



Meetings & Events

- 12 DEC** History Park Community Garden Ribbon Cutting Ceremony 5:00 PM - 7:00 PM
- 13 DEC** Burnt Store Isles Canal Advisory Committee 1:30 PM - 3:00 PM
- 16 DEC** Development Review Committee 9:00 AM
- 18 DEC** City Council 9:00 AM
- 19 DEC** Punta Gorda Isles Canal Advisory Committee 1:30 PM - 3:00 PM

CALENDAR >

in the SPOTLIGHT

Punta Gorda Founders' Day Week Celebration Schedule

Latest News

Weekly Highlights Report 12/9/2016
This week's report is now available.

Notice of Changes to Debit & Credit Card Payment Processing
Effective December 1, 2016 the City is contracting with a third party vendor to process debit and credit card payments.

Community Rating System Verification Report

MORE >

- CAREER OPPORTUNITIES
- DOCUMENTS & RECORDS
- MAKE A PAYMENT
- PERMITS & APPLICATIONS
- RECREATION & LEISURE
- REPORT A PROBLEM



Step 1

Prior to starting this process you will need to gather 3 pieces of information for use later in the process. These are:

1. Your Employee Number
2. The last four digit of you Social Security Number
3. Your Hire Date

These are used to verify your identity later in the creation process.

When ready to begin, open the City Web Site in a browser.

At the bottom of the main page you will see the word Employees.

Click on Employees.

(All Categories)

(All Departments)

DECEMBER 2016

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Government >

EMPLOYEES

Font Size: Share & Bookmark Feedback Print

[City Email Access](#)

[Employee Self Service](#)

[Human Resources](#)

Payroll
(941)575-3337

HR
(941)575-3308

City Manager
(941)575-3302

[Complete Staff Directory](#)

FAQS

No results found.

[Employee Login](#)

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Step 2

Click on Employee Self Service.

IRS W4 Form

Florida Blue Health & Insurance

Home

Target Solutions Training Website

EAP website

Welcome to the City of Punta Gorda Employee Self-Service Portal .

Do NOT access this site during payroll processing week from Monday Noon until Wednesday at 4:30.

Payroll information will NOT be updated until that time and access may cause serious disruption to the payroll processing. Directors will be notified of causes of disruption. Thank you for your cooperation.



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Step 3

Click on New User at the top right of the screen.

Errors

If during any phase of creating a new user you encounter this error message please call the IT Help Desk (x3333) and we will help you recover and complete the process.



CREATE NEW USER

* = Required

* eMail Address: ✕
Must not be empty.

* Confirm eMail Address:

* Password:

* Confirm Password:

* First Name:

* Last Name:

* Address 1:

Address 2:

* City:

* State: ▼

* Zip Code:

Phone Number

At least one phone must be entered.

Home Phone:

Work Phone:

Work Ext:

Cell Phone:

Security Questions

Please choose your security questions below. Security questions are used to reset your password in the event it has been compromised or forgotten. The minimum number of required predefined security questions is 3.

* 1. Type: Predefined Question User Defined Question

* Question: ▼

* Answer:

* 2. Type: Predefined Question User Defined Question

* Question: ▼

* Answer:

* 3. Type: Predefined Question User Defined Question

* Question: ▼

* Answer:

[Add Another Question](#)

Step 4

Fill out the New User information as requested.

You can use your city or Personal email address.

You must make up a new password. It is suggested that you do not use the same password as your City network/email password.

Select and answer the three security questions as provided.

Then click on Create New User at the bottom.

CREATE NEW USER

* = Required

Your user has been created. A confirmation eMail has been sent to the eMail address specified containing a link to enable your user.

Step 5

You will receive this screen telling you that a confirmation email has been sent to the email address you provided in the previous step.

Log in to the email account you provided to complete the next step.

eMail Address Verification

City of Punta Gorda System Admin to you [show details](#)

[Login](#)

[City Website](#)

[Contact Us](#)



**** Please save this email for future reference ****

This email address was registered at the City of Punta Gorda for use with the Employee Self-Service Module. To enable your account click on the link below.

