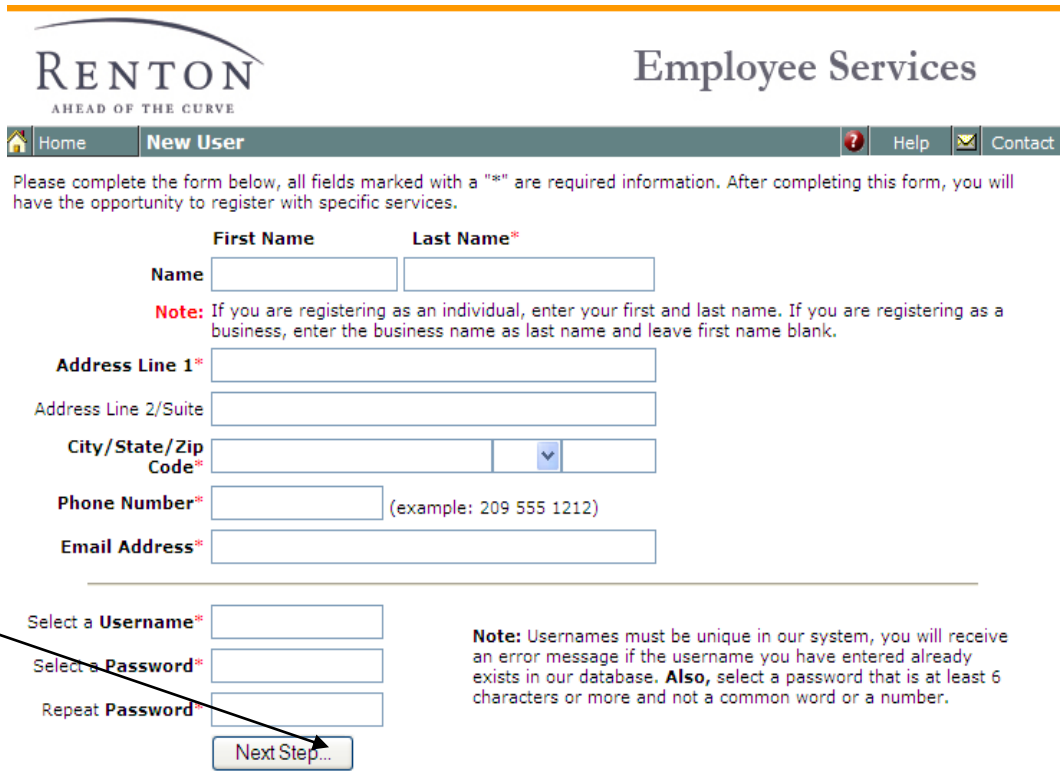
EMPLOYEE SERVICES Quick Reference Guide

GO TO: https://es.rentonwa.gov/EmployeeServices

or

Go to SharePoint for links to Employee Services

To begin you will need to register - choose "New Users". After you have registered the next time you sign on you will go to Registered Users.



Fill out the registration form, all fields with * are required. Use the City of Renton address, phone and e-mail not your personal home information. We would suggest using your network user ID and password. Click 'Next Step'

RENTON
AHEAD OF THE CURVE

Employee Services

Home | New User | Help | Contact

Please check your infomation carefully before clicking the register button. **If you need to make changes to information shown below, Click Here now.**

Name:	**TEST TEST**
Address:	**TEST** **TEST, WA 98057**
Phone Number:	**425-430-xxxx**
Email Address:	**flast@rentonwa.gov**
Username:	**Test123**
Password:	**Hidden**

Register

Double check your information and make any changes necessary then click 'Register' or just click 'Register'

This is what ties you to Eden payroll information. You will need to know your employee number, use all five digits, this number can be found on your paystubs or you can call payroll at 6926 or 6930. Fill out the form and click 'Register'

RENTON
AHEAD OF THE CURVE

Employee Services

Home | Register as an employee | My Profile | Log off | Help | Contact

Register as an Employee

In order to verify your identity as an employee, please provide the following information.

First Name		As it appears on paycheck
Last Name		As it appears on paycheck
Employee #		Format: include all digits
Date of Birth		Format: MM/DD/YYYY

Register

EMPLOYEE SERVICES Quick Reference Guide

RENTON
AHEAD OF THE CURVE

Employee Services

Home | Employee Services | My Profile | Log off | Help | Contact

City of Renton
Online Services
1055 South Grady Way
Renton, WA 98057

425-430-6926
425-430-6925

aguardia@rentonwa.gov
mschwarz@rentonwa.gov

This service provides City of Renton employees access to information on record with the Human Resources Department. At this time, access is limited to viewing available information, features planned for the future include: maintaining address, emergency contacts, dependents, etc.

Employee Name: LAST, FIRST

Actions...
Employee Self Service
Employee Search Form

To view employee information, after entering your user name and password - Click 'Employee Self Service"

RENTON
AHEAD OF THE CURVE

Employee Services

Home | Job Info | My Profile | Log off | Help | Contact

Search Form

Home Dept.	00/000-ABC-Your Home Department		
Name	LAST, FIRST	Emp. No.	12345
Title/Pos#	YOUR POSITION TITLE (00000/000)	Position Status	Data **Active**
Work Email	flast@rentonwa.gov	Work Phone	**425-430-xxxx**

Viewing ... e information you would like to view.

