Employee Self Service User Guide

Viewing and Changing your City Data

How to use HRIS

Access and Login

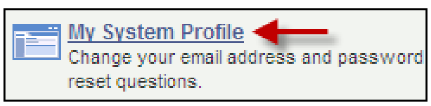
1. From Work – Access **CityTalk** and click **HRIS** or use the URL http:/hris. From Home – use the URL www.ci.minneapolis.mn.us/HRIS
2. At the sign in page, enter your User ID (Employee Number e.g., 099999) found on your badge or paycheck and/or Benefit Enrollment Form.
3. Enter your Password (last 4 digits of your social security number). You MUST change your password the first time you login to maximize data security.

HRIS Password Reset Configuration

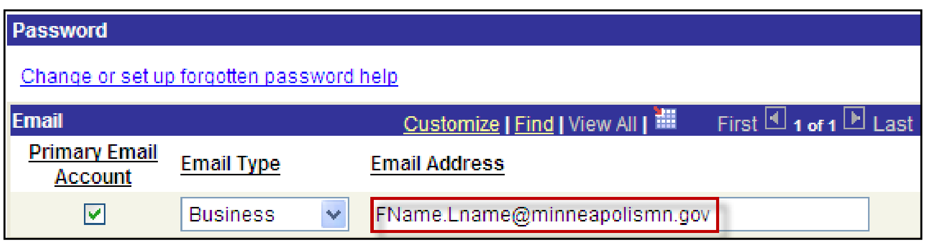
Before you can reset your password from the Sign In page of HRIS, you will need to complete a one-time configuration. During this configuration, you will define a security question with a response and verify your email.

1. Click the Employee Self Service tab

2. Click the My System Profile link

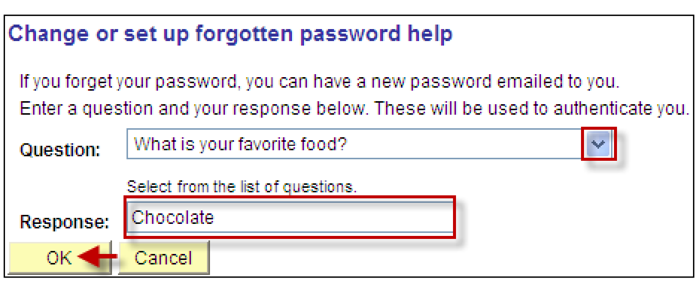


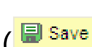
3. Verify your email address.



Note: If the email address is not correct or missing, enter the correct email address. DO NOT enter a non-City email address. If you do not know your City email address, contact the IT Service Desk (1-800-262-3112).

4. Click the **Change or set up forgotten password help** link.
5. Select a question from the dropdown menu, enter the response, and then click **OK**.



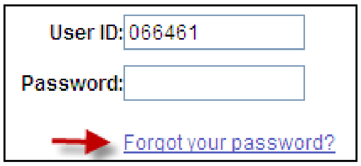
6. Click **Save** (

). You will now be able to reset your own password if necessary.

Reset your HRIS password (forgotten password)

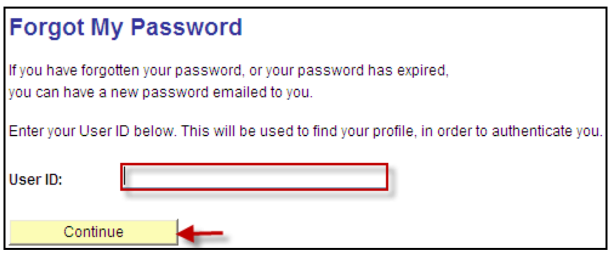
If you have forgotten your HRIS password, you can reset it from the HRIS Sign In page. **Please note you must have completed the one-time password reset configuration process to use password reset** (see HRIS Password Reset Configuration above).

