ONE ALBUQUE RQUE human resources
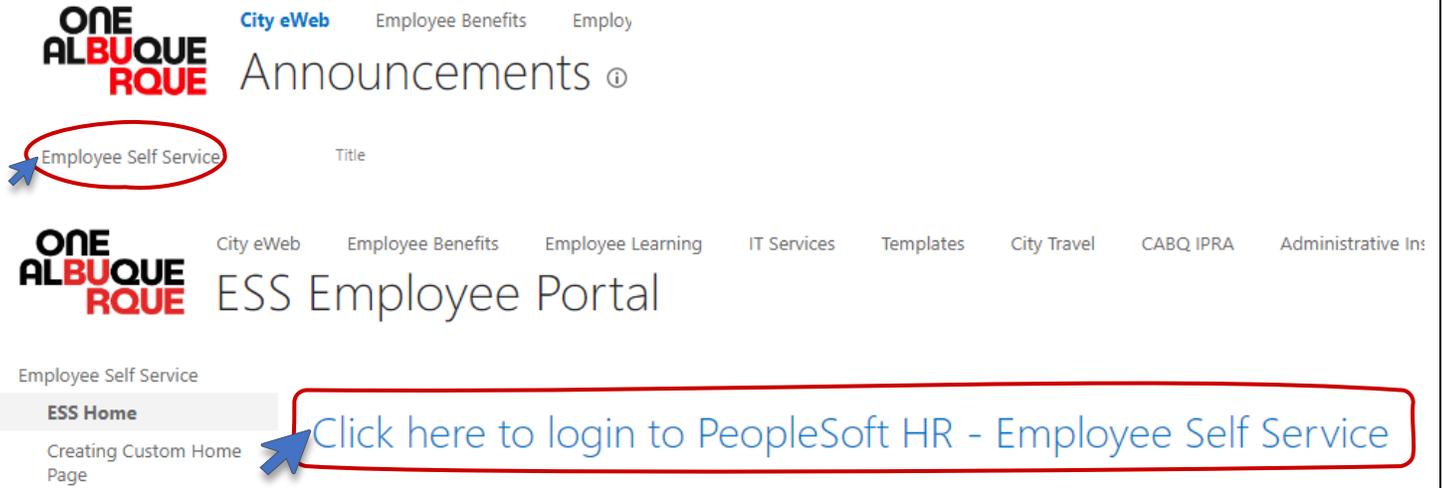
Navigate to Employee Self Service

Step 1.

- Open an Internet browser

- Navigate to eweb.cabq.gov

Step 2.

- Select Employee Self Service from the column on the left, then click "Login to PeopleSoft HR – Employee Self-Service"

Step 3.

- Enter User ID (Employee ID i.e. – E12345)
- Enter Password
- Select Sign In

If you need help logging in, contact the IT Help Desk at (505) 768-2930

ORACLE PeopleSoft

User ID

Password

Select a Language

English

Sign In

☐ Enable Screen Reader Mode

Update Personal Information

Step 4.

- Click on the Personal Details tile on your dashboard

Step 5.

- Click the address you'd like to add/update

Update Personal Information (Cont'd)

Step 6.

- A new window will open, click inside the text box and input the new address information

- Please Note:
  - ✓ You must update your physical <u>and</u> mailing addresses
  - ✓ Do not use apostrophes or special characters

- Once you've entered the new address information, be sure to click save

Cancel	**Address**	Save

Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of	07/18/2023 📅
Address Type	Home
*Country	United States 🔍
Address 1	
Address 2	
Address 3	
City	
State	🔍
Postal	
County	

Contact Us

If you have any concerns, questions, or need help feel free to reach out!
Our office is open Monday – Friday from 8:00am to 5:00pm or visit our website for more benefits information.

Insurance and Benefits Division
📞 (505) 768-3758
📧 employeebenefits@cabq.gov
🖥 cabq.gov/benefits