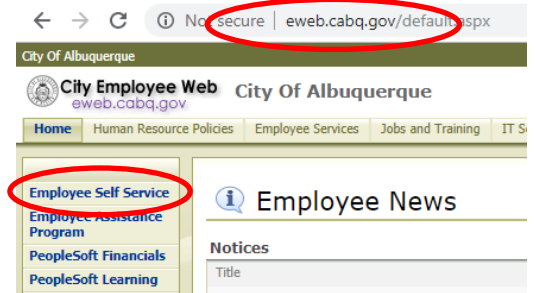


This is a job aide to introduce you to PeopleSoft, the City’s Human Resources, Benefits and Payroll system. Please read the instructions carefully to ensure you find and/or updated your information using Employee Self Service (ESS).

Entering Personal Information

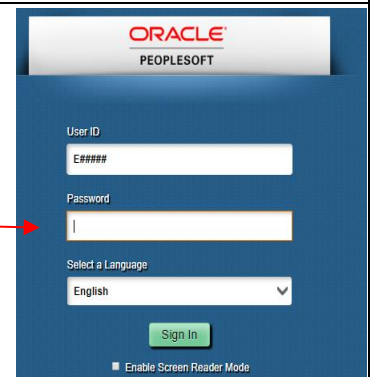
Step 1. Getting to the correct website.

- Open an Internet browser.
- In the address line type: employee.cabq.gov or eweb.cabq.gov.
- Click on Employee Self Service at the top left corner of the page. (This will take you to the login screen for PeopleSoft.)



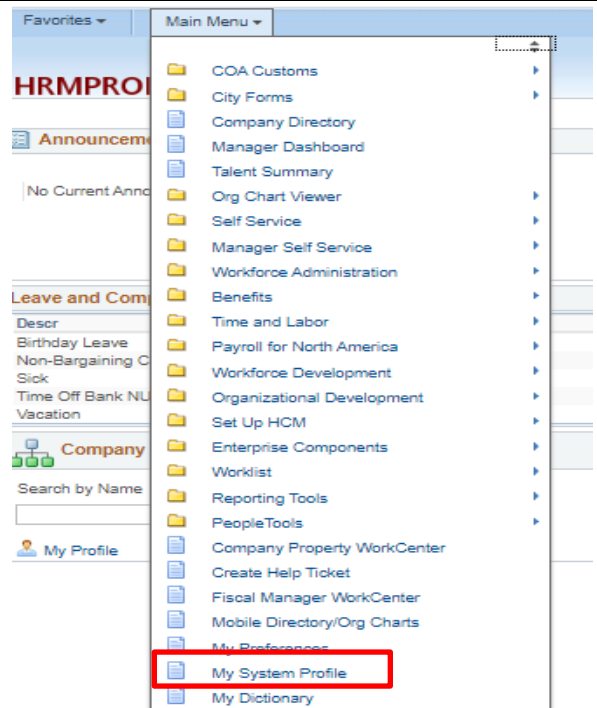
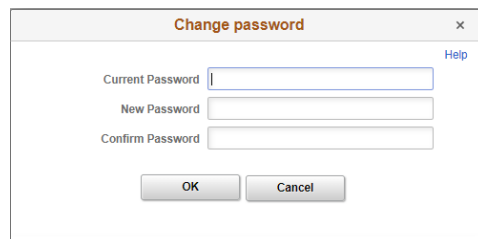
Step 2. Logging on to PeopleSoft.

- Enter your username as: Exxxxx (use E and the last five numbers of your employee ID).
- Enter your password c@bq (all lower case) then the last four digits of your social security number and the first letter of your last name (uppercase). **Example: c@bq1234Z**
- Call the helpdesk at **505-768-2930** for assistance, if necessary.



Step 3. Changing Your Password.

- Click on Main Menu at the top left corner
- Select My System Profile from the dropdown menu.
- The General Profile Information will appear on the next screen.
- Select the “Change Password” link.
- You will be asked to enter your current password (c@bq1234Z)
- and your new password



Entering Personal Information

Step. 4 Updating Personal Information.

- Click the **Personal Information Summary** link.

Employee Self Service

View Paycheck Review current and prior paychecks.	Direct Deposit Add or update 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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	Paycheck Modeler Create a hypothetical paycheck based on yo
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.		

- Make changes by clicking on the yellow box that corresponds with the information which needs to be updated.

