

## Review / Change / Update Home and Mailing Address in PeopleSoft

Sign onto Employee Self Service. [eweb@cabq.gov](mailto:eweb@cabq.gov) will land you here.

**ONE ALBUQUERQUE** City eWeb Employee Benefits Employee Learning United Way IT Services Templates City Travel CABQ IPRA Administrative Instructions

Employee Self Service Home

Employee Assistance Program News Flash

PeopleSoft Financials Title Modified

PeopleSoft Learning City of Albuquerque Coronavirus Information 9/16/2020 4:20 PM

Kronos Resources While Working Away from City of Albuquerque Offices 9/16/2020 4:20 PM

Kronos Support Employee News

APD WFTS Title Modified

Check Your Employee Leave Balance 2020 United Way Campaign Site 11/19/2020 5:21 PM

Council Chambers Event Calendar Mandatory Anti Harassment and Discrimination Training available online! Sign up for course today. 11/18/2020 3:29 PM

Employee Veterans Coins Take-Home Vehicle Applications need to be resubmitted for 2021 11/16/2020 10:15 AM

Employee Learning Center: 2021 Pre-Management Development Program – Application Available! 11/13/2020 10:02 AM

11/9/2020 8:29 AM

Make sure your pop-up blockers are turned OFF.

BROWSE PAGE PUBLISH

**ONE ALBUQUERQUE** City eWeb Employee Benefits Employee Learning United Way IT Services Templates City Travel CABQ IPRA Administrative Instructions

## ESS Employee Portal

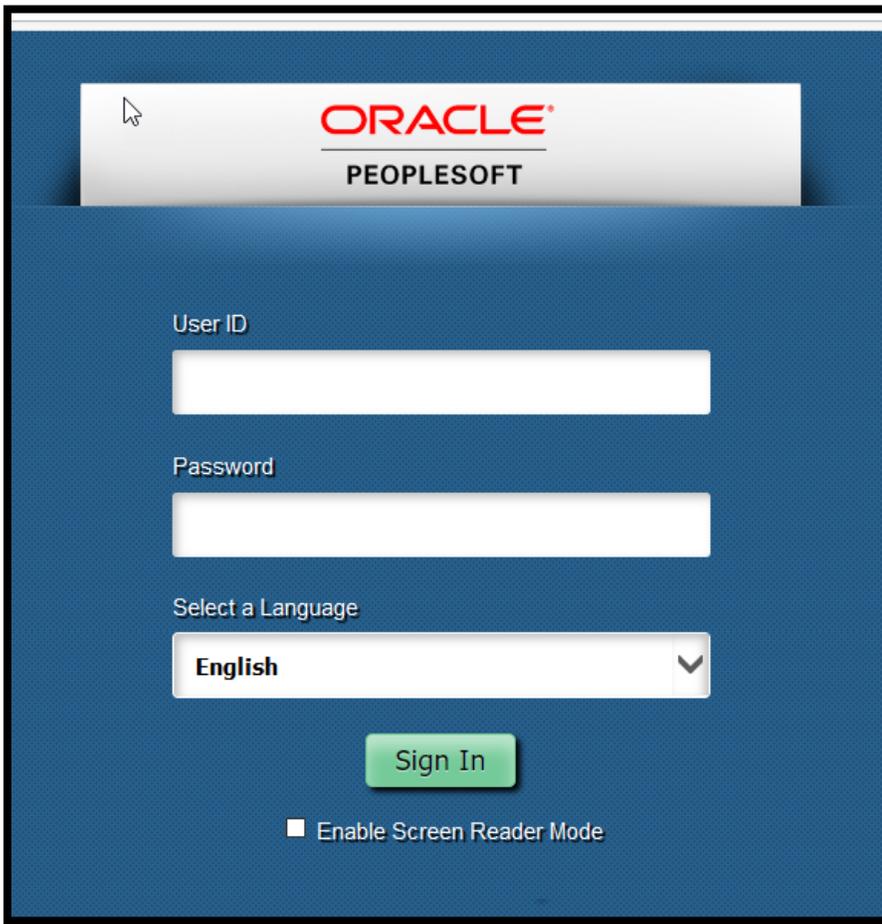
Click here to login to PeopleSoft HR - Employee Self Service

Welcome to the new Employee Self Service portal. We are excited to launch the new Fluid layout for PeopleSoft on **July 6th, 2020**.  
[Please see the announcement for more information.](#)

Below, you can click on a picture for more information on the features and helpful tips of the new tiles.

