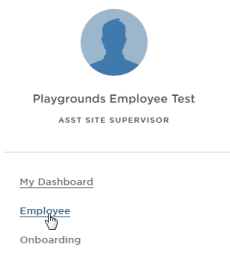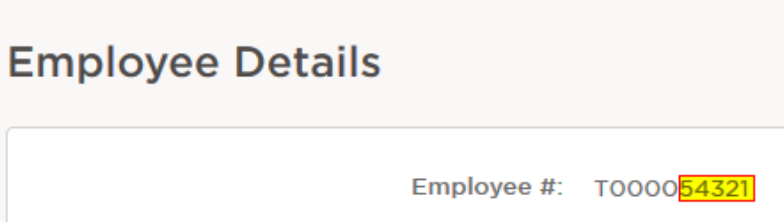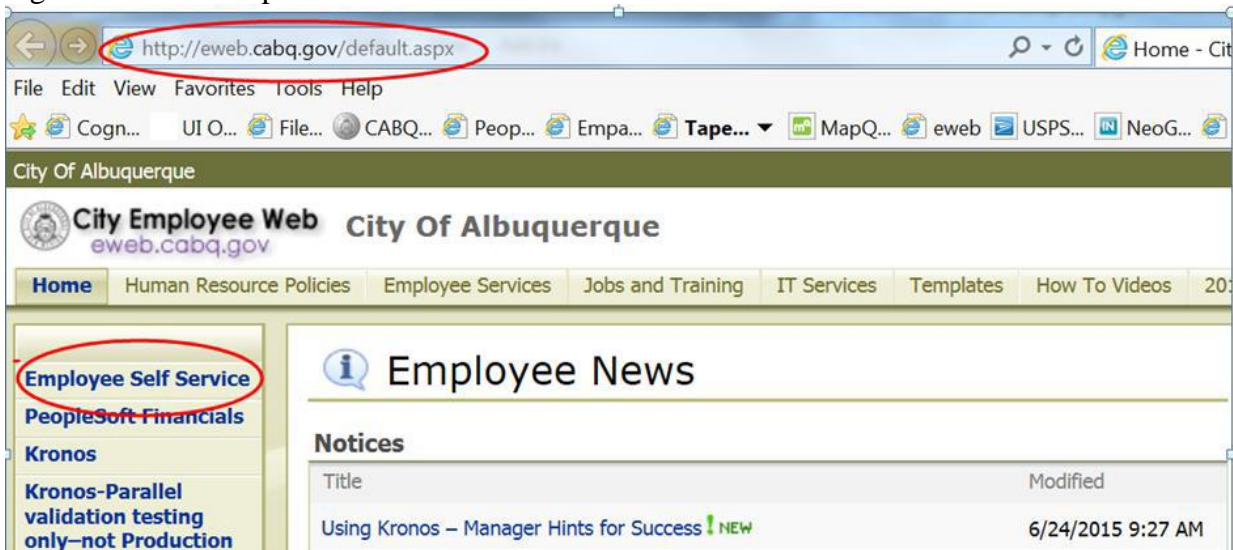# New Employee Enrollment

Welcome new City employee! This is a job aide to introduce you to PeopleSoft, the City's Human Resources, and Payroll system.

