

History Park Community Garden Ribbon Cutting Ceremony 5:00 PM - 7:00 PM



Burnt Store Isles Canal Advisory Committee



Development Review Committee



City Council



Punta Gorda Isles Canal Advisory



Latest News

Weekly Highlights Report 12/9/2016

This week's report is now available.

Effective December 1, 2016 the City is contracting with a third party vendor to process

Community Rating System Verification Report

debit and credit card payments.

Notice of Changes to Debit & Credit Card Payment Processing

Punta Gorda Founders' Day Week Celebration





DOCUMENTS & RECORDS



MAKE A PAYMENT



PERMITS & APPLICATIONS



RECREATION & LEISURE



REPORTA PROBLEM







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

- Your Employee Number
- The last four digit of you Social **Security Number**
- 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.





Click on Employee Self Service.



■ Contact Us
■ New User
■ Login

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.



Step 3

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

326 W. Marion Avenue, Punta Gorda, FL 33950 | Phone: 941.575.3302

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#### **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.

S W4 Form			
orida Blue Health & Insurance	CREATE NEW USI	SR	
ome	* = Required	<u></u>	
rget Solutions Training Website	• eMall Address:	×	FLORIDA
P website		Must not be empty.	
	* Confirm eMail Address:	10453	
	• Password:		Punta Gorda
	* 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 Question	15	
	Please choose your security of	questions below. Security questions are used to reset your password in the event it has been e-minimum number of required predefined security questions is 3.	
	* 1, Type:	Predefined Question	
	* Question:		
	* Answer:		
	* 2, Type:	Predefined Question	
	* Question:	₩	
	* Answer:		
	* 3. Type:	Predefined Question    User Defined Question	
	* Question:	<u> </u>	
	securior solli		
	* Answer:	The state of the s	

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.



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 v

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

Calendar

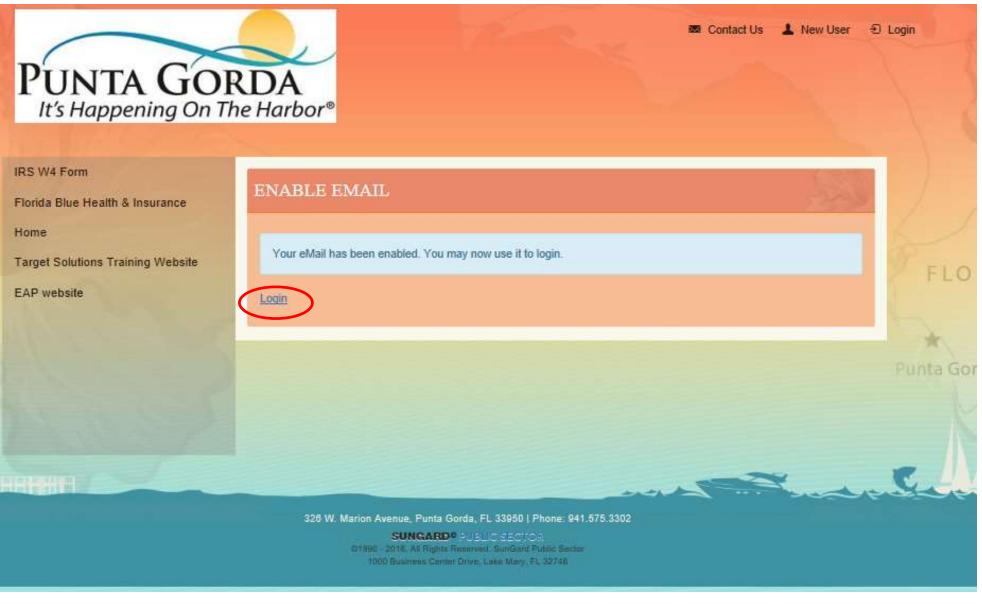
Sign Up for the city newsletter and stay informed! See what activities are happening around the city!

## 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".



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.



IRS W4 Form

Florida Blue Health & Insurance

Home

Target Solutions Training Website

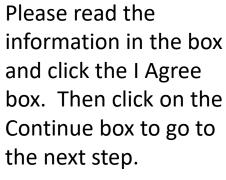
EAP website

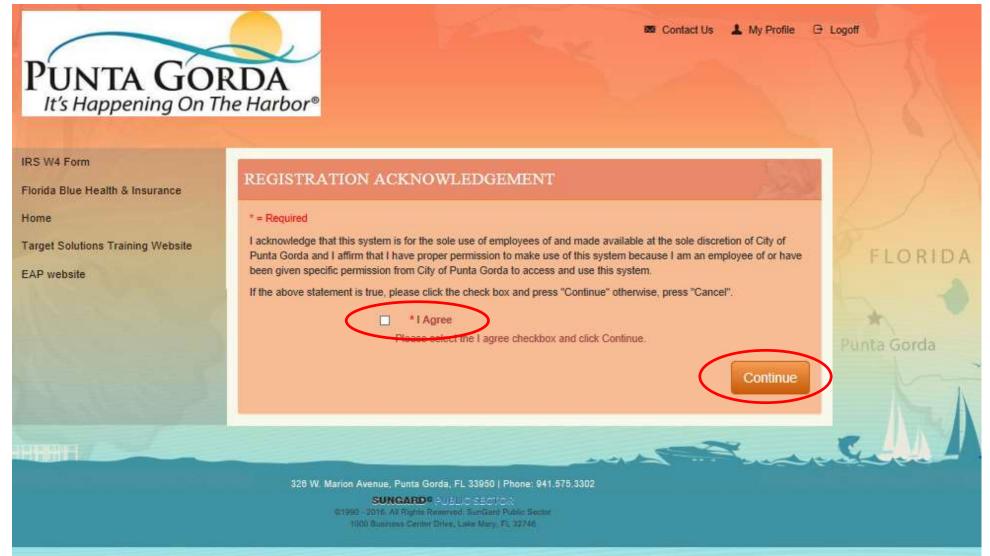


Contact Us & New User 1 Login

## Step 8

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







Contact Us . My Profile . Logoff

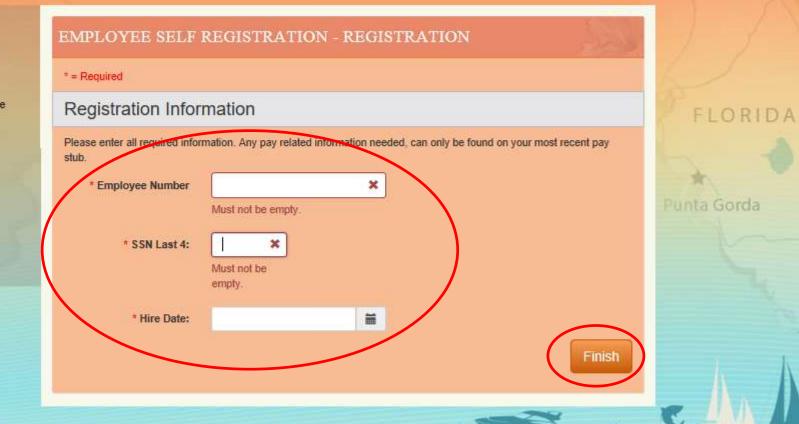
IRS W4 Form

Florida Blue Health & Insurance

Home

Target Solutions Training Website

EAP website



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.

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Step 11

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



Contact Us ▲ My Profile ☐ Logoff

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.



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.

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