

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 the instructions carefully to ensure you enroll in the benefits that best fit your needs through Employee Self Service (ESS).

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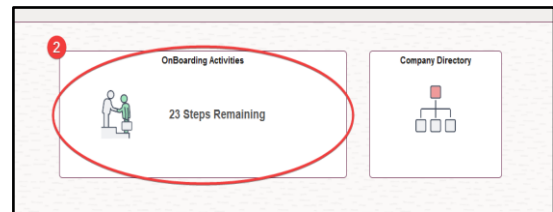
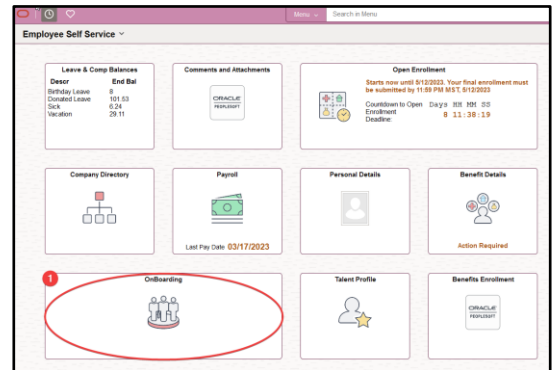
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Step 1. Beginning the New Hire Event

- Begin by logging into Employee Self Service: <https://employee.cabq.gov/psp/hrmprod/?cmd=logon>
- From the Employee Self Service page, click the **OnBoarding** tile to start your life event.
- Choose the **OnBoarding Activities** tile to begin your new hire event.



Step 2. Acknowledgement

- Review the Acknowledgement.
- Place a checkmark in the box next to **"I Agree"**.
- Click the **Save** button.

A password is required to proceed. Once confirmation is generated, click **Next**.

Mark Complete 3 Next >

2 Save

Acknowledgement

Welcome aboard.

On behalf of leadership, we would like to extend our warmest welcome to you in your new role in public service for the City of Albuquerque! We are looking forward to the many contributions you will make in assisting the team fulfill our mission.

We the employees of the City of Albuquerque, pledge to provide our citizens with courteous, efficient, and timely professional service.

Your on-boarding journey will be filled with a lot of information including introductions to coworkers who will be available to assist you. Please take the time to become thoroughly informed about the organization, department, and position you are now a part of by reading provided materials and asking questions when you need more information. Know that we are here to help support your success.

During this process, you will be required to download, read, and acknowledge important information. By clicking an "Acknowledge" button, you attest that you:

- Have read and fully understand the information provided, and
- Agree to comply with requirements of the information.

By clicking "I agree" and save below, you understand how the system will work and your acknowledgement on subsequent pages is capturing your electronic signature.

Again, welcome to the Team!

I Agree 1

Step 3. I9

- Review Instructions of completing the I9 form prior to filling out the form.
- Once you have filled out the I9 form select "Submit".
- Select "Next".

Instructions Start Over

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

Last Name (Family Name)

First Name (Given Name)

Address (Street Number and Name)

City or Town

State

Zip Code

Submit

Step 4. EEO Self Identification

- Review Instructions.
- Answer Ethnicity question.
- Select Race.
- Select Save
- Select Submit

What is your ethnicity?

Are you Hispanic or Latino?

What is your race? Select one or more.

1. American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

2. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

3. Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

4. Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

5. White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

American Indian or Alaska Native No

Asian No

Black or African American No

Native Hawaiian or Other Pacific Islander No

White No

Decline Self-Identification No

Comments

Save Submit

Step 5. PERA Form

NOTE: A condition of employment with the City of Albuquerque, in most instances, is to participate in the Public Retirement Association, also known as PERA. (In some cases an employee)

- Complete "Information About You".
- Answer PERA Retiree question.
- Answer whether or not you are contributing to ERB.
- Enter your dependent's information if applicable.
- Certify your document by dating it.
- Acknowledge the information is correct.
- Select **Save** and **Submit**.

Step 6. Documents

- Step 1. Click on each of the Download buttons to review the information for:
 1. ACA Exchange Notice
 2. HIPAA Privacy Notice
 3. Medicare Part D Notice
 4. Women’s Health and Cancer Rights Act

Documents

Step 1 - Download Documents

Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.

Document / Description	File Name	Action
ACA Exchange Notice Information about the new Health Insurance Marketplace, open enrollment for the Health Insurance Marketplace, and let you know that you may qualify to save money on health insurance premiums in the Marketplace.	employer-notice-on-aca.pdf	Download
HIPAA Privacy Notice This Notice describes how medical information about you may be used and disclosed and how you can get access to this information.	coa-hipaa-privacy-notice.pdf	Download
Medicare Part D Notice Information about your current prescription drug coverage with the City of Albuquerque and about your options under Medicare’s prescription drug coverage.	medicare-d-notice-2018.pdf	Download
Women’s Health and Cancer Rights Act If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the WHCRA of 1998.	whcra.pdf	Download

- Step 2. Acknowledge / Upload Required Documents.

