters TM in front of your per-capita account so you can keep it separate for those tribal member employees

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and this will still count as a different user name.

Example: Employee user name = Spring2017
Per-capita user name = **TM**Spring2017

Accessing Your Account:

1. Navigate to the Employee Login Page at https://nws.gtbindians.com/Websites.HR.Portal, enter your login ID and password, and then click the **Login** button.

2. The HR Home page will display. Click **MY HR** at the top of the page to display the Employee Portal.

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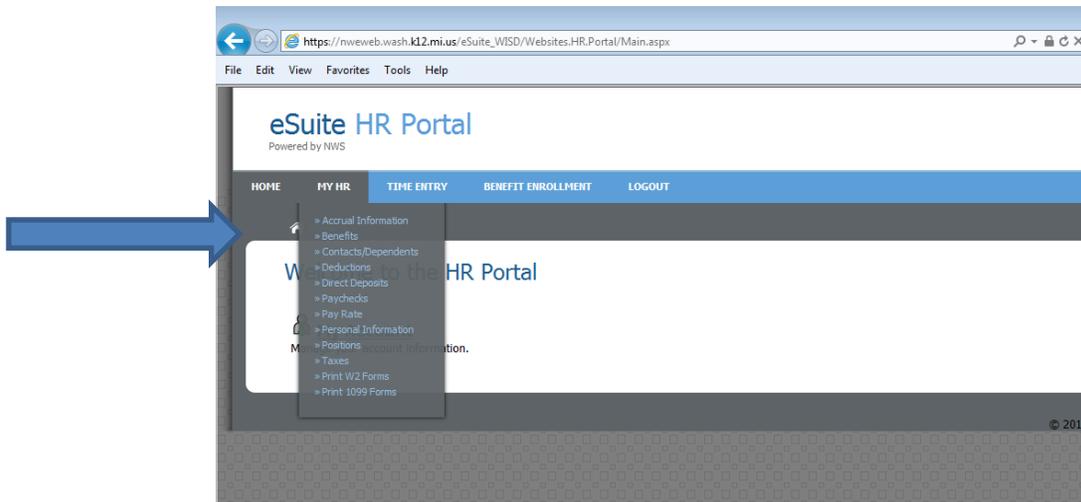
3. The Employee Portal will then display. It contains links to the different types of employee information that you can access as an employee. Percapita information and/or instructions may appear in select areas and information will be different depending on which user name you login as. If you have information missing please try login your other user name (either the employee or Tribal member) prior to calling the OMB office or sending an email to eSuiteSupport@gtbindinas.com. Click on the name of information you want to view. Leave and paycheck activity are two commonly accessed types of information. More instructions will be available on each page.
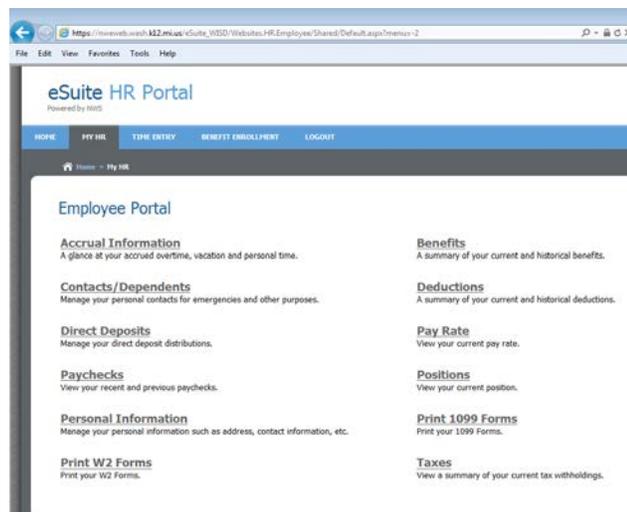
4. **Leave Balances Information**: Click the Accrual Information link. The page will display leave activity and balances. It will be up to date as the most recent paid payroll.
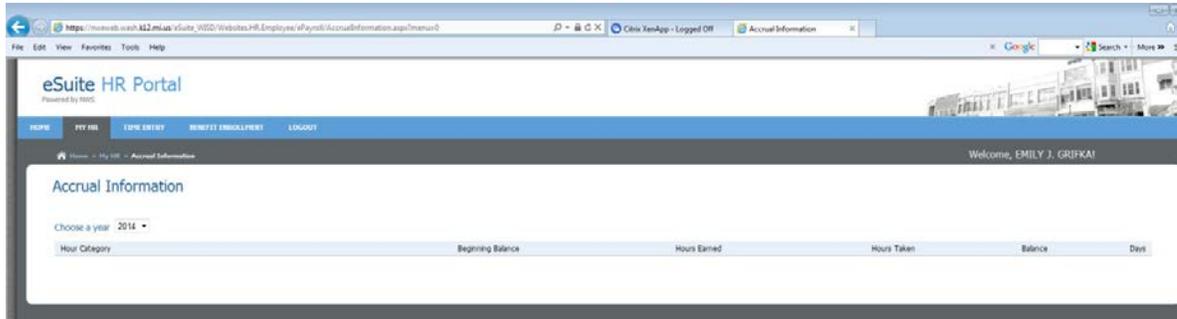
5. Paycheck Information: Click the Paychecks link to display detailed information regarding your paycheck or per-capita check stubs. These are filtered by year and then by pay period.
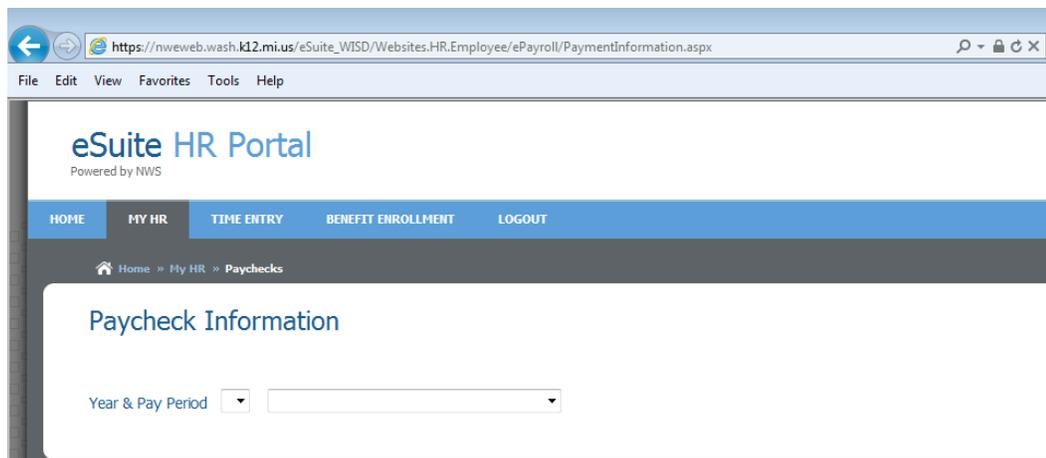
   a. Select the desired pay period from the drop down list.