1. Click on **Forgot your password** on the HRIS Sign In page.

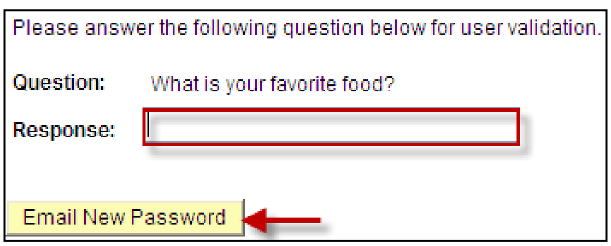


   NOTE: If you lock your HRIS account by attempting to login too many times with the wrong password, you need to contact the IT Service Desk (1-800-262-3112) to unlock your account.

2. Enter your User ID on the Forgot My Password page and click **Continue**.

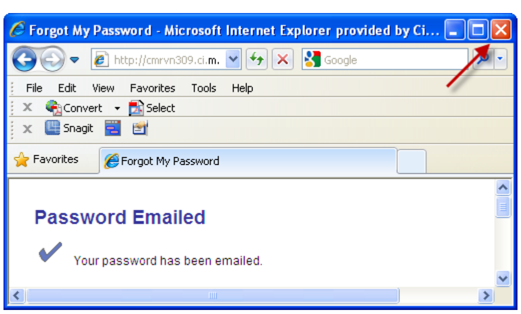


3. Type the response to your security question and click **Email New Password**.



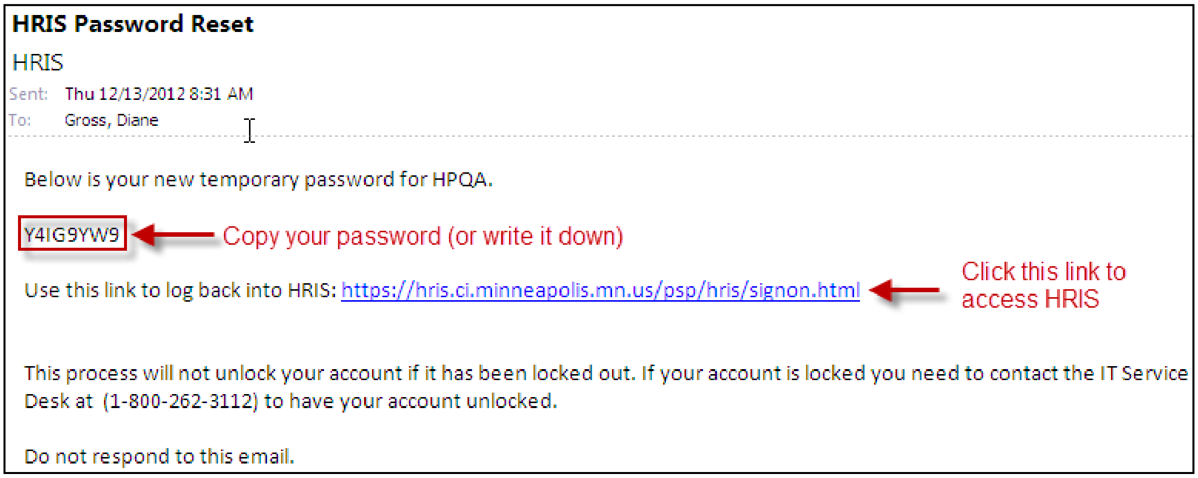
   NOTE: If you do not remember the response to your security question, contact the IT Service Desk (1-800-262-3112).

4. Close (☒) the Password Emailed confirmation window and open Outlook (or Webmail if you are not logged into the City network).



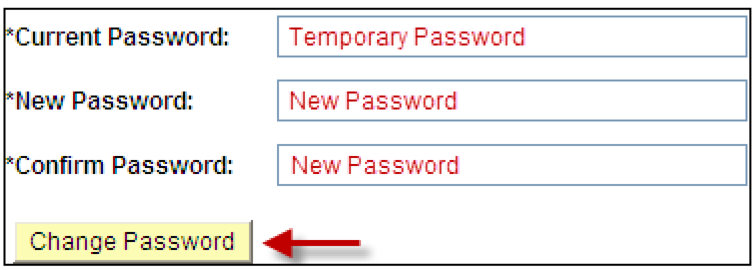
OR

5. Locate your HRIS Password Reset email (it will be from HRIS), copy (or write down) your new password and click the link provided for HRIS.



