

Introduction to eSuite



Employee Self-Service

Employee portal that Empowers employees to manage personal information, take an active role in their deductions and benefits. Eliminate data redundancy. Access historical employment records and documents.

<https://myportal.gcoadp.org/Websites.HR.Portal>

Please write down any questions or comments. Send them to Pam McMahan at pmcmahan@gcauditor.com.

We will compile a Frequently Asked Questions (FAQ) sheet and email it back out.

In order to access the Geauga County eSuite Employee Portal:

- <https://myportal.gcoadp.org/Websites.HR.Portal>

If you have an Existing eSuite Account you may Login using your Username and Password

Geauga County HR Portal

Powered by Tyler Technologies



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 Username?

If you forgot your username you can retrieve it using the link below.

[Retrieve Username](#)

Forgot password?

If you forgot your password you can reset it using the link below.

[Reset Password](#)

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HOME MY HR LOGOUT

Home » My HR

Welcome, MICHAEL SMITH!

Employee Portal

Accrual Information

A glance at your accrued overtime, vacation and personal time.

Contacts/Dependents

Manage your personal contacts for emergencies and other purposes.

Direct Deposits

Manage your direct deposit distributions.

Positions and Pay Rates

View your current positions and pay rates.

Paychecks

View your recent and previous paychecks.

Benefits

A summary of your current and historical benefits.

Deductions

A summary of your current and historical deductions.

Personal Information

Manage your personal information such as address, contact information, etc.

Taxes

View a summary of your current tax withholdings.

Print W-2 Forms

Print your W-2 Forms.

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To Initially Activate your Account – Click the Activate Your Account Link

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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

 - -

CONTINUE...

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Enter the Requested Information and you will get an E-Mail from New World – Follow the Directions to Complete Account Activation

If your Last Name and / or Social Security Number are not entered correctly, you will be notified that the Employee cannot be found

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Activate Your Account

Complete the form below to begin the account activation process.

The following error(s) occurred

- Employee not found.

Verify Your Identity

LAST NAME

SSN

 - -

CONFIRM SSN

 - -

CONTINUE...

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If you do not have an E-Mail setup in New World, you will be notified that there is no Primary E-Mail Address on record



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Activate Your Account

Complete the form below to begin the account activation process.

The following error(s) occurred

- An account activation email could not be sent. There is no primary email address on record.

Verify Your Identity

LAST NAME

SSN - -

CONFIRM SSN - -

[CONTINUE...](#)

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If you have an Active eSuite Account but cannot remember your Username or Password, you can retrieve them from the system by clicking the appropriate link



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Retrieve Username

Enter your email address and click the button below. An email will be sent containing your username.

Email Address Email address on file.

[RETRIEVE USERNAME](#) [Back to login](#)

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Password Reset

Enter your email address or username and click the Continue button below. An email will be sent containing a password reset link.

Email Address [CONTINUE](#)

Username [CONTINUE](#)

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Enter the Requested Information and you will get an E-Mail from New World – Follow the Directions to Complete Login