Step	Action
1.	Locate your Employee ID number from your **Onboarding** account. On the main page click on the Employee link located on the left side of the page. Playgrounds Employee Test ASST SITE SUPERVISOR My Dashboard Employee Onboarding Your employee number will be listed under Employee Details. Copy the last 5 digits on the number listed under Employee #, this will be used in step 3. **Employee Details** Employee #: T0000**54321**
2.	Open an Internet session from any browser. In the address line type employee.cabq.gov. You can also get there by going to the City's Employee website at eweb.cabq.gov. Once there, you can click on the Employee Self Service link in the top left corner. This will take you to the login screen for PeopleSoft. http://eweb.cabq.gov/default.aspx Home - Cit File Edit View Favorites Tools Help Cogn... UI O... File... CABQ... Peop... Empa... Tape... MapQ... eweb USPS... NeoG... City Of Albuquerque **City Employee Web** City Of Albuquerque eweb.cabq.gov **Home** Human Resource Policies Employee Services Jobs and Training IT Services Templates How To Videos 20 **Employee Self Service** **PeopleSoft Financials** **Kronos** **Kronos-Parallel validation testing only–not Production** (i) Employee News **Notices** Title Modified Using Kronos – Manager Hints for Success ! NEW 6/24/2015 9:27 AM

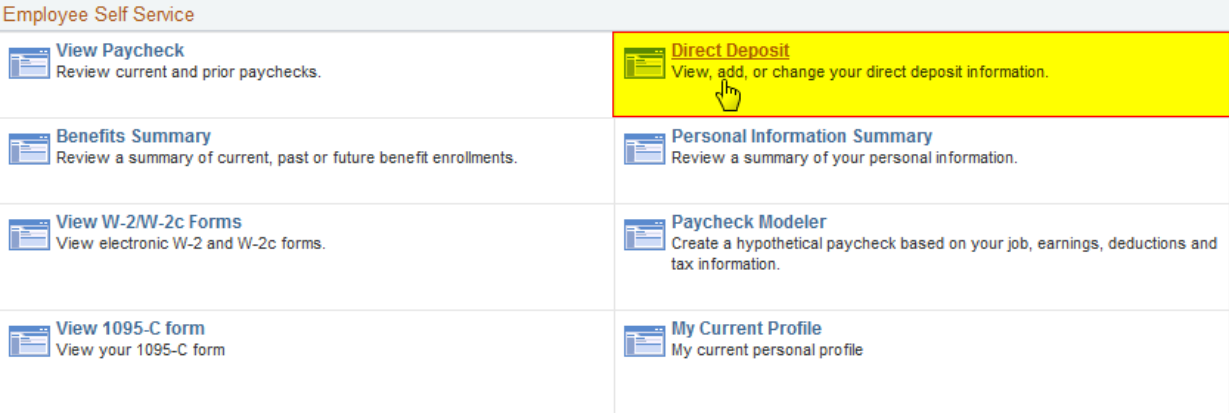| Step	Action
3.	At the login page, sign in by entering your User ID and Password. Your User ID is a six character value **Exxxxx** (the x's being the last five numbers in your Employee ID.) Your default password is c@bq (all lower case) then the last four of your social security number and the first letter of your last name capitalized. An example is: c@bq12345Z.
4.	Immediately after logging in change your password by clicking on main menu then change password. Main Menu ▾ Search Menu: 📁 City Forms 📄 Company Directory 📁 Org Chart Viewer 📁 Self Service 📁 Benefits 📁 Set Up HCM 📁 Enterprise Components 📁 Worklist 📁 Reporting Tools 📄 Create Help Ticket 📄 Mobile Directory/Org Charts 📄 PeopleSoft Financials 📄 Change My Password 📄 My System Profile
5.	On the homepage, click on Personal Information Summary. Verify that name, address and phone numbers are all correct and up to date. Employee Self Service View Paycheck – Review current and prior paychecks. Direct Deposit – View, add, or change your direct deposit information. W-4 Tax Information – View, add, or change your W-4 information. Benefits Summary – Review a summary of current, past or future benefit enrollments. Personal Information Summary – Review a summary of your personal information. Voluntary Deductions – Add or update your voluntary deductions. View W-2/W-2c Forms – View electronic W-2 and W-2c forms. Paycheck Modeler – Create a hypothetical paycheck based on your job, earnings, deductions and tax information. 1095-C Consent – 1095-C Consent Form View 1095-C form – View your 1095-C form My Current Profile – My current personal profile Life Events – Change benefit elections for Life Events such as new employee, marriage, divorce, or new baby.