6. Sign into HRIS using your temporary password (if you copied your password, you can paste it into the password box).

7. You will be forced to change your password upon login. Provide your birthdate and then your current password and your new password. Click **Change Password**



NOTE: The new password is what you will use to log into HRIS going forward. Please document your new password for future access to HRIS.

Change your HRIS password

1. Click the **Employee Self Service** tab
2. Click **Change My Password** link
3. Type your current password, your birthday (mm/dd/yyyy) and your new choice of password.
4. Click the **Submit** button.

Printing (Paycheck or any other Self Service page)

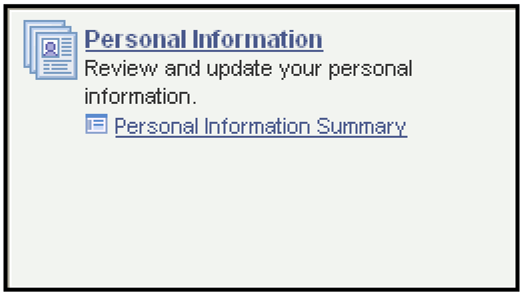
When you wish to print **any** page in the HRIS System, use one of the following options:

1. **Do not minimize** the menu on the left side of the page, go to ‘File’ in the upper left hand corner of the screen and select ‘Print’ to send the document to your printer of choice.
2. OR, **minimize** the menu on the left side of the page, use your mouse and click anywhere on the page. Next, go to ‘File’ in the upper left hand corner of the screen and select ‘Print’ sending the document to your printer of choice.

Sign Out

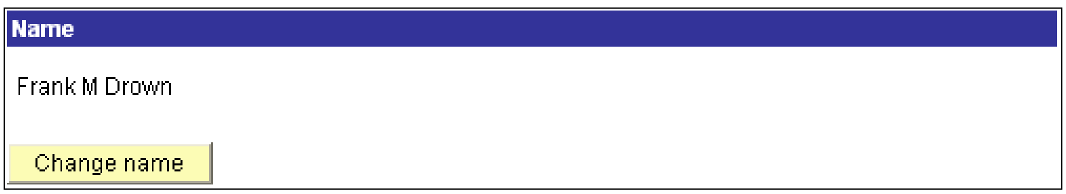
After you finish using the Self Service functions, remember to sign out by selecting the highlighted **Sign Out** in the upper right corner of any page. Once you are signed out, you can close your Internet browser or proceed to a new website.

Personal Information



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. You can also view your gender, birthday, military status, hire date and ethnic group. **If there is a discrepancy with any view only item, contact your Department HR/Payroll representative to request correction.**

Name Change



1. Click Employee Self Service tab > Personal Information link > Personal Information Summary link > Change name button
2. Enter the effective date of the name change
3. Select a name format if other than English
4. Click on **Edit Name** link to access the name change box
5. Enter your name details
6. Click **OK** to receive confirmation of your change
7. Review your changes and click **Submit**
8. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Home/Mailing Address Change

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	04/01/1986	USA	123 City Way Minneapolis, MN 55406
Mailing	Current	04/01/1986	USA	123 City Way Minneapolis, MN 55406

Change home/mailing addresses

1. Click Employee Self Service tab > Personal Information link > Personal Information Summary link > Change Home/Mailing Addresses button
2. Click **Edit** button to change your Home and/or Mailing address
3. Enter your address change details
4. Enter the effective date for the change or use the calendar option to select a date. **Note:** If you do not provide an effective date of the change, today's date will default. You can select a future date, if necessary.
5. Click **Save**
6. Click **OK**
7. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Note: If you are unable to access paycheck data online and are receiving a check advice or actual paycheck in the mail, Central Payroll should be notified of any special mailing address requirements. Only Central Payroll (612-673-3266) can redirect paycheck information to a mailing address.

