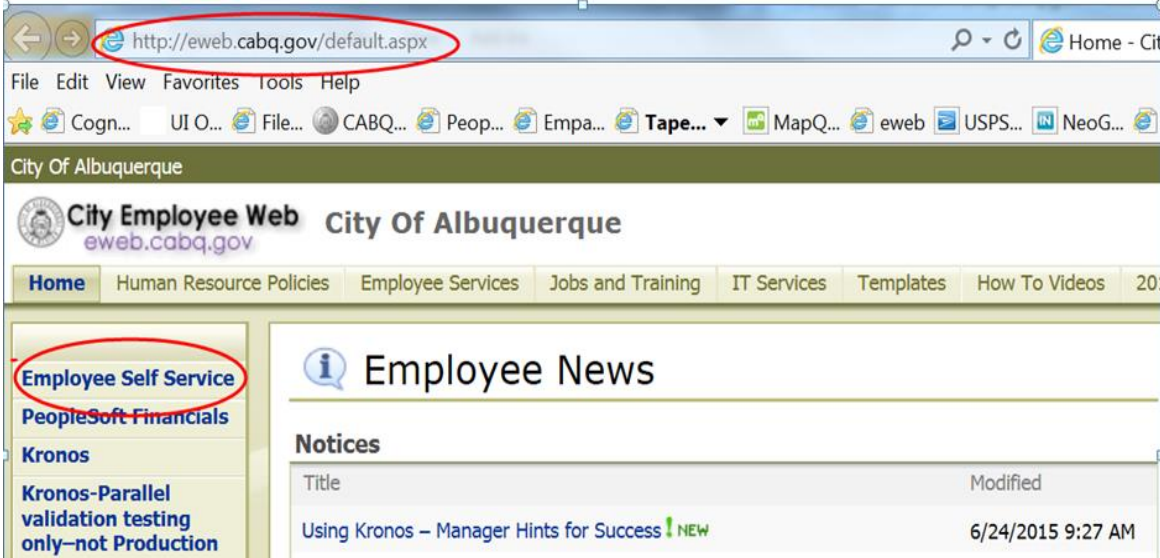


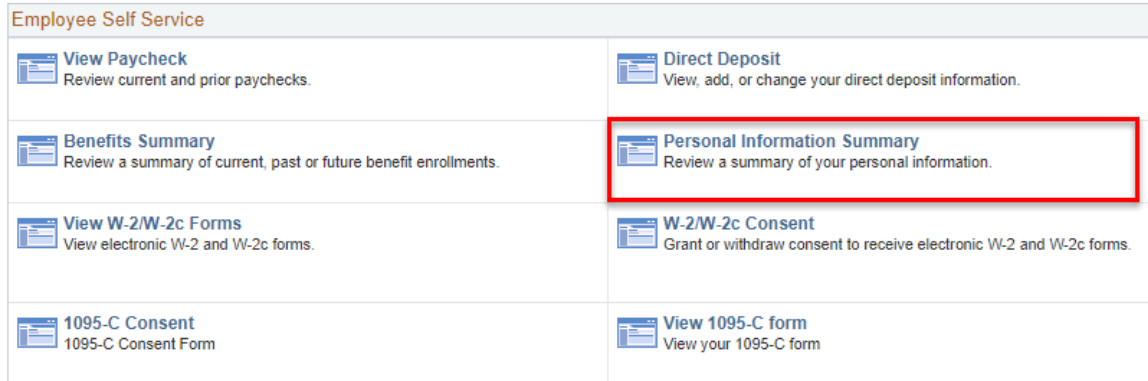


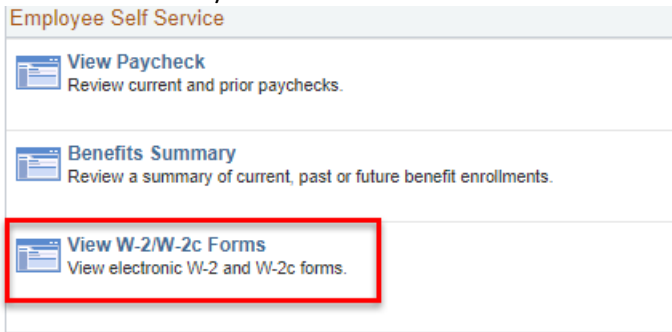
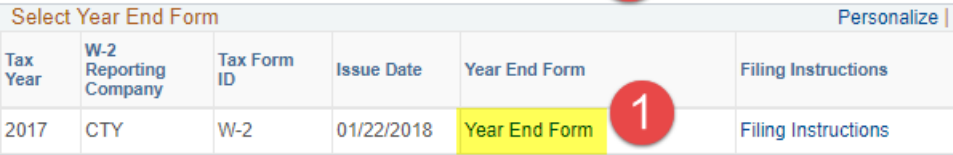
Former City Employee Access to ESS