6.	Click on Change Emergency Contacts ▾ Emergency Contacts **Emergency Contacts** 	Name	Relationship to Employee	Primary Contact	 Change Emergency Contacts

Step	Action
7.	Click on the Add Emergency Contact button to add contact information **Emergency Contacts** Contact Name / Relationship to Employee / Primary Contact / Edit / Delete Add Emergency Contact
8.	Enter the Emergency contact name and relationship, and then click on the Edit Address button to enter the address. Click the OK button to save address. Note: If the emergency contact has the same address as the employee check the Contact has the same address as the employee box. Enter emergency contact phone number (xxx/xxx-xxxx), click the Save button when finished adding all information. Click the ok button, the emergency contact will be listed click the Return to Personal Information link. Personal Information **Emergency Contacts** Emergency Contacts Contact Name / Relationship to Employee / Primary Contact / Edit / Delete Add Emergency Contact Save Return to Personal Information
9.	Click on Home Home | Worklist | Add to Favorites | **Sign out**
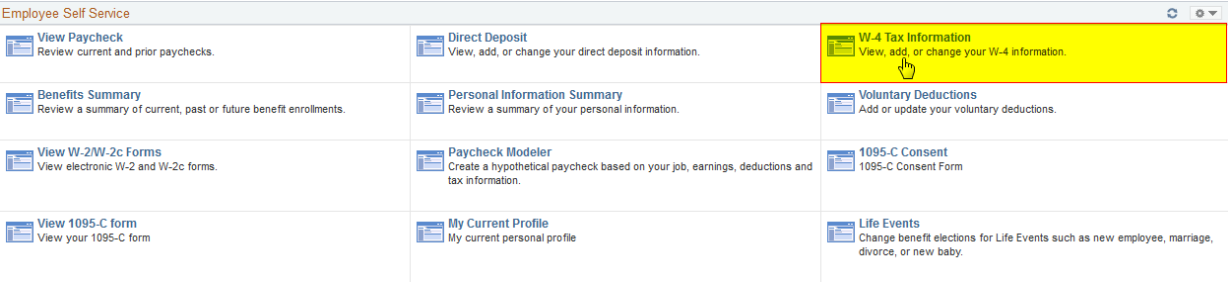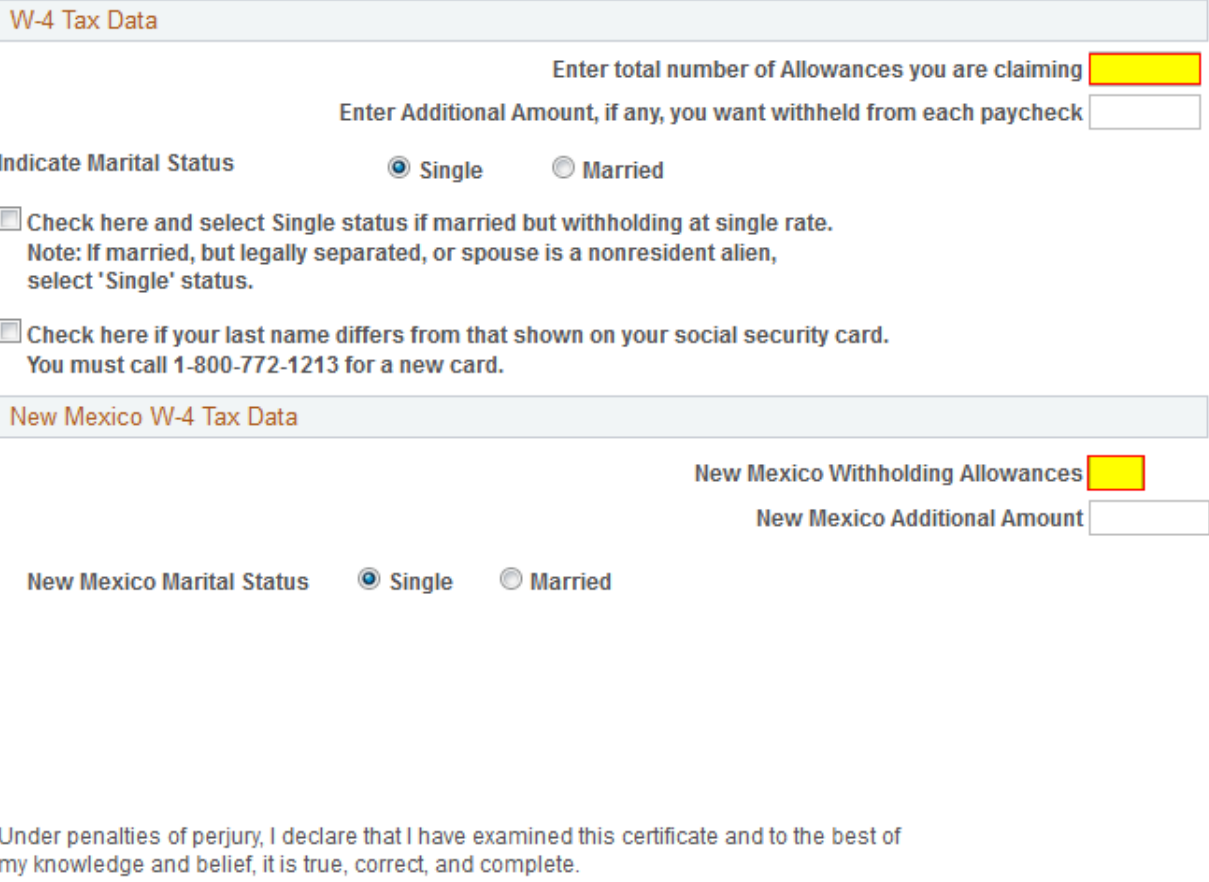
Step	Action
10.	Click on the Direct Deposit Link, then click on the add account button Employee Self Service **View Paycheck** — Review current and prior paychecks. **Direct Deposit** — View, add, or change your direct deposit information. **Benefits Summary** — Review a summary of current, past or future benefit enrollments. **Personal Information Summary** — Review a summary of your personal information. **View W-2/W-2c Forms** — View electronic W-2 and W-2c forms. **Paycheck Modeler** — Create a hypothetical paycheck based on your job, earnings, deductions and tax information. **View 1095-C form** — View your 1095-C form **My Current Profile** — My current personal profile
11.	Add bank account information, set the deposit type, amount of percent, and deposit orders fields to match the highlighted fields below. **Direct Deposit** **Add Direct Deposit** **Your Bank Information** Routing Number [ ] **Distribution Instructions** Account Number [ ] Retype Account Number [ ] *Account Type [▼] *Deposit Type [Balance of Net Pay ▼] Amount or Percent [ ] *Deposit Order [999] (Example: 1 = First Account Processed)