Phone Number Change

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	612/555-4455		✓

Change phone numbers

1. Click Employee Self Service tab > Personal Information link > Personal Information Summary link > Change Phone Numbers button
2. Change, delete or add phone number(s). **Note:** When adding a new phone number, you cannot have two phone numbers of the same 'Phone Type' and you should indicate one of the phone numbers as your 'Primary Phone' number.
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

Emergency Contacts

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Nancy Johnson	Mother	☑

Change emergency contacts

1. Click Employee Self Service tab > Personal Information link > Personal Information Summary link > Change Emergency Contacts
2. Click to appropriate button to edit, delete or add an emergency contact.
3. Enter the appropriate details to the open fields
4. Click **Save** to receive a confirmation of your change
5. Click **OK**
6. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Email Address

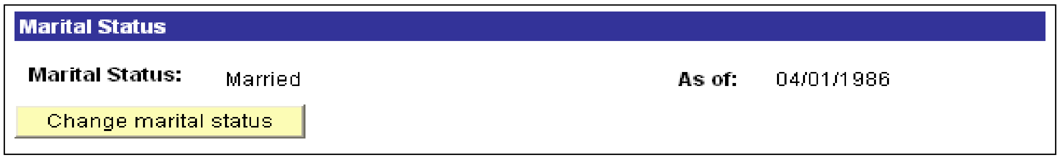
Email Addresses

Email Type	Email Address	Preferred
Business	training@ci.minneapolis.mn.us	☑

Change email addresses

1. Click Employee Self Service tab > Personal Information link > Personal Information Summary link > Change Email Addresses button
2. Change, delete or add email addresses. **Note:** The Business email address is maintained by the City and cannot be changed by you.
3. Enter the appropriate details.
4. Click **Save** to receive a confirmation of your change
5. Click **OK**
6. Click **Return to Personal Information** at the bottom of your page to process additional transactions

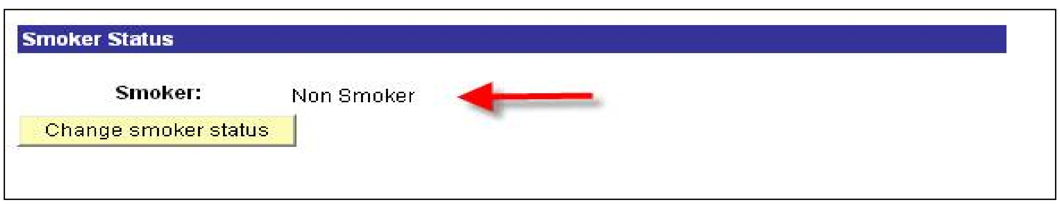
Marital Status



1. Click Employee Self Service tab > Personal Information link > Personal Information Summary link > Change Marital Status button
2. Enter the effective date (or use the calendar icon) for the change to your marital status **Note:** If your status change date is before your Hire date the status change will be effective ‘as of Hire’.
3. Click the drop down list to the right of the marital status box to select the appropriate category for the change.
4. Click **Submit** to receive a confirmation of your change
5. Click **OK**
6. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Note: This change is a request to HRIS Staff to officially change your marital status online. The request is reviewed for Benefit plan impact prior to updating your system data. You will receive a benefit plan enrollment/change form, along with a request for either a copy of your marriage certificate or your divorce decree. Benefit plan enrollments cannot be changed until the completed forms and legal documents are received in the Benefits office of Human Resources.

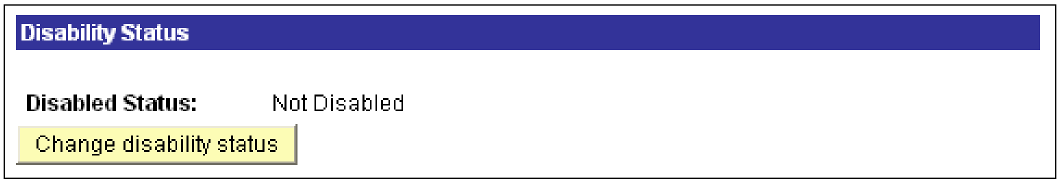
Smoker Status



1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Smoker Status** button. It is important that the correct status be recorded online if you are enrolled in the Optional Life plan. Smoker rates are slightly higher per $1000 of coverage. However, in the event of a death directly related to smoking and the smoker status online is not correct, claim payment may be affected.

