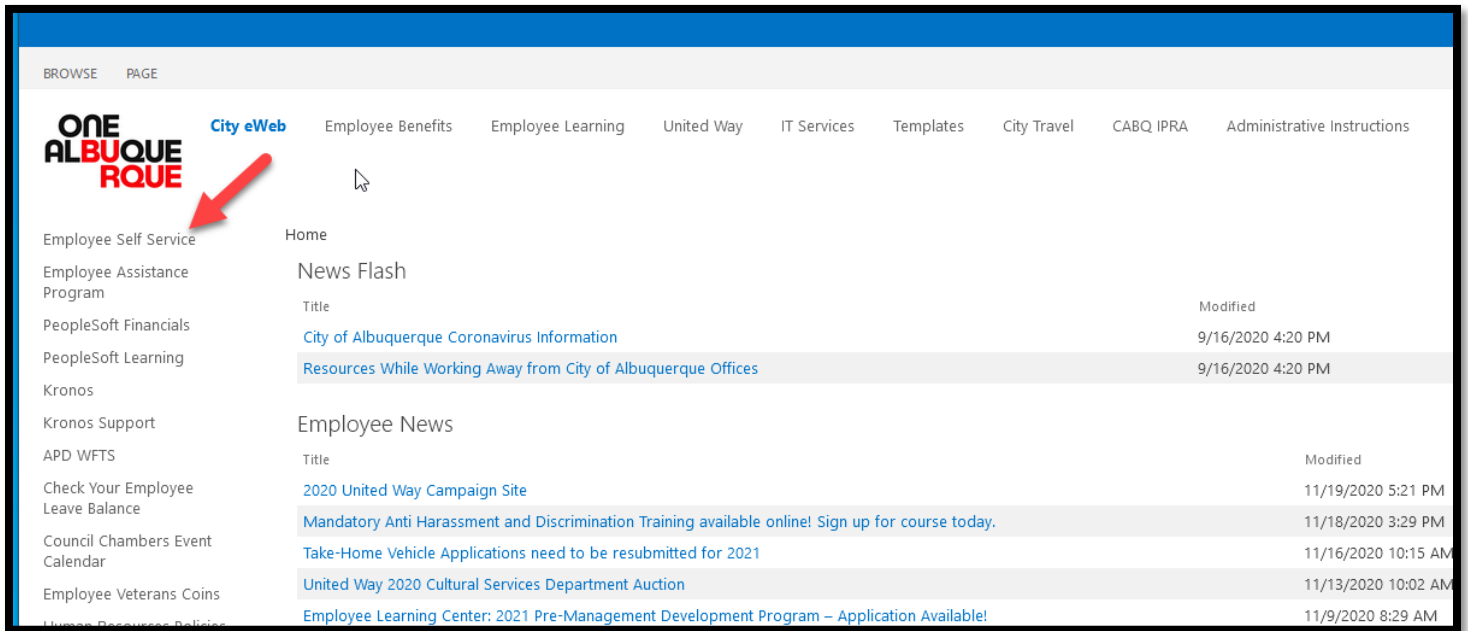


2020 Instructions for W2 Retrieval

Inactive employees have access to retrieve W2 until May of the following year.

Sign into Employee Self-service.