Personal Information Summary

[Expand All](#) [Collapse All](#)



Actions ▾

▼ Name



[Change Name](#)

▼ Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	02/05/2019	USA	
Mailing	Current	02/05/2019	USA	

[Change Home/Mailing Addresses](#)

▼ Phone Numbers

Phone Numbers

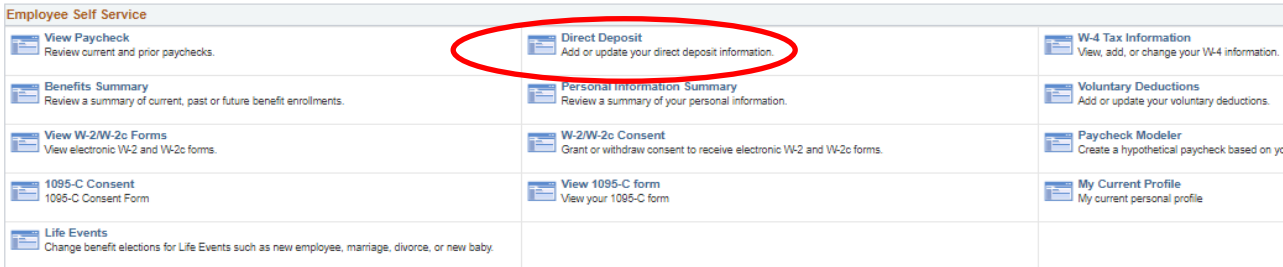
Phone Type	Phone Number	Preferred
Main		
Work		<input checked="" type="checkbox"/>

[Change Phone Numbers](#)

Entering Personal Information

Step 5. Adding Direct Deposit information.

- Click on the **Direct Deposit** link on the Home Screen.



- Enter your bank's **Routing Number**.
- Enter your **Account Number**.
- Retype your **Account Number**.
- Using the drop down menu enter the **Account Type**.
- Use the Deposit Type drop down menu to choose: **Balance of Net Pay**.
- DO NOT** enter anything in the **Amount or Percent** field.
- DO NOT** change the **Deposit Order** number.
- When you have finished entering your Direct Deposit information click on the Save button.
- Click on the **Next** button at the top, right corner, when finished.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

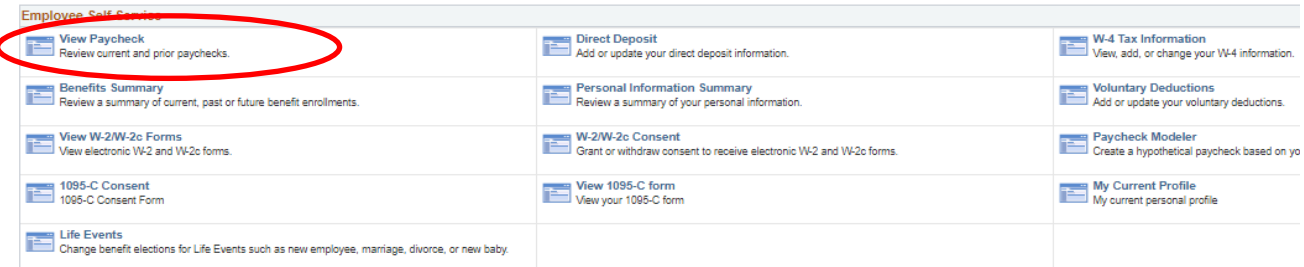
*Deposit Type **DO NOT Change!**

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Step 6. View Past Paychecks

- Click on the View Paycheck link.
- You will find a list of the past paychecks you received. Click on the desired paycheck to view your checkstub.



Entering Personal Information

Step 6. Enter W-4 Tax Information.

- Click on the **W-4 Tax Information** link.

Employee Self Service		
View Paycheck Review current and prior paychecks.	Direct Deposit Add or update 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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	Paycheck Modeler Create a hypothetical paycheck based on yo
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.		

- Enter information for Step 1 through Step 4 with Federal Withholding information.
- Enter New Mexico State tax information.

W-4 Withholding Certificate

City of Albuquerque

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

New Mexico W-4 Data

New Mexico Marital Status

Single

Married

Withholding Allowances

Additional Amount

Claim Exemption from Withholding

I claim exemption from withholding for the year 2020 and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.

Entering Personal Information

Step 7. Elect to have W-2/W-3c received electronically.

