



**LIVINGSTON COUNTY**  
**HUMAN RESOURCES DEPARTMENT**  
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Livingston County Government Center  
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Director of Human Resources  
Personnel Officer

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Deputy Personnel Officer

We are excited to share that Livingston County employees may now access the Livingston County eSuite HR Portal ("eSuite"). Within eSuite, you will have access to view accrual information (updated as of the last run payroll), view and print your paychecks, and view medical insurance plan enrollment. We continue to review additional eSuite functionality and options to provide you with even greater access to your employment information.

eSuite can be used internally or externally at:

<https://livingstoncountyny.nworp.tylerapp.com/nwprod/websites.hr.portal/>

### **Getting Started - Activate Your Account**

You will not be able to set up your eSuite until after your first day of employment.

To log into eSuite, you will need to first activate your account. Go to:

<https://erpweb.livingstoncounty.us/Websites.HR.Portal> and click on the "Activate Your Account."  
(This is shown below circled.)

**eSuite 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.

**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](#)

From the linked page, you will be prompted to set up your username and password. The page will look like the below image.

**Activate Your Account**  
Complete the form below to begin the account activation process.

**Verify Your Identity**

LAST NAME

SSN  -  -

CONFIRM SSN  -  -

**CONTINUE...**

After entering the above information, you should receive an email from eSuite to the primary email you provided to the County with a link to finalize your activation within 5 to 10 minutes. Please reach out to [ERPHelp@livingstoncountyny.gov](mailto:ERPHelp@livingstoncountyny.gov) if you are unable to access the eSuite system.

Once you have activated your account, you will be redirected back to the main eSuite login screen. Enter your username and password you just set up.

## **Functionality of eSuite**

Below is an image of the screen that you will see once you successfully log into eSuite.

**eSuite HR Portal**  
Powered by Tyler Technologies

HOME MY HR LOGOUT

Welcome, KATIE L. HILL!

**Welcome to the HR Portal**  
**Welcome to the Livingston County E-Suite**

E-Suite is our portal that provides Livingston County employees with the ability to access certain personnel information electronically. Through E-Suite, you will be able to view and print past paychecks and W2s, view accrual balances, and eventually update contact information.

We hope that you enjoy the E-Suite portal and find it helpful in gaining access to your personal information. If you have any questions on how to navigate E-Suite or any questions about the information you see displayed, please contact the Livingston County HR Department for additional assistance. We can be reached at [HumanResources@co.livingston.ny.us](mailto:HumanResources@co.livingston.ny.us) or 47570.

**Specific Page Information**

**ACCRUAL INFORMATION**  
You can use E-Suite to check your accrual balances for time away from work including sick, vacation, floating holiday, personal, and more. Go to the MY HR tab and click on ACCRUAL INFORMATION. Here you can see all your balances as of the most recent pay period. (Note, these balances are not updated on a daily basis and reflect the balance as of the last completed pay period.)

**PAYCHECKS**  
You can view and print your paychecks by going to the MY HR tab and clicking on Paychecks. Click on the drop down boxes for the year and pay period. Your paycheck for each pay period will show on the screen and if you want to print it out, click on the blue box labeled Print Pay Check. A separate window will pop up displaying your paycheck which you can then print (it might take up to 30 seconds for the separate window to display).

**BENEFITS**  
By going to the MY HR tab and clicking on Benefits, you can see the medical insurance plan in which you are currently enrolled. It is our intention to move toward allowing employees the ability to participate in open enrollment for health insurance benefits through this portal. This functionality is not yet available. If you have questions about benefits available to County employees, please reach out to our Benefits Specialist, Katelyn Geiser at 47573 or [kgeiser@co.livingston.ny.us](mailto:kgeiser@co.livingston.ny.us)

**DEDUCTIONS**  
By going to the MY HR tab and clicking on Deductions, you can see other benefits in which you are enrolled which have a corresponding amount deducted from your paycheck. For instance, if you are enrolled in a dental plan, FSA account, IRA, or deferred compensation plan, you will see the corresponding amounts which are deducted from your paycheck and the frequency in which they are deducted (monthly, bi-weekly).

**My Account**  
Manage your account information.

## **If You Need Help**

If you have difficulty logging into eSuite or encounter technical difficulties, please contact IT at [erphelp@livingstoncountyny.gov](mailto:erphelp@livingstoncountyny.gov).

If you have questions about your personnel information contained within the eSuite portal, please do not hesitate to reach out to our Human Resources Department at 243-7570 or via email at [HumanResources@livingstoncountyny.gov](mailto:HumanResources@livingstoncountyny.gov).

We are excited about this new resource for County employees and hope it will be a valuable tool!