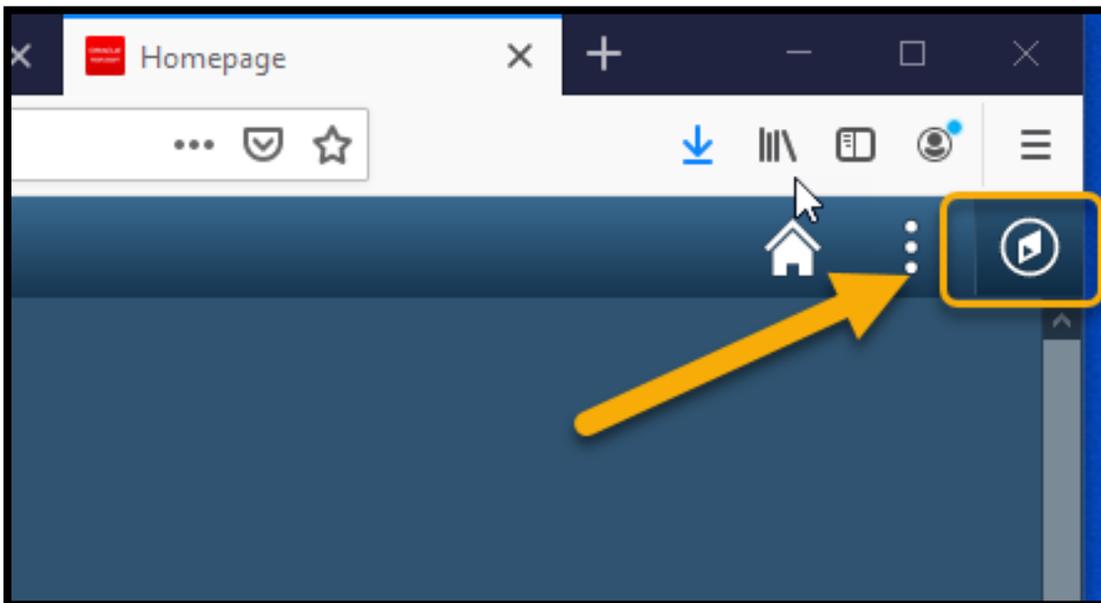
<b>Leave and Comp Plan Balances</b> Your balances will display here, example: <table border="1"><thead><tr><th>Descr</th><th>End Bal</th></tr></thead><tbody><tr><td>Birthday Leave</td><td>8</td></tr><tr><td>Sick</td><td>78</td></tr><tr><td>Vacation</td><td>128.80</td></tr></tbody></table>	Descr	End Bal	Birthday Leave	8	Sick	78	Vacation	128.80	<b>Payroll</b> 	<b>Company Directory</b> 
Descr	End Bal									
Birthday Leave	8									
Sick	78									
Vacation	128.80									
<b>Personal Details</b> 	<b>Talent Profile</b> 	<b>Performance</b> 								
<b>Benefit Details</b> 	<b>Open Enrollment</b> Only available during the annual Open Enrollment (next in May 2021)									

When you arrive at the Sign In screen, enter your credentials. If you are terminated, you might need to call the Help Desk to have your password reset or activated. (505) 768-2930. Tell them you need to have your PeopleSoft password reset.

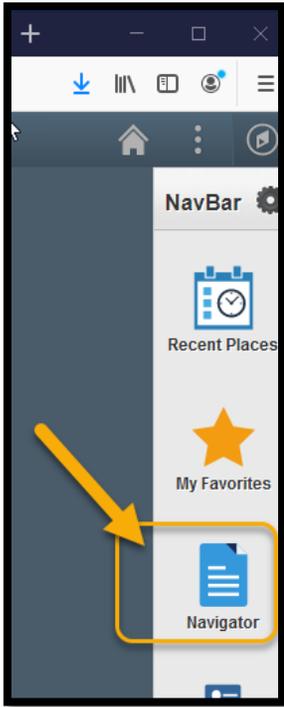


The image shows the Oracle PeopleSoft Sign In screen. At the top, the Oracle logo is displayed in red, with the word "PEOPLESFT" in black below it. The main area is a dark blue background with white text and input fields. There are three input fields: "User ID", "Password", and "Select a Language". The "Select a Language" dropdown menu is currently set to "English". Below the input fields is a green "Sign In" button. At the bottom, there is a checkbox labeled "Enable Screen Reader Mode".