- Job Info
- Personal Info
- Paychecks
- Tax Withholding
- Tax Info
- Direct Deposit
- Benefit and Deduction Usage
- Leave Usage
- Job History

Emp. Statu		Last Hired	03/16/2000
Org. Name		Adjusted Service Date	03/16/2000
Salary Grp	%	Appointment Date	11/01/2000
Cycl	99	Last Increase	11/01/2004
Shif		Type	**Salaried**
		Salary	81,792.00
Inc. Sched			9.32
Cafe. Pln			

The main page begins with job info, drop down the menu arrow to see all the selections.

Job Info displays your job title, grade/step, status, hire and appointment dates, salary, shift salary, and hourly pay.

Personal Info displays your personal, contact and dependent information.

Paychecks displays your paycheck history. There is a drop down to toggle between years. You can see the actual check detail and print the check by clicking on the binoculars to the left of the date on the left hand side.

Tax withholding displays what payroll has on file from your most recent W-4 form. How many allowances, extra dollars withheld, etc.

Tax info displays the last three years of W-2 information. This is NOT an official tax document, and is provided only for your reference.

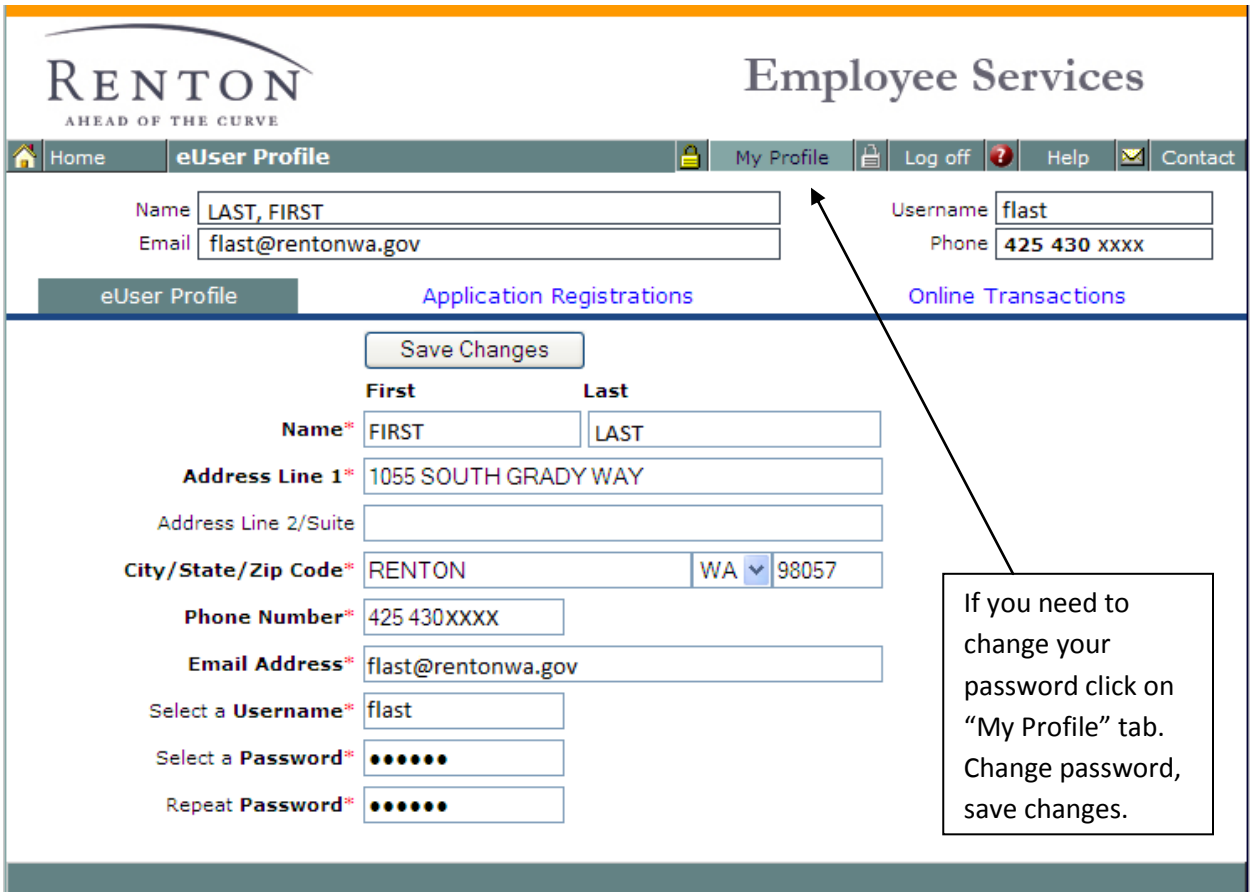
Direct Deposit has all your direct deposits shown, name of financial institution, end of account number, checking or savings amount or percent.

Benefits and Deduction Usage displays all the benefits and deductions payroll has set up for you and some that are no longer active.

Leave Usage has either the last pay period information or year to date if you select a different year from the drop down the menu.

Job History shows the history and dates of different jobs you have held and the rate of pay for each change.

Password Change



Please contact **Jen Becht x6926** for assistance with Employee Services