   You will find the **Smoker** field blank for the default of non smoker. However, you can make it look like the example above.
2. Click on the **Change smoker status** button. Check the smoker status box on and save. The system will tell you that the **SAVE** was successful.
3. Click on the **Return to Personal Information** button at the bottom of your page to process the transaction and the **Smoker:** field will now reflect Smoker (correct status if you are a smoker).
4. Go through the procedure again if you are a non-smoker. Once you get to the smoker box, ‘unclick’ it and save. After the **SAVE** is successful, return to the **Personal Information** page and you will see that it now says Non Smoker.

Disability Status

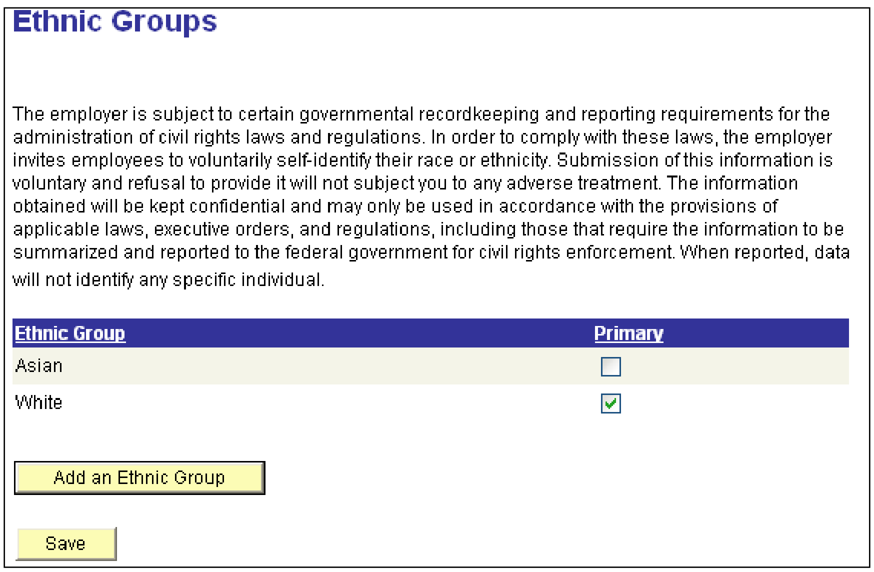

Disability Status

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

Ethnicity


Ethnic Groups

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Group	Primary
Asian	☐
White	☑

Add an Ethnic Group

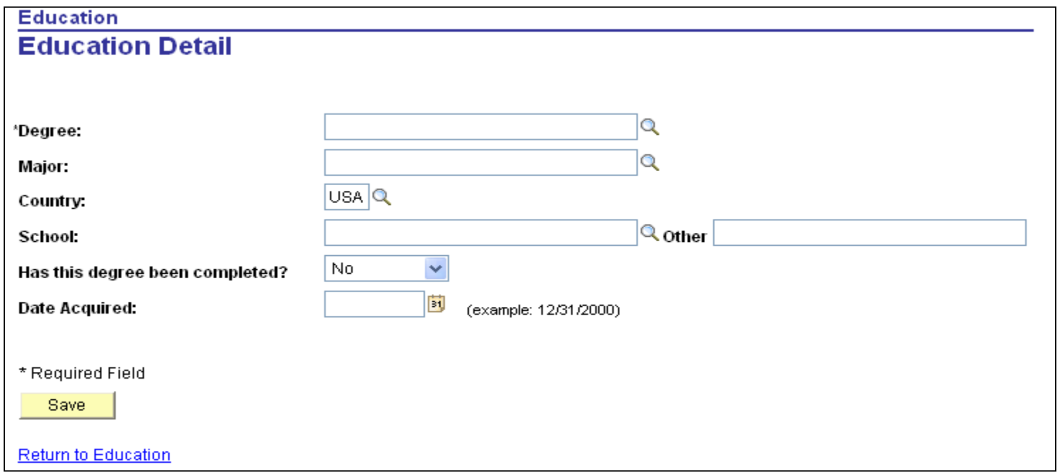
Save

1. Click Employee Self Service tab > Personal Information link >Personal Information Summary link
2. Your current ethnicity will be stated on the page. You can change or 'Add' to your current ethnicity by clicking the **'Add an Ethnic Group'** button and the drop down to view and select an additional ethnicity. You can continue this process and select as many as applies.
3. Click in the **Primary** box to the right of the ethnicity that would be your Primary ethnicity.
4. Click **Save** to receive a confirmation, Click **OK** and then click **Personal Information**.

