

# VIEW PAYCHECK IN EMPLOYEE SELF-SERVICE – PEOPLESFT

Go to [eweb.cabq.gov](http://eweb.cabq.gov)

When you land here, select Employee Self Service

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

Employee Self Service

Home

News Flash

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

Employee News

Title	Modified
Flexible Spending Account Update	2/8/2021 8:44 AM
Goal Setting for Healthy Living Webinar	2/4/2021 1:29 PM
February Retirement Seminar	2/3/2021 4:46 PM
Mobile Health Center: March Schedule	2/3/2021 11:42 AM
February Wellness Newsletter	1/26/2021 4:44 PM
\$25 Amazon Gift Card for Completing your Personal Health Assessment	1/26/2021 4:38 PM
Announcing the 2021 BetterHealth Ambassadors	1/26/2021 4:30 PM
BetterHealth Bicycle Challenge	1/26/2021 2:57 PM
Mandatory Anti Harassment and Discrimination Training available online! Sign up for course today.	1/15/2021 11:51 AM
Supervisory Development Program Schedule! Register for a class this year today!	1/13/2021 10:44 AM
City of ABQ Early Retirement Process	1/6/2021 2:47 PM
Mobile Health Center Schedule for January & February	12/23/2020 10:00 AM
Tuition Reimbursement and Educational Leave Applications Now Open! Deadline January 15, 2021!!!	12/14/2020 7:27 AM
Employee Learning Center: 2021 Pre-Management Development Program – Application Available!	11/9/2020 8:29 AM
Cash Handling Training Now Online!	10/6/2020 3:09 PM

Remote Work Resources

Emergency Preparedness

Albuquerque Weather

60° Clear. Partly cloudy throughout the day. More at Dark Sky

Employee Webmail

Department Sites

- Animal Welfare
- Aviation
- Budget
- City Clerk
- Cultural Services
- Department of Technology & Innovation
- Economic Development
- Emergency Operations Center
- Enterprise Resource Planning (ERP)
- Environmental Health
- Family and Community Services
- Finance & Administrative Services
- Fire
- Human Resources Staff and HR Coordinators
- Internal Audit
- Legal

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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)									

Let us know your feedback or ask a question below (must be logged in):

Recent Unanswered questions Answered questions

Favorite Items List  
Will my Favorite Items list still be...  
By Montoya, Vincent S. | Latest rep...

Password reset or locked out

- Contact City Service Desk
- Open a ticket
- helpdesk@cabq.gov
- 505.768.2930

FYI

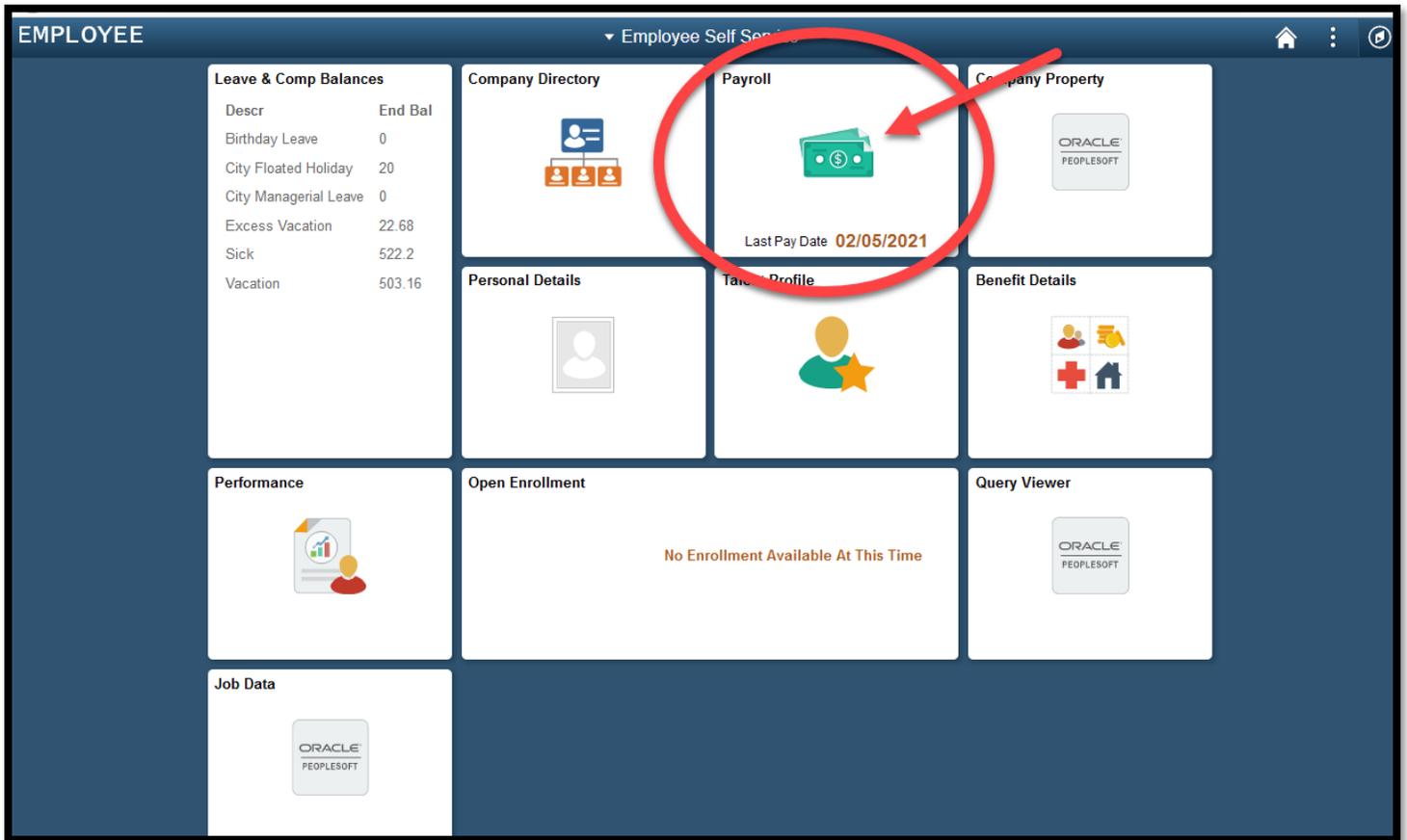
Left mouse-click on the link shown above to log into self-service.