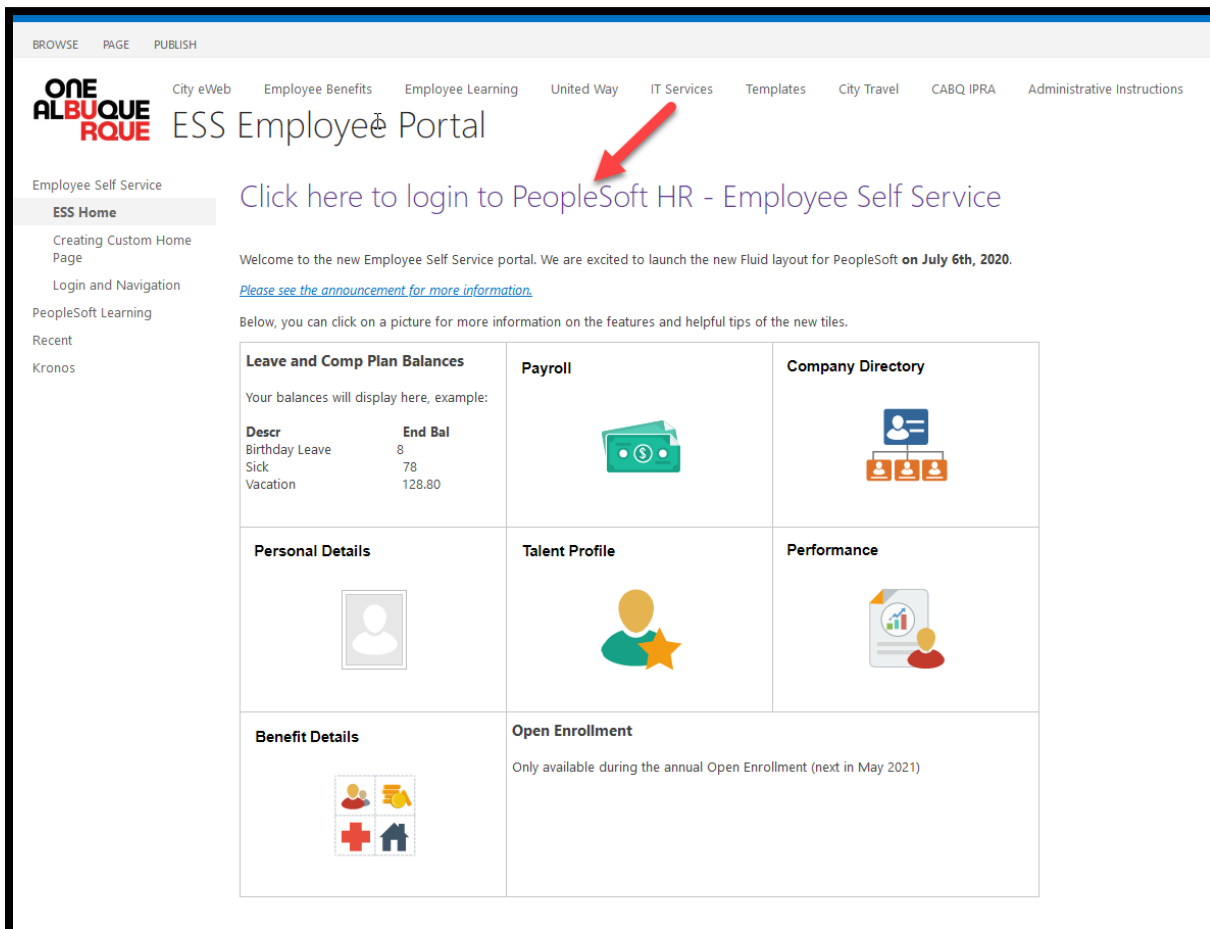
eweb.cabq.gov lands you here. Select **Employee Self Service**.



The screenshot shows the City eWeb homepage. The navigation menu on the left includes: Employee Self Service, Employee Assistance Program, PeopleSoft Financials, PeopleSoft Learning, Kronos, Kronos Support, APD WFTS, Check Your Employee Leave Balance, Council Chambers Event Calendar, and Employee Veterans Coins. A red arrow points to the 'Employee Self Service' link. The main content area features a 'News Flash' section with a table of recent news items and an 'Employee News' section with a table of news items.

Title	Modified
City of Albuquerque Coronavirus Information	9/16/2020 4:20 PM
Resources While Working Away from City of Albuquerque Offices	9/16/2020 4:20 PM

Title	Modified
2020 United Way Campaign Site	11/19/2020 5:21 PM
Mandatory Anti Harassment and Discrimination Training available online! Sign up for course today.	11/18/2020 3:29 PM
Take-Home Vehicle Applications need to be resubmitted for 2021	11/16/2020 10:15 AM
United Way 2020 Cultural Services Department Auction	11/13/2020 10:02 AM
Employee Learning Center: 2021 Pre-Management Development Program – Application Available!	11/9/2020 8:29 AM



The screenshot shows the ESS Employee Portal. The main heading is 'ESS Employee Portal'. A red arrow points to the link 'Click here to login to PeopleSoft HR - Employee Self Service'. Below the heading, there is a welcome message and a link to 'Please see the announcement for more information.' The portal features a grid of tiles for various services: Leave and Comp Plan Balances, Payroll, Company Directory, Personal Details, Talent Profile, Performance, Benefit Details, and Open Enrollment.