12.	Click the Submit button to save bank information, enter your password to confirm the information is correct. A confirmation message will apear, click the ok button to proceed.
13.	Navigate to the home page by clicking on the home link at the top right

Step	Action
14.	Click on W-4 Tax Information Employee Self Service **View Paycheck** — Review current and prior paychecks. **Direct Deposit** — View, add, or change your direct deposit information. **W-4 Tax Information** — View, add, or change your W-4 information. **Benefits Summary** — Review a summary of current, past or future benefit enrollments. **Personal Information Summary** — Review a summary of your personal information. **Voluntary Deductions** — Add or update your voluntary deductions. **View W-2/W-2c Forms** — View electronic W-2 and W-2c forms. **Paycheck Modeler** — Create a hypothetical paycheck based on your job, earnings, deductions and tax information. **1095-C Consent** — 1095-C Consent Form **View 1095-C form** — View your 1095-C form **My Current Profile** — My current personal profile **Life Events** — Change benefit elections for Life Events such as new employee, marriage, divorce, or new baby.
15.	Enter Allowances in the highlighted boxes, also indicate marital status. Click the submit button to update and save information. Enter password and click continue, click ok after the confirmation message appears. **W-4 Tax Data** Enter total number of Allowances you are claiming [ ] Enter Additional Amount, if any, you want withheld from each paycheck [ ] **Indicate Marital Status** ⦿ Single ◯ Married ☐ Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status. ☐ Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card. **New Mexico W-4 Tax Data** New Mexico Withholding Allowances [ ] New Mexico Additional Amount [ ] **New Mexico Marital Status** ⦿ Single ◯ Married Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
16.	Click on the home link then sign out by clicking on the sign out link on the top right. Home | Worklist | Add to Favorites | **Sign out**