

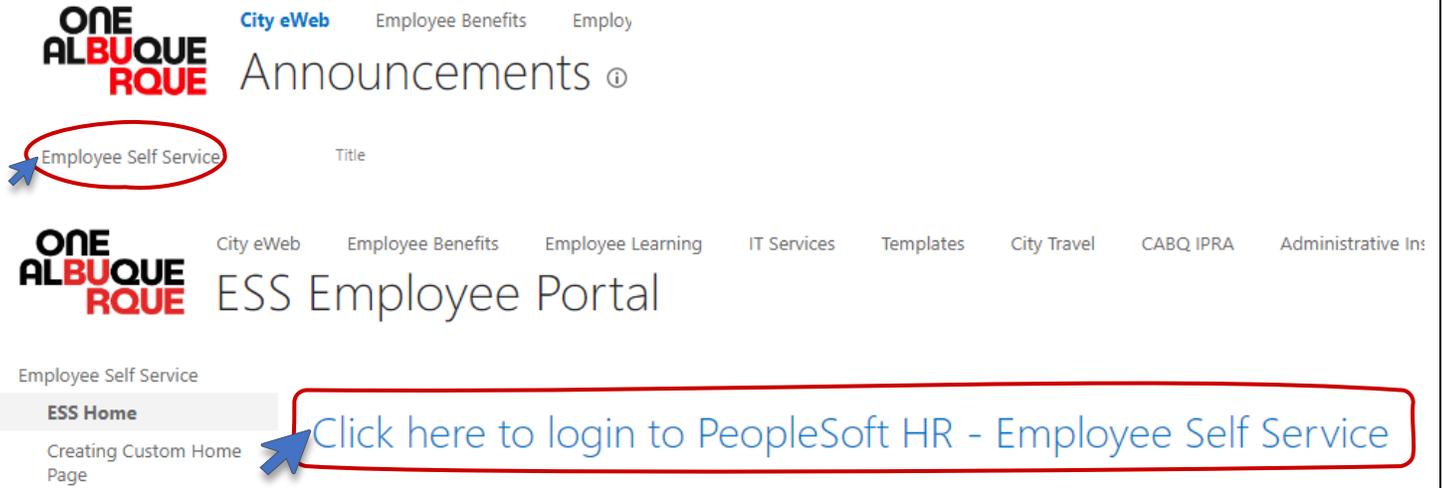
## Navigate to Employee Self Service

### Step 1.

- Open an Internet browser
- Navigate to [eweb.cabq.gov](http://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**

The image shows the ORACLE PeopleSoft login page. It has three numbered steps: 1. User ID input field, 2. Password input field, and 3. Sign In button. There is also a 'Select a Language' dropdown menu set to 'English' and a checkbox for 'Enable Screen Reader Mode'.

## Update Personal Information

### Step 4.

- Click on the Personal Details tile on your dashboard

Employee Self Service ▾

<b>Leave &amp; Comp Balances</b> <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>Non-Bargaining Comp Time</td><td>12</td></tr><tr><td>Sick</td><td>24.69</td></tr><tr><td>Vacation</td><td>25.50</td></tr></tbody></table>	Descr	End Bal	Birthday Leave	8	Non-Bargaining Comp Time	12	Sick	24.69	Vacation	25.50	<b>Fluid Forms</b> 	<b>Company Directory</b> 	<b>Payroll</b>  Last Pay Date <b>07/07/2023</b>
Descr	End Bal												
Birthday Leave	8												
Non-Bargaining Comp Time	12												
Sick	24.69												
Vacation	25.50												
<b>Personnel Election Ballot</b> 	<b>Personal Details</b> 	<b>Benefit Details</b> 	<b>Performance</b> 										

### Step 5.

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

← | 🕒 | ❤️ | 🔍 Search in Menu

### Personal Details

**Jean Doe** Employee

<b>Addresses</b>	<b>Addresses</b>
Contact Details	<b>Home Address</b>
Marital Status	400 Marquette Ave Albuquerque, NM 87102 Current <span style="float: right;">&gt;</span>
Name	<b>Mailing Address</b>
Ethnic Groups	400 Marquette Ave Albuquerque, NM Current <span style="float: right;">&gt;</span>
Emergency Contacts	
Additional Information	

### 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 and 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  

Address Type

\*Country  

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](mailto:employeebenefits@cabq.gov)

 [cabq.gov/benefits](http://cabq.gov/benefits)