If you have any questions, please call Arlette Day or Joyce Bailey in the HR department.

Thank you and have a nice day.

[Click this link to enable your account.](#)

Connect With Us

[eNewsletter](#)

Sign Up for the city newsletter and stay informed!

[Calendar](#)

[See what activities are happening around the city!](#)

Step 6

Open the email in your Inbox.

NOTE: If you don't see the email in your Inbox after a few minutes check your Spam or Junk mail folder to see if it was accidentally delivered there.

Click on "Click this link to enable your account".

ENABLE EMAIL

Your eMail has been enabled. You may now use it to login.

[Login](#)

Step 7

Once you click the link to enable the account you will receive this message. It indicates that your account has been setup properly.

You can now Login to your account to complete the setup. This is done by clicking Login in the bottom of the message box.

Step 8

You will be prompted to provide your login information for your account, using the login credentials you just set up.

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It's Happening On The Harbor®

Contact Us New User Login

IRS W4 Form
Florida Blue Health & Insurance
Home
Target Solutions Training Website
EAP website

USER LOGIN

* = Required

We have enhanced our website to better manage your accounts. Your existing user ID will need to be migrated to this new centralized user system. If this is the first time you have logged into this site since the upgrade, please enter the user ID or account number you have always used.

The site will prompt you to create a new user ID, identified by your eMail address. Your existing accounts and wallet will be migrated to this new eMail based User ID. For future logins, you will use your eMail address to gain access to the site.

* User ID: ✕
Must not be empty.

* Password: ✕
Must not be empty.

[Reset Password](#)

Logon

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Step 9

Please read the information in the box and click the I Agree box. Then click on the Continue box to go to the next step.

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It's Happening On The Harbor®

Contact Us My Profile Logoff

IRS W4 Form
Florida Blue Health & Insurance
Home
Target Solutions Training Website
EAP website

REGISTRATION ACKNOWLEDGEMENT

* = Required

I acknowledge that this system is for the sole use of employees of and made available at the sole discretion of City of Punta Gorda and I affirm that I have proper permission to make use of this system because I am an employee of or have been given specific permission from City of Punta Gorda to access and use this system.

If the above statement is true, please click the check box and press "Continue" otherwise, press "Cancel".

* I Agree

Please select the I agree checkbox and click Continue.

Continue

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1000 Business Center Drive, Lake Mary, FL 32746

Step 10

This where you need the three pieces of information you were asked to gather prior to starting. Please enter these as indicated.

Then click on the Finish button.

EMPLOYEE SELF REGISTRATION - REGISTRATION


* = Required

Registration Information

Please enter all required information. Any pay related information needed, can only be found on your most recent pay stub.

* Employee Number ✕
Must not be empty.

* SSN Last 4: ✕
Must not be empty.

* Hire Date: 

Finish

Step 11

Click on the Home link to go back to the main screen, now logged in to the system.

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Contact Us My Profile Logoff

IRS W4 Form
Florida Blue Health & Insurance
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EMPLOYEE SELF REGISTRATION - SUCCESS

You have successfully registered with the system as an employee.

In order to access employee specific features and functions, click the link below.

Thank you.

[Home](#)

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1000 Business Center Drive, Lake Mary, FL 32746

- IRS W4 Form
- Florida Blue Health & Insurance
- Home
- Employee Info
- Emergency Info
- Dependent Info
- Accrual Info
- Current Info
- Check Inquiry
- W2 Inquiry
- What If Calculations
- Federal W4
- Target Solutions Training Website
- EAP website

Welcome to the City of Punta Gorda Employee Self-Service Portal Employee Self Service center.

In this application you can view and update personal data.

Employees can change personal data, review accrual balances, and create "whatif" scenarios for payroll deductions.

Do NOT access this site during payroll processing week from Monday Noon until Wednesday at 4:30.

Payroll information will NOT be updated until that time and access may cause serious disruption to the payroll processing. Directors will be notified of causes of disruption. Thank you for your cooperation.



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Step 12

On the Main Menu screen you will see all of the Employee Self Service options. You have now successfully created your user account on the new Employee Self Service system.