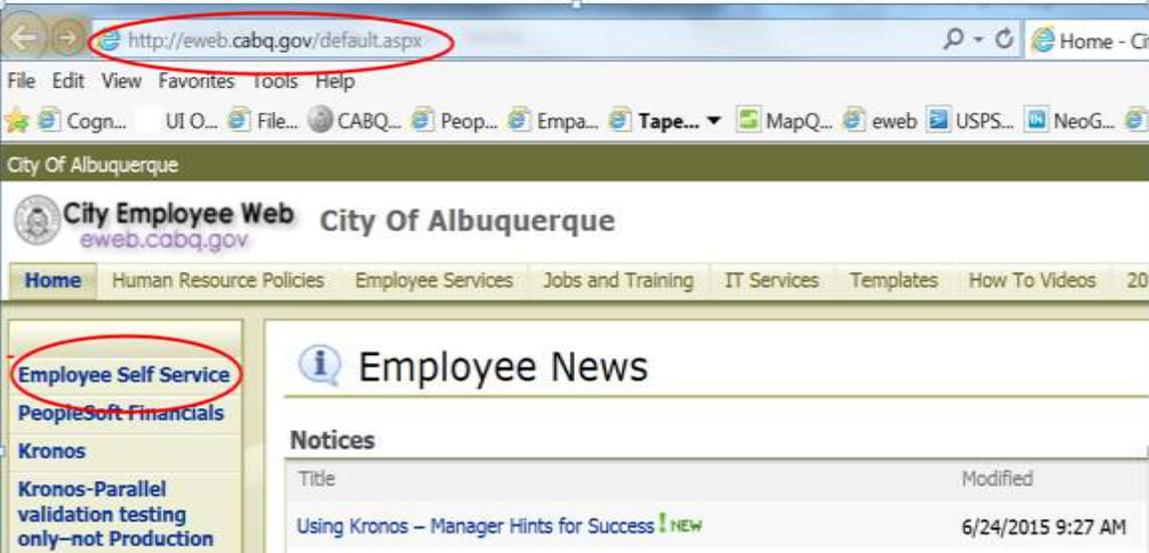


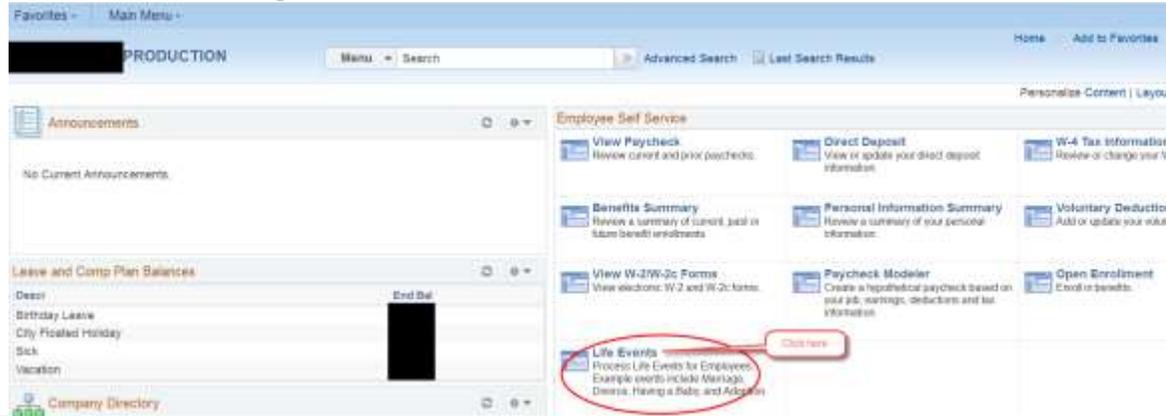


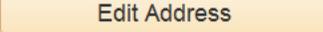
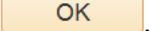
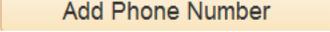
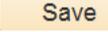
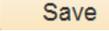
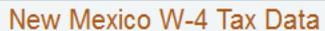
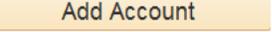
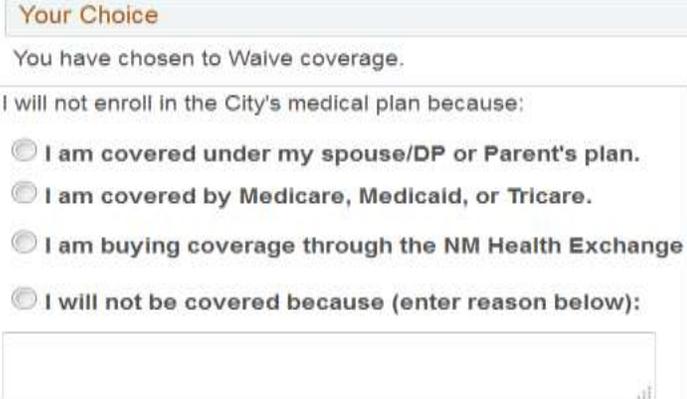
New Employee Benefits Election

