

How to Login to HRIS

Logging into Employee Self Service

1. From Work – Access **CityTalk** and click **HRIS** or use the URL <http://hris>. From Home – use the URL www.ci.minneapolis.mn.us/HRIS
2. At the sign in page, enter your User ID (Employee Number e.g., 099999) found on your badge or paycheck and/or Benefit Enrollment Form.
3. Enter your Password and click **Sign In**



human resources information system (HRIS)

User ID: 099999

Password: •••••

Sign In

Personal Information



Self Service

Personal Information
Review and update your personal information.

- [Personal Information Summary](#)
- [Ethnic Groups](#)

The Personal Information Summary page allows you to update your name, address, phone numbers, emergency contacts, email address, marital status, smoker status and disability status and ethnic group. Scroll down the page in order to see all of your information. *If there is a discrepancy with any item, contact your Department HR/Payroll representative to request correction.*

Updating Disability Status and Ethnic Group

Disability Status

Disability Status

Disabled Status: Not Disabled

[Change disability status](#)

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Disability Status** button

2. Your current disability status will be stated on the page. Change the listed status by clicking in the check box
3. Click **Save** to receive a confirmation of your change
4. Click **OK**
5. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Ethnic Group

Ethnic Groups	
Description	Primary
Black/African American	<input type="checkbox"/>

Change ethnic groups

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Ethnic Group** button
2. Your current ethnic group will be stated on the page. Change the listed status by clicking the **Add an Ethnic Group**
3. Select a valid value from the drop down list ('**Not Specified**' is not a valid value) and duplicates are not allowed
4. Click the **checkbox** to select a **Primary** ethnic group
5. Click **Save** to receive a confirmation of your change
6. Click **OK**
7. Click **Return to Personal Information** at the bottom of your page to process additional transactions

***Enter additional ethnic group(s) if you are multiracial**

Result after updating ethnic group

Ethnic Groups	
Description	Primary
Black/African American	<input checked="" type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>

Change ethnic groups