   b. To view and print an electronic copy of your pay stub, click the blue "Print

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Pay check" button on the right.

Click on MY HR to View the HR directory again.

6. Contacts/Dependents for employees and Direct Deposits for both employees and per-capita are available only for viewing on the portal at this time. To make changes you must contact the Human Resources department for Contacts/Dependents.

7. Direct deposits – This gives you the information regarding your direct deposit. To make changes to Direct Deposits contact the OMB Department.

8. Personal Information allows an employee to request changes to their employee record through the portal. These changes will have to be approved and will show as Pending on the portal until they are accepted by the appropriate department.

9. Positions and Pay Rates, Benefits, Deductions and Taxes are employee informational only. To make requested changes to any of these fields, please contact your department's payroll clerk or Per-capita department.

10. Taxes area shows the most current W4 information on file for payroll and provides links to the W4 forms for changes.

11. Print W-2 and/or 1095C forms will only be available for 2017 and later. If you need a prior year, please contact the OMB or Human Resources Departments.

12. Please reference the Vendor and Tribal Member self-service instructions for activation of your account and how to obtain 1099 information.

13. Benefit Enrollment is available for open enrollment after the Benefit Administrator starts the open enrollment for the new benefit year. These aren't usually available until the end of the calendar year.

    If you need additional assistance, please contact us at the following email address eSuiteSupport@gtbindians.com, include the following information:
    a. Your name (if vendor your company name)
    b. Your Tribal ID or vendor number

Account security notice
The Grand Traverse Band of Ottawa and Chippewa Indians and its electronic service provider take great precautions to secure your information. To ensure your security and privacy when using a shared or public computer, always log out of the electronic portal and close all browser windows when finished. It is also recommended that you avoid accessing your account using an unsecured or public WiFi network.