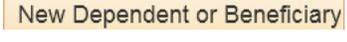
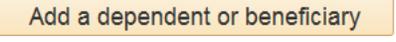
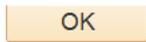
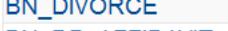
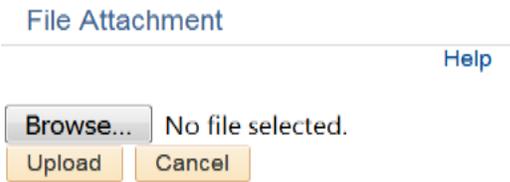
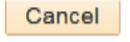
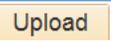
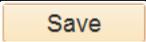
Welcome new City employee! This is a job aide to introduce you to PeopleSoft, the City's Human Resources, Benefits and Payroll system. Please read this instruction carefully to ensure you enroll in the benefits that best fit your needs through Employee Self Service (ESS.)

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.) Your default password is c@bq (all lower case) then the last four digits of your social security number and the first letter of your last name, uppercase. An example is: c@bq1234Z. Change your password immediately after logging in by clicking on MAIN MENU on the top right of the page, then Change Password. Call the helpdesk at 768-2930 to have your password reset if you get locked out after three unsuccessful tries.</p>
3	<p>Click on the Sign In button.</p>

4	<p>On the ESS Home Page, click on the Life Events link:</p> 
5	<p>After you click on the Life Events link, you will see the options. Select New employee benefit enrollment by clicking the button before the option.</p> <p>Employee</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> New employee benefit enrollment <input type="radio"/> I got married Click Here <input type="radio"/> I had a baby <input type="radio"/> I got divorced/legally separated <input type="radio"/> I adopted or gained legal custody/guardianship of a child <input type="radio"/> I had a life status change not listed above
6	<p>A window will pop up for you to enter the Date Change Will Take Effect. Enter your hire date. That date is the Saturday before New Employee Orientation. You may click on the picture of a calendar to the right of the date field to select the date.</p>
7	<p>Click OK</p>
8	<p>The next page is the welcome page. Notice the list of “train stops” on the left that track your progress through the steps.</p>
9	<p>Click on the Next ▶ button at the top, right section of the screen. This opens up four substations on your Personal Information section on the left.</p>
10	<p>Next is the page for your Home and Mailing Address. The address you used on your job application should already be listed as your home address. It must be an address in New Mexico for tax purposes. If you do not yet have a local address then change the Home Address to City Hall’s address: 400 Marquette NW, Albuquerque, NM 87102. Click on the  in the Edit column to bring up the page where you can change/add your address.</p>
11	<p>You may need to enter a Mailing Address. It can be a PO Box, the same as your Home Address or any address where you want to receive your insurance card and other important information from the City. Click Next ▶ when you are done.</p>
12	<p>The phone number you entered on your job application will be showing on your Phone Numbers screen. If the Phone Type is not listed then you will need to click on the  in the Delete column. Then click on Add Phone Number to add a number and designate it as a Mobile or Home number. When you are entering the number, be sure to enter only numbers – no slashes, dashes or parentheses. The number format is automatically applied when you Save the record.</p>

13	Click  at the top right corner of the page to go to the Emergency Contacts page. Click on  and enter the name and relationship of whom you would want to be called in case of an emergency happening at work. If you live with that person then click in the appropriate boxes. If you don't live with them the click on  and enter the address of your designated emergency contact. Then click  .
14	Click on  to add the best number to use to reach your Emergency Contact. Then click  at the bottom of the page. This takes you back to the Emergency Contacts page. If everything looks right then click  .
15	Clicking  will take you to the W-4 Tax Information page. Scroll down to the  section. Complete the section as directed and scroll down further to the  section and complete it. Click the  button at the bottom of the screen. You will be prompted to re-enter your password. This is required for security purposes.
16	Clicking  will take you to the Direct Deposit page.
17	Click on  and follow the directions. Be sure the Deposit Order is 999.
18	Click the  button at the bottom of the screen.
19	Click  to proceed to the Benefits Enrollment page.
20	Click 
21	Read and remember the red note under the  section then click on 
22	<p>The Manual Benefit Enrollment page lists all your options. Click on the  button to the right of a benefit in which you are interested in enrolling.</p> <p>NOTE: If you do NOT want to enroll in medical insurance you must designate a reason for waiving coverage. This is an Affordable Care Act requirement. Click to edit the medical insurance option. Scroll down to the bottom of the page and click  Waive then . Select one of the following options:</p> 
23	To enroll in medical insurance you must first select which plan best fits your needs and those of your qualified family members, if applicable. Then you decide if you want the gym membership. Click on the button before one of the six plan options: Active, Active