Descr	End Bal
Birthday Leave	8
Sick	78
Vacation	128.80

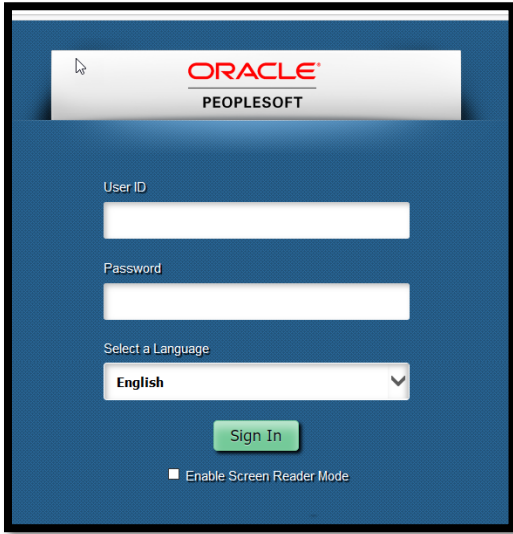
Leave and Comp Plan Balances	Payroll	Company Directory
Your balances will display here, example:		

Personal Details	Talent Profile	Performance

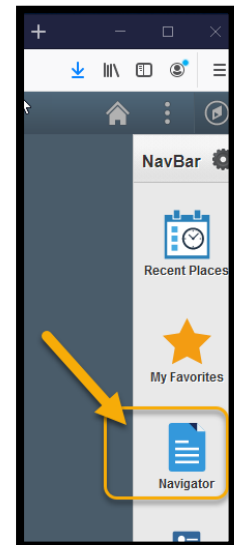
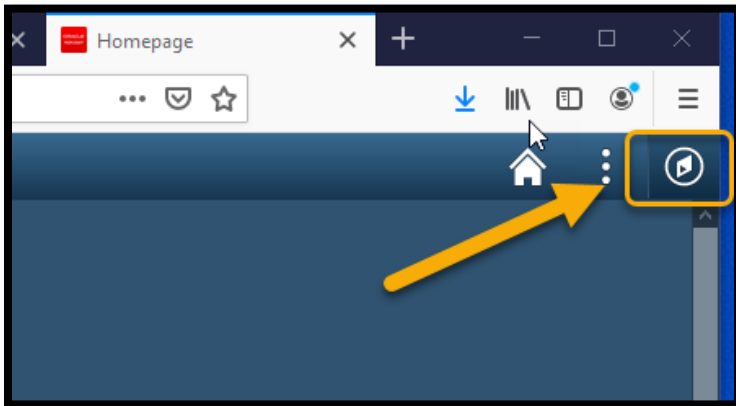
Benefit Details	Open Enrollment
	Only available during the annual Open Enrollment (next in May 2021)

When this screen appears, enter your log-in credentials. If you need a password reset, call the helpdesk at (505) 768-2930. Tell them you need your PeopleSoft password reset. Don't volunteer additional information or it will confuse the matter.

Log In. Make sure your pop-up blockers are turned OFF.

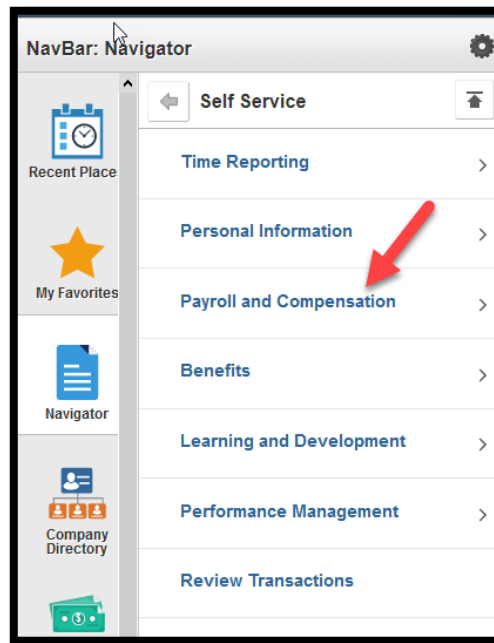
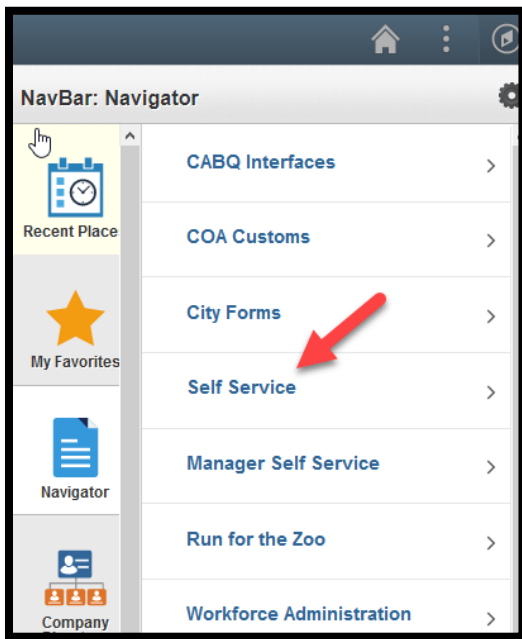