- Click on the W-2/W-2c Consent link.

Employee Self Service		
View Paycheck Review current and prior paychecks.	Direct Deposit Add or update 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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	Paycheck Modeler Create a hypothetical paycheck based on yo
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.		

- The screen which appears, will allow you to either withdraw your consent to receive your W-2 or W-2C electronically or consent to have it received electronically.

W-2/W-2c Consent Form



Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Submit your request to withdraw your electronic consent here

Your Current Status Consent received.

Check here to withdraw your consent to receive electronic W-2 and W-2c forms.

Step 7a. View W-2/W-2c Information.

- Click on the View W-2/W-2c Forms link.

Employee Self Service		
View Paycheck Review current and prior paychecks.	Direct Deposit Add or update 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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	Paycheck Modeler Create a hypothetical paycheck based on yo
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.		

- A list of available W-2/W-2c's will be available to choose from and can be downloaded for print.

Entering Personal Information

Step 8. Elect to have 1095-C received electronically.

- Click on the 1095-C Consent link.

Employee Self Service		
View Paycheck Review current and prior paychecks.	Direct Deposit Add or update 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 benefits 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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	Paycheck Modeler Create a hypothetical paycheck based on yo
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.		

- By putting a check mark in the box you will consent to receive your 1095-C electronically, every year.

Form 1095-C Consent



You currently receive Form 1095-C statements electronically

You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form. If you have any questions, please contact your Benefits Administrator.

I withdraw my consent to receive Form 1095-C electronically

Submit

- Step 9. View all elected benefits.
- Click on the Benefits Summary link.

Employee Self Service		
View Paycheck Review current and prior paychecks.	Direct Deposit Add or update your direct deposit information.	W-4 Tax Information View, add, or change your W-4 information.
Benefits Summary Review a summary of current, past, and 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.	W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	Paycheck Modeler Create a hypothetical paycheck based on yo
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.		

- You will be taken to a page that will provide a list of all active benefits you have elected to participate in. Keep in mind changes take time to process and may not be reflected immediately in the Benefit Summary.

Benefits Summary



To view your benefits as of another date, enter the date and select Go.

02/25/2020

Click to View specific information

Type of Benefit	Plan Description	Coverage or Participation
Medical		Waived
Dental		Waived
Vision	Vision	Family
Voluntary Life	Voluntary Life 120,000	\$120,000
Life and AD and D	Basic Life/AD&D Active EE's	\$ X Salary
Dependent Life	Child(ren) Life Ins 10000	\$10,000
Spousal Life	Spouse Life 50,000	\$50,000
Short-Term Disability	Short Term Disability	60% of Salary
Long-Term Disability	Long Term Disability	60% of Salary
Section 457 ICMA	ICMA Deferred Comp	\$10 Before Tax
Sick	Sick General Population	
Vacation	Vacation General	
Birthday Leave	Birthday Leave 8 Hours	
Flex Parking	City Library (\$47.25)	\$567 Pledge
PERS	PERA General Employees	14.65% of Earnings
Fringe Unemployment/Bus	Fringe Unemployment/Bus	0% of Earnings

- The Benefit Summary has links that will allow you to view the specific benefit information. Simply click on one of the blue links to view.

Vision

[Redacted]

To view your benefits as of another date, enter the date and select Go.

02/25/2020 

Vision

Plan Name Vision
 Plan Provider DAVIS VISION, INC
 Coverage Family
 Group Number PR0000123610P100001485

Covered Dependents

Name	Relationship
[Redacted]	Spouse
[Redacted]	Child

- Note: All fields that contain a blue link can be selected to update.

Dependent/Beneficiary Info

Dependent/Beneficiary Personal Information



Use the Edit button on this page to update this information.

Personal Information

First Name [Redacted]

Middle Name [Redacted]

Last Name [Redacted]

Name Prefix

Name Suffix

Date of Birth [Redacted]

Gender Male

Social Security Number [Redacted]

Relationship to Employee Spouse

Status Information

Marital Status Married

Student No

Disabled No

Smoker Smoker

Address and Telephone

Same Address as Employee

Country [Redacted]

Address [Redacted]

Same Phone as Employee

Phone [Redacted] Main

← Click to Edit Dependent/Beneficiary Information

[Attach Document](#)

← Click to attach documentation for dependent/beneficiary.

[Return to View Health Care plan](#)