This is a job aide to help you navigate through PeopleSoft, the City’s Human Resources, Benefits and Payroll system, to make changes to your mailing address, email and phone numbers. In addition, you may print your W-2 and 1095-C forms. You may do this at any time after your separation from the City has been entered into PeopleSoft. Your access ends on April 30th of the year after your separation. Please read this instruction carefully to ensure you make the changes you meant to through Employee Self Service (ESS.)

Please pay attention to the important instructions on each screen throughout the process.

Step	Action
1.	<p>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.</p> 
2.	<p>When the login page appears, sign into PeopleSoft 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.) If you don’t know your password, or if you have entered the wrong three times and get locked out, then call the helpdesk at 768-2930 to have your password reset. Passwords are reset every three months.</p>
3.	<p>Click on the Sign In button.</p>

<h2>Change Address, Phone Number or Email Address</h2>	
1	<p>From the Home screen select Personal Information Summary:</p>  <p>The screenshot shows the 'Employee Self Service' menu with several options. The 'Personal Information Summary' option is highlighted with a red rectangular box. Other options include View Paycheck, Direct Deposit, Benefits Summary, View W-2/W-2c Forms, W-2/W-2c Consent, 1095-C Consent, and View 1095-C form.</p>
2	<p>Click on Change Home/Mailing Addresses and then click on the pencil in the edit column of the line for either your home address or your mailing address. Enter your new address the click Save Keep in mind that if you live outside of New Mexico that your home address must remain 400 Marquette for payroll system purposes. Your mailing address is used by all insurance vendors and City communication.</p>
3	<p>Change Phone Numbers and Change Email Addresses are also in the Personal Information Summary and can be changed similarly.</p>

<h2>View W-2</h2>													
1	<p>Click on View W-2/W-2c Forms:</p>  <p>The screenshot shows the 'Employee Self Service' menu with 'View W-2/W-2c Forms' highlighted in a red rectangular box. Other options include View Paycheck and Benefits Summary.</p>												
2	<p>Click on (1)Year End Form for your most recent W-2 or on (2)View a Different Tax Year:</p> <div style="text-align: right; margin-bottom: 10px;"> 2 View a Different Tax Year </div>  <p>The screenshot shows a table titled 'Select Year End Form' with a 'Personalize' link. The table has columns for Tax Year, W-2 Reporting Company, Tax Form ID, Issue Date, Year End Form, and Filing Instructions. The 'Year End Form' column for the 2017 entry is highlighted in yellow and circled with a red '1'.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Year</th> <th>W-2 Reporting Company</th> <th>Tax Form ID</th> <th>Issue Date</th> <th>Year End Form</th> <th>Filing Instructions</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>CTY</td> <td>W-2</td> <td>01/22/2018</td> <td style="background-color: #ffff00;">Year End Form</td> <td>Filing Instructions</td> </tr> </tbody> </table>	Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	2017	CTY	W-2	01/22/2018	Year End Form	Filing Instructions
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2017	CTY	W-2	01/22/2018	Year End Form	Filing Instructions								
3	<p>A pdf will come up on a new page that you may print.</p>												

	<h2>View 1095-C form</h2>																												
1	<p>Click on View 1095-C form for tax purposes for proof you were offered health insurance:</p> <p>Employee Self Service</p> <table border="1"> <tr> <td> View Paycheck Review current and prior paychecks.</td> <td> Direct Deposit View, add, or change your direct deposit information.</td> </tr> <tr> <td> Benefits Summary Review a summary of current, past or future benefit enrollments.</td> <td> Personal Information Summary Review a summary of your personal information.</td> </tr> <tr> <td> View W-2/W-2c Forms View electronic W-2 and W-2c forms.</td> <td> W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.</td> </tr> <tr> <td> 1095-C Consent 1095-C Consent Form</td> <td> View 1095-C form View your 1095-C form</td> </tr> </table>	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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	1095-C Consent 1095-C Consent Form	View 1095-C form View your 1095-C form																				
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Congratulations! You're done!

NOTE: If you need technical assistance with your User ID or password call 768-2930.

If you have questions about navigating to do what you need to call 768-3758.