Education and Qualifications

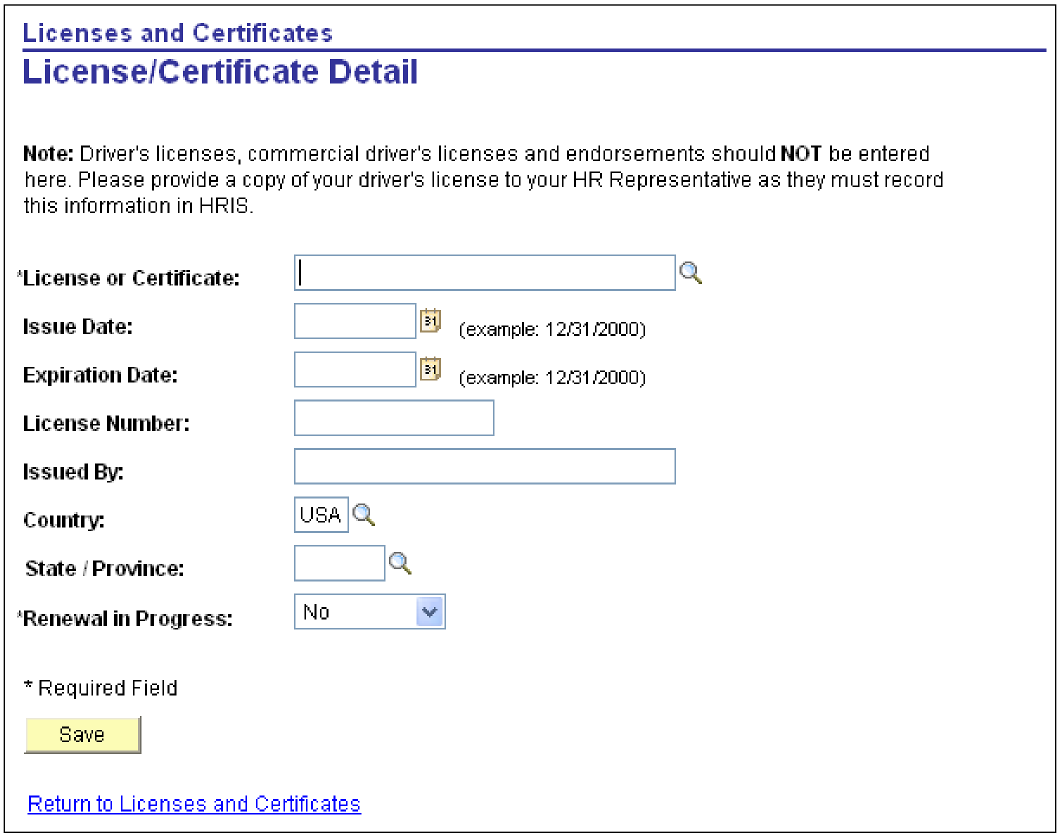
This Self Service page allows you to navigate to 'Education and Qualification' data so you can update your Education, Licenses & Certificates, Languages, Honors & Awards and Memberships. This information will enhance your qualifications for job opportunities at the City or one of its Boards/Agencies.

