City of Marion, Iowa

eSuite HR Portal Instructions

You have been given access to the eSuite HR portal which allows you to view your direct deposit pay stub, W-2 tax form, benefits and deductions, and current federal and state tax withholdings.

To access your account please visit the City of Marion website at www.cityofmarion.org.

Click on the Government tab, then **+ Administration**, and then **+ Human Resources**.

Scroll to the bottom of the Human Resources page and click the Employee Self Service link.

Employee Self Service

Under Employee Toolkit, click Payroll Self Service - eSuites - access your pay stubs, W2's, accrual balances

Employee Self Service

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Employee Toolkit:

Target Solutions Training Software - utilized for departmental and annual training

Payroll Self Service - eSuites - access your pay stubs, W2's, accrual balances

Health Solutions Employee Portal - City of Marion well-being site

Login screen

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.

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

Your Login Credentials

Username: lowercase first initial, last name initial, and your City of Marion employee ID.
Example: ts12345

Password: Your initial password is set as the first 4 letters of your last name (the first letter is capitalized) and the last 4 digits of your social security number with an exclamation point   **Example: Smit1234!**

To change your password - Click Home – My Account

If you have any questions – contact
Greg Hosier, Payroll & Benefits Manager
319-743-6304 or ghosier@cityofmarion.org

Multifactor Authentication

- Please follow the instructions on the screen to download a Multifactor Authenticator Application on your mobile device.
- Scan the QR code with your Multifactor Authentication App.
- This will provide you with a 6-digit code that you will need to enter each time you log in.

Employee Login

Follow the instructions below to perform Multifactor Authentication (MFA).

1. Install one of the following applications on your mobile:

   - FreeOTP
   - Google Authenticator
   - Okta

   If a mobile device is not available use the Windows application: **Microsoft OTP**.

2. Open the application and scan the barcode:

Or enter the following secret in your app:

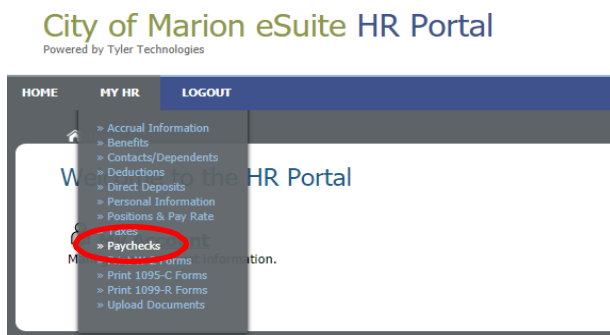**GHV7 6EOT FE5Q C3TO I46X UX7T MX4W 5T3V**

Note: Some applications will not support space(s) inside the code.

Enter the one-time code provided by the application and click Submit.

One-time code [   ]

SUBMIT

To view your direct deposit stub, click on MY HR, then select Paychecks from the drop-down

City of Marion eSuite HR Portal
Powered by Tyler Technologies

| HOME | MY HR | LOGOUT |

- » Accrual Information
- » Benefits
- » Contacts/Dependents
- » Deductions
- » Direct Deposits
- » Personal Information
- » Positions & Pay Rate
- » Taxes
- » Paychecks
- » Print 1095-C Forms
- » Print 1099-R Forms
- » Upload Documents

Select the Year and Pay Period you wish to view. You may click the Print Paycheck button to view and print the direct deposit stub in the standard format.

To View Your Benefits (City of Marion Contribution)
- Click on My HR then select Benefits from the drop-down.
- This section shows the City's portion of benefits that you are currently enrolled in.

To View Your Deductions (Your Contributions)
- Click on My HR then select Deductions from the drop-down.
- This section shows deductions paid by you that you are currently enrolled in.

Other information available - eSuite portal also includes information regarding your:
- Direct deposit bank accounts
- Previous years W-2 forms
- Tax withholding information.