The latest version of Peoplesoft has a new type of navigation. Once logged in, at the top right of your screen you should see this little compass kind of icon.



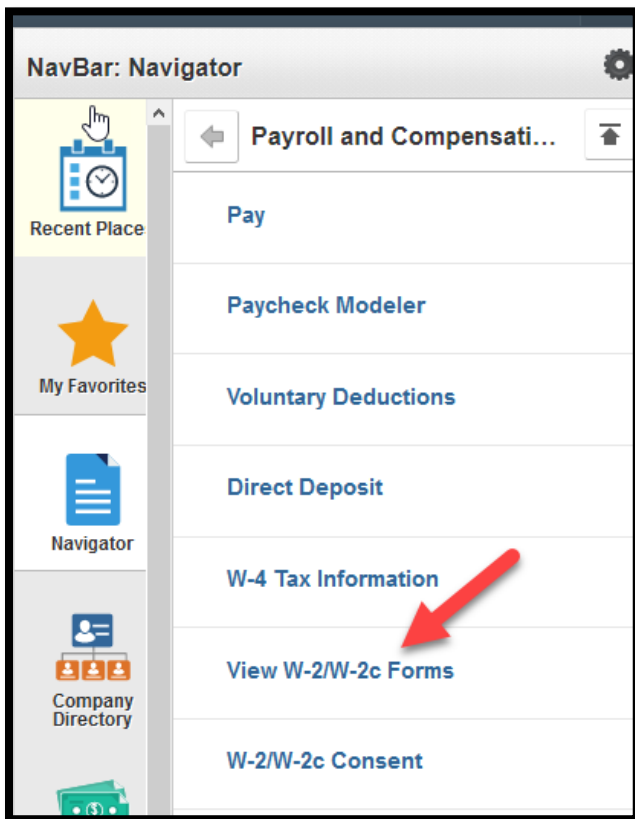
Left mouse click on this icon and the navigation bar will slowly appear from the right.

At the Navigator menu, select **Self Service**.



When the Self Service menu appears, select **Payroll and Compensation**.

Now select **View W-2/W-2c Forms**.



This screen will default to the latest W2 form created for the employee.

My Homepage View W-2/W-2c Forms

View W-2/W-2c Forms

Tax Year 2019

City of Albuquerque

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	02/26/2020	View Form	i

Note the Tax Year. Left mouse-click on **View Form**.

Form W-2 Wage and Tax Statement 2019

Employer's name, address, and ZIP code
CITY OF ALBUQUERQUE
PO BOX 1293
ALBUQUERQUE NM 87103

Employee's name, address, and ZIP code

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
NM	01-406793-005	53409.02	1643.07			

Copy B-To Be Filed With Employee's FEDERAL Tax Return

Dept. of the Treasury - IRS

Form W-2 Wage and Tax Statement 2019

Employer's name, address, and ZIP code
CITY OF ALBUQUERQUE
PO BOX 1293
ALBUQUERQUE NM 87103

Employee's name, address, and ZIP code

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
NM	01-406793-005	53409.02	1643.07			

Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

Dept. of the Treasury - IRS

To view a different year, activate the drop down menu for **Tax Year** and select one.

Timesheet Query Viewer Que

oyee.cabq.gov/psc/hrmprod/EMPLOYEE/HRMS/c/PY_EMPL_FL_PY_W2_YE_FOR

View W-2/W-2c F

Tax Year 2019

- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009

nd Form

y Form

Save images off on another system for future use.