When this log-in window pops up, enter your credentials.



The image shows the Oracle PeopleSoft login interface. At the top, the Oracle PeopleSoft logo is displayed. Below the logo, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'Select a Language' dropdown menu is currently set to 'English'. A green 'Sign In' button is located below the input fields. At the bottom, there is a checkbox labeled 'Enable Screen Reader Mode'.

You will arrive here:



The image shows the Oracle PeopleSoft Employee Self Service dashboard. The dashboard is titled 'EMPLOYEE' and 'Employee Self Service'. It features a grid of tiles for various services. A red circle and arrow highlight the 'Payroll' tile, which displays a green wallet icon and the text 'Last Pay Date 02/05/2021'. Other tiles include 'Leave & Comp Balances', 'Company Directory', 'Company Property', 'Personal Details', 'Benefit Details', 'Performance', 'Open Enrollment', 'Query Viewer', and 'Job Data'. The 'Open Enrollment' tile displays the message 'No Enrollment Available At This Time'.

Descr	End Bal
Birthday Leave	0
City Floated Holiday	20
City Managerial Leave	0
Excess Vacation	22.68
Sick	522.2
Vacation	503.16

Left mouse-click on the Payroll icon.

Which brings you here.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/05/2021	City of Albuquerque	01/16/2021 01/29/2021	\$1205.06	2013793
01/22/2021	City of Albuquerque	01/02/2021 01/15/2021	\$1240.60	2007451
01/08/2021	City of Albuquerque	12/19/2020 01/01/2021	\$1203.05	2000730
12/24/2020	City of Albuquerque	12/05/2020 12/18/2020	\$1264.38	1994303
12/11/2020	City of Albuquerque	11/21/2020 12/04/2020	\$1230.71	1987919
11/25/2020	City of Albuquerque	11/07/2020 11/20/2020	\$1826.24	1981477
11/13/2020	City of Albuquerque	10/24/2020 11/06/2020	\$1230.72	1975005

To view your pay stub, left mouse click on the arrow to the right of the line item you wish to access.

IF you cannot see the arrow on the right, simply double-click on the text line and the check image will appear.

As such:

**City of Albuquerque**  
PO Box 1293  
Albuquerque, NM 87103

Pay Group: EX-Exempt  
Pay Begin Date: 01/16/2021  
Pay End Date: 01/29/2021

Business Unit:  
Advice #:   
Advice Date:

Employee ID:   
Department:   
Location:   
Job Title:   
Pay Rate:

TAX DATA:  
Marital Status:   
Allowances:   
Addl. Pct:   
Addl. Amt:

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Vacation Hours Adjustment		8.00	0.00	11.20	0.00	Fed Withholding	224.29	680.51
Regular (Exempt)	29.880000	80.00	2,390.40	205.00	6,125.40	Fed MED/EE	31.20	94.30
Birthday Off			0.00	8.00	239.04	Fed OASDI/EE	133.43	403.23
Holiday Off			0.00	20.00	597.60	NM Withholding	70.18	210.97
Vacation			0.00	7.00	209.16	NM WORK COMP Withholding	0.00	2.00
<b>TOTAL:</b>		<b>88.00</b>	<b>2,390.40</b>	<b>251.20</b>	<b>7,171.20</b>	<b>TOTAL:</b>	<b>459.10</b>	<b>1,391.01</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Medical	99.59	298.77	Accident Insurance	5.95	17.85	Medical	386.84	1,160.52
Dental	5.91	17.73	Critical Illness Insurance	16.89	50.67	Medical*	11.54	34.62
Vision	0.87	2.61	Voluntary Life	85.96	257.88	Dental	23.62	70.86
Deferred Comp ICMA	45.00	135.00	Spouse Life	17.19	51.57	Vision	3.50	10.50
Flexible Benefit Medical	96.15	288.46	Long Term Disability	24.62	73.86	Basic Life and AD&D	4.73	14.19
Flex Parking City - Before Tax	47.25	94.50	Retiree Health Care	23.90	71.70	PERA	469.95	1,409.85
PERA	114.50	343.50	ARAG Ins Co	10.75	32.25	Retiree Health Care	47.81	143.43
			Employee Small Loan Program	131.71	395.13			
<b>TOTAL:</b>	<b>409.27</b>	<b>1,180.57</b>	<b>TOTAL:</b>	<b>316.97</b>	<b>950.91</b>	<b>*TAXABLE</b>		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,390.40	1,992.67	459.10	726.24	1,205.06
YTD	7,171.20	6,025.25	1,391.01	2,131.48	3,648.71

Vacation Hours Available: 503.2  
Sick Hours Available: 522.2

NET PAY DISTRIBUTION

Change the date range for the checks available to view:

The screenshot shows the 'Payroll' section of an 'Employee Self Service' portal. A table titled 'Paychecks' is displayed with columns for 'Check Date', 'Pay Begin Date / Pay End Date', 'Net Pay', and 'Paycheck Number'. A 'Filter' dialog box is open over the table, allowing users to specify a date range. The dialog has 'From' and 'To' date pickers. A red circle highlights a dropdown arrow in the 'Paychecks' table header, with a callout box saying 'Left mouse-click here'. Another callout box says 'Fill in what dates you wish to view' pointing to the date input fields in the dialog.

Check Date	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/05/2021	01/16/2021 / 01/29/2021	\$1205.06	2013793
01/22/2021	01/02/2021 / 01/15/2021		2007451
01/08/2021	12/19/2020 / 01/01/2021		2000730
12/24/2020	12/05/2020	\$1264.38	1994303
12/11/2020		\$1230.71	1987919
11/25/2020		\$1826.24	1981477
11/13/2020		\$1230.72	1975005

This is a close-up of the 'Filter' dialog box. The 'From' date is set to 01/01/2019 and the 'To' date is set to 12/31/2019. A red arrow points to the 'Done' button.

Fill in your date criteria then left mouse-click on Done.

- Paychecks
- W-4 Tax Information
- W-2/W-2c
- Direct Deposit
- Voluntary Deductions
- Paycheck Modeler

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
12/27/2019	City of Albuquerque	12/07/2019 12/20/2019	\$1259.37	1825087	>
12/13/2019	City of Albuquerque	11/23/2019 12/06/2019	\$1228.45	1818587	>
11/27/2019	City of Albuquerque	11/09/2019 11/22/2019	\$1821.24	1812098	>
11/15/2019	City of Albuquerque	10/26/2019 11/08/2019	\$1259.37	1805644	>
11/01/2019	City of Albuquerque	10/12/2019 10/25/2019	\$1228.44	1799159	>
10/18/2019	City of Albuquerque	09/28/2019 10/11/2019	\$1257.37	1792671	>
10/04/2019	City of Albuquerque	09/14/2019 09/27/2019	\$1228.42	1786190	>
09/20/2019	City of Albuquerque	08/31/2019 09/13/2019	\$1259.37	1779737	>
09/06/2019	City of Albuquerque	08/17/2019 08/30/2019	\$1228.45	1773298	>
08/23/2019	City of Albuquerque	08/03/2019 08/16/2019	\$1259.37	1766805	>
08/09/2019	City of Albuquerque	07/20/2019 08/02/2019	\$1228.45	1759960	>
07/26/2019	City of Albuquerque	07/06/2019 07/19/2019	\$1259.37	1752970	>
07/12/2019	City of Albuquerque	06/22/2019 07/05/2019	\$1329.15	1745965	>
06/28/2019	City of Albuquerque	06/08/2019 06/21/2019	\$1402.32	1738991	>
06/14/2019	City of Albuquerque	05/25/2019 06/07/2019	\$1371.37	1732106	>
		05/11/2019			