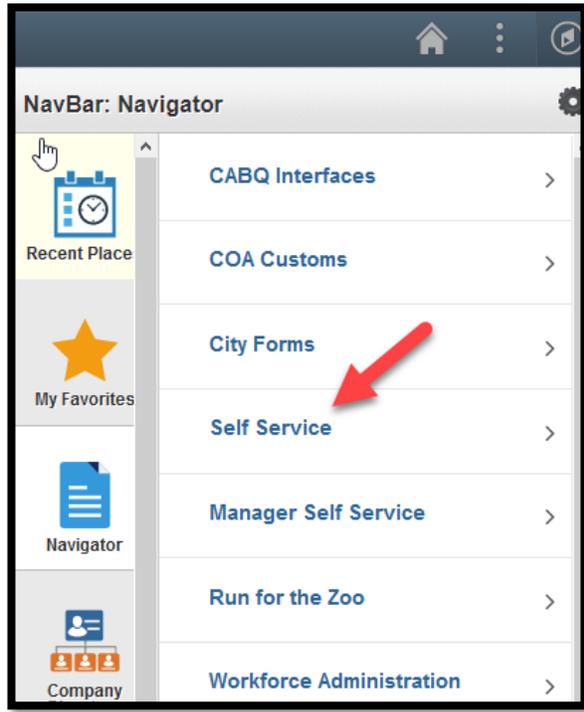
Once you log in you should see a little compass looking icon in the top right corner of your blue screen:



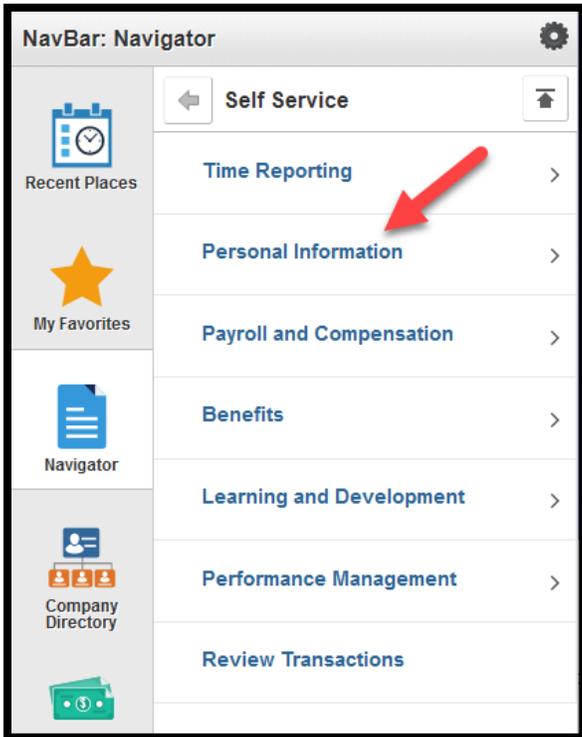
This will open up the Navigator.



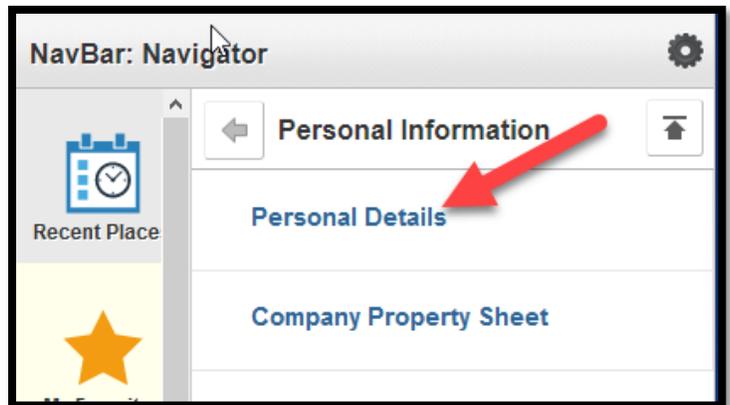
Left mouse-click on **Navigator**.



Select **Self Service**.



Select **Personal Information**.



Select **Personal Details**.

This screen will appear.

View W-2/W-2c Forms Personal Details

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information

**Addresses**

**Home Address**

Albuquerque, NM 87102 Current

**Mailing Address**

ALBUQUERQUE, NM 87102 BERNALILLO Current

click your mouse in here to open up address screen

Activate the address detail screen:

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information

Addresses

Home Address

Cancel Address Save

**Employee 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 12/01/2020

Address Type Home

Country United States

Address 1

Address 2

Address 3

City Albuquerque

State New Mexico

Postal 87102

County

Here is where you make your edits. Highlight over what's there and type in what you want or delete then type in. **ATTN: DO NOT USE APOSTROPHES** Use "Marias" instead of "Maria's" kind of thing.

Make sure to save changes. You must update mailing addresses as well as physical addresses.