Step 2 - Acknowledge / Upload Required Documents

You must acknowledge or upload the listed documents.

Document / Description	File Name / Attached On	Action
Employee Benefits Acknowledgement Employee Benefits Acknowledgement - By clicking acknowledge, you attest that you have read and fully understand the information provided, and agree to comply with requirements of the information.	Employee_Benefits_Acknowledgement.pdf	Acknowledge
City of Albuquerque Policy Acknowledgement COA Policy Acknowledgement - By clicking acknowledge, you attest that you have read and fully understand the information provided, and agree to comply with requirements of the information.	City_of_Albuquerque_Policy_Acknowledgement.pdf	Acknowledge

- Select “Next”.

Step 7. Personal Details

This page that will show all of your personal information. If there are any errors, please contact Human Resources, Employment Division at 768-3700.

- **Home and Mailing addresses details** - Review and click **Next**, at the top right, if correct. If not correct, click on the address to open a box where you can make changes.
- **Marital Status Information** - Provide your marital status. Click the **Next** button. Click **Next**.
- **Additional Information** - Review and cick **Next**.
- **Verify Contact Details** - Review and click **Next**.
- **Verify Name** - Click **Next**.



- **Emergency Contacts** - To add Emergency Contact Information, click on the add box. Click **Save** when finished.
- Click the **Next** button to continue.

Step 8. On or After First Day

This is simply advising that you will be able to complete the next steps during your New Employee Orientation Day.

On or After First Day

Great work so far [REDACTED]

The following pages will not be available until your official hire date of [REDACTED]

- Benefits
- Payroll

You will have an opportunity to complete and assistance with these steps during your New Employee Orientation.

Thank you.

Step 9. NEO Video

You must review the following short video regarding Drug Testing, Anti-Harassment, and Cyber Security.

Step 10. Tax Withholding

- We encourage you to fill out a W-4 form before entering your information in ESS. You can find a form at www.irs.gov.
- Review the Name and SSN at the top of the page for errors.
- Review the Personal Information section for any errors.
- Complete Step 2 through Step 4, for federal withholding
- Complete the New Mexico W-4 Data section for state withholding
- When finished completing all applicable sections, click the **Submit** box.

You will then be asked to enter your password. Click **Continue** and the **OK** button on the next page.

Step 13. Direct Deposits

- To enter account information, click on the **Add Account** button.
- Enter your bank's **Routing Number**.
- Enter your **Account Number**.
- Re-Enter your **Account Number**.
- Using the drop-down menu, enter the **Account Type**.
- Use the Deposit Type drop down menu to choose: **Remaining Balance**
- **DO NOT** enter anything in the **Amount or Percent** field.
- When you have finished entering your Direct Deposit information click on the **Save** button.
- You will then be asked to enter your password. Click **Continue** and then the **OK** button on the next page.
- You will then be taken back to the Direct Deposit page that will provide the information you entered, for review.
- If everything is correct, click the **Next** button at the top, right corner of the page.
- Click the **Next** button at the top, right corner of the page to continue.

The screenshot shows the 'Add Account' form with the following fields and callouts:

- 1: Routing Number (text input)
- 2: Account Number (text input)
- 3: Retype Account Number (text input)
- 4: *Account Type (dropdown menu)
- 5: *Deposit Type (dropdown menu)
- 6: Save button (top right)

Other fields include: Nickname, *Payment Method (Direct Deposit), and Amount or Percent.

NOTE: If there are any errors, a waiting period of 24 hours is required before changes can be made. To make changes, click on the **Edit** option. You will be taken back to the Direct Deposit page where changes can be made.

Step 11. W-2/W-2C Consent

- To receive your W-2/W-2C electronically, put a checkmark in the box and click on the Submit button.
- You will be required to enter your password. An email will be sent to the email address on file, confirming your submission.
- Click the **Next**, button, at the top right to continue.

The screenshot shows the 'W-2/W-2c Consent Form' with the following elements:

- Header: W-2/W-2c Consent Form
- Text: You currently receive W-2 or W-2c paper forms by mail
- Text: You must complete this consent form to receive electronic W-2 or W-2c forms. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.
- Form: consent to receive W-2 or W-2c forms electronically
- Button: Submit

Step 12. Summary

- This page will provide a summary of the steps you have completed for the New Hire event.
- You have the option to complete each step by clicking on the **Mark Complete** button. **All steps must be marked as complete.**
- You can return to a step, to make corrections, by clicking on the **Go to Step** button.
- Click the **Complete** button, when finished.

Summary Complete					
To finish the OnBoarding process, please select the Complete button.					
Steps 22 rows					
Step	Status	Date Completed	Required	Mark Complete	Go to Step
Acknowledgement	✔ Complete	05/04/2023	Yes	Completed	Go to Step
Documents	● Visited		No	Mark Complete	Go to Step
Dependent/Beneficiary Info	● Visited		No	Mark Complete	Go to Step
Attachments	● Visited		No	Mark Complete	Go to Step