	with Gym, Family, Family with Gym, Independent or Independent with Gym. Details about the plans are in the Group Benefits booklet in your packet.
24	After selecting a plan then click  if you are only covering yourself or click  if you want to also insure qualified dependent(s). This takes you to the Add/Review Dependent/Beneficiary page.
25	Click on  to go to the Dependent/Beneficiary Personal Information page. Complete the Dependents Personal Information, Status Information and Address and Telephone sections of the page. Then click  . You should see a screen confirming the information you added was saved. Click  .
26	You will return to the Dependent Information chart listing your recent entry. If you have another beneficiary to add then repeat step 25.
27	If you want to add them to your insurance elections then click on the name in the entry list (in blue). This will take you back to the Dependent/Beneficiary Person Information screen. Click on the Attach Document link at the bottom of the page.
28	This takes you to the Document Upload page. Click on the  to the right of the Select a document field. Your choices are:        
29	Select the option that best describes the document you are uploading to prove that the dependent for which you created a record is an eligible dependent of yours. (i.e. BIRTH for the birth certificate of your child or stepchild, MARRIAGE for the marriage certificate of you and your spouse, DP AFFIDAVIT for the Affidavit of Domestic Partnership with the three required proofs of financial dependence, etc.)
30	Click on  which takes you to the Document Definition – New Attachment screen. Click in the field to the right of “Subject” in the Selection Criteria section. Type in a description of the document (i.e. New Hire Documents) Click on  .
31	 This window will pop up:   Click on Browse.
32	From the File Upload screen navigate to where you have stored your documents, most likely a flash drive. Double click on the document name to select it. The click  in the File Attachment window. When it’s done you should see the name you gave the document next to “Attachment” in the Selection Criteria section of the page.
33	Click 
34	A message will pop up that says Approval is required. (3001,1094)...Since you are a new hire then approval is not required before you continue with the enrollment process.

	However, after you have enrolled with dependents, a member of the Benefits staff will compare the document you uploaded and the record you created for the dependent to ensure they match and that the record is complete.
35	Click OK which will take you back to the Document Upload page.
36	If you need to upload another document then repeat steps 27-34.
37	Click on Return to Event Selection to take you back to the Benefits Enrollment
38	Then scroll to the bottom of the page to see the eligible dependents you entered. Remember: anyone you created a dependent record for with a relationship of Spouse, Child, Step Child, Domestic Partner or Domestic Partner's Child will be listed. However, if you do NOT upload a document to prove your relationship then their coverage will not be accepted.
39	Click in the box in the Enroll column to add them to your coverage for that benefit. If you don't see the name of a dependent you want covered then click on New Dependent or Beneficiary and add them now.
40	Click Continue to go to see your election and its biweekly cost.
41	Select any other option in which you want to enroll by clicking Edit and then the the radio button before the option (plan choice), repeat step 39 until you have completed your benefits choices.
42	Click OK to return to the Enrollment Summary .
43	If you are not ready to decide on your elections yet you need to at least designate the beneficiary for your City paid life insurance (Life and AD and D) by clicking Edit . Scroll to the bottom of the screen and all the dependents and beneficiaries are listed in the Allocation Details box.
44	Select your beneficiary by entering the percentage you wish to allocate to at least one person.
45	Click Continue to return to the Enrollment Summary .
46	When you are done then click on Submit at the bottom of the page.
47	Keep in mind that you may click Continue Later at any time during this process and return to it, picking up where you left off. You may also click on the buttons on the train stop to go to a different section.
48	If you are sure of your elections then click Submit on the Submit Benefit Choices page.
49	Click OK on the Submit Confirmation page which takes you to the initial Benefits Enrollment page.
50	Click on the Benefit Election Review button on the train stop menu on the left side of the page and print for your records.
51	Then click Next ▶ to go to the Event Completion and Exit button on the train stop.
52	Click Complete then you are ready to Sign out (top right section of the page).

Congratulations! You're done!

NOTE: If you need technical assistance call 768-2930. If you have questions about benefit options call 768-3758 or visit the Insurance and Benefits Office in room 702 in Old City Hall (400 Marquette.)