Education



1. Click Employee Self Service tab > Education and Qualifications link > Education
2. Click on the **'Add a Degree'** button
3. Select your Degree from the list to the right
4. Select your major from the list to the right
5. Country defaults to 'USA' but if that is incorrect, select from the list
6. Select the School name from the list to the right if you are unable to locate your school in the list provided, type the name of the school in the **Other** field.
7. Answer the question using the drop down list
8. Insert the date degree was completed. *'Do NOT enter a future date'*
9. Click on SAVE and then Return to Education

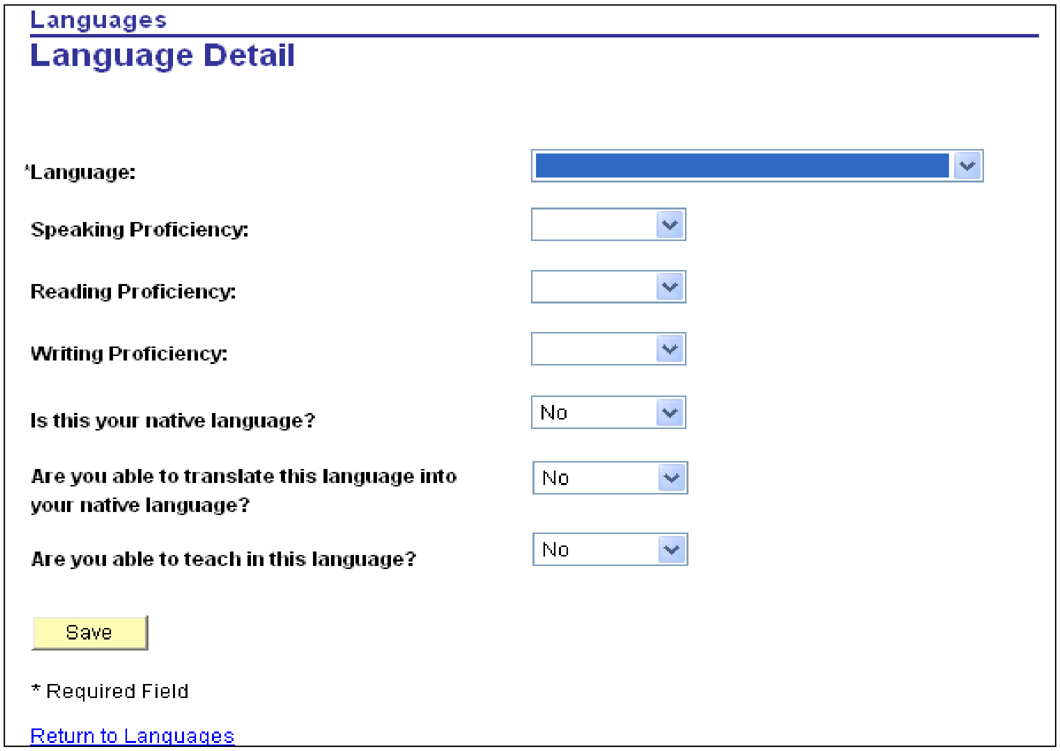
Licenses and Certificates



1. Click Employee Self Service tab > Education and Qualifications > Licenses and Certificates
2. Click on the ‘Add a License/Certificate’ button
3. Insert the ‘Issue Date’
4. Insert the ‘Expiration Date’
5. Type in the License Number
6. Type in ‘Issued by’
7. Country defaults to USA, but incorrect, select appropriate country from drop down
8. Select State or Province of issue from list
9. Select ‘yes or no’ for Renewal in Progress
10. Click SAVE, then return to Licenses and Certificates and Self Service

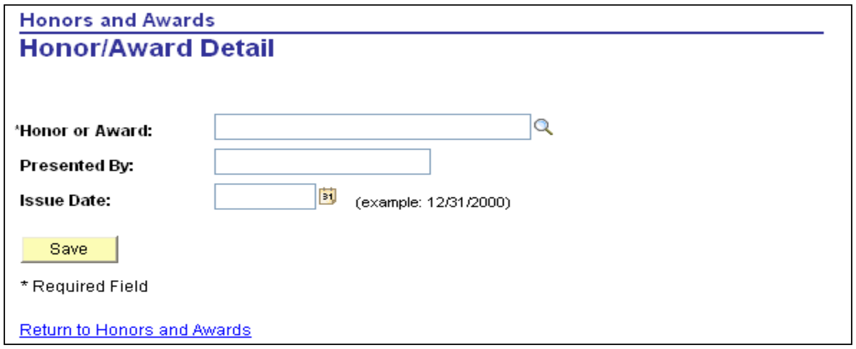
    NOTE: Do not use the Licenses/Certification self service page to record or enter driver’s license information. All driver’s license information, including CDL’s and endorsements, must be verified and recorded by a Department HRIS Administrator.

Languages



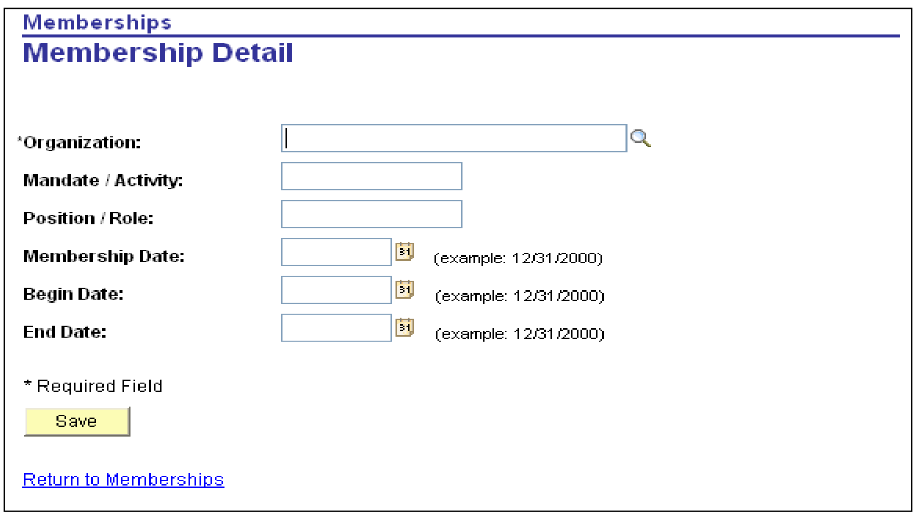
1. Click Employee Self Service tab > Education and Qualifications > Languages
2. Click on the **'Add a Language'** button
3. Select a language from the drop down list
4. Select 'speaking proficiency' from the drop down list
5. Select 'reading proficiency' from the drop down list
6. Select 'writing proficiency' from the drop down list
7. Answer 'yes or no'; Is this your native language?
8. Answer 'yes or no', Are you able to translate this language into your native language?
9. Answer 'yes or no', Are you able to teach in this language?
10. Click **SAVE**, then return to **Languages** and **Self Service**

Honors & Awards



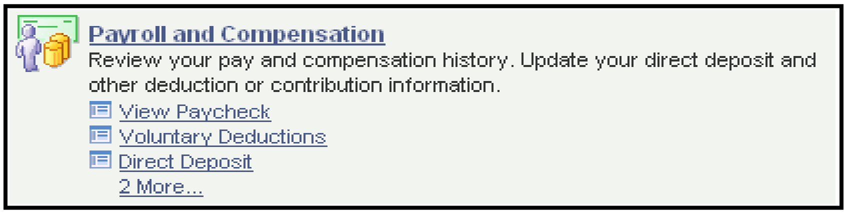
1. Click Employee Self Service tab > Education and Qualifications > Honors and Awards
2. Click on the 'Add an Honor/Award' button
3. Select an Honor or Award from the list
4. Type in 'Presented by'
5. Insert the 'Issue Date'
6. Click SAVE, then return to Honors and Awards and Self Service

Memberships



1. Click Employee Self Service tab > Education and Qualifications > Memberships
2. Click on the **'Add a Membership'** button
3. Select an organization from the list
4. List the mandate/activity or membership subject, e.g., Human Rights, Language Translation, etc.
5. Insert the 'Begin Date'
6. Insert the 'End Date'
7. Click **SAVE**, then return to **Memberships** and **Self Service**

Payroll and Compensation



View Paycheck

You can view a copy of your current or a prior paycheck or direct deposit advice.

1. Click Employee Self Service tab > Payroll and Compensation link > View Paycheck link
2. If you wish to see a prior paycheck, click on 'View a Different Paycheck"
3. Click the Pay Period End Date you wish to view from the resulting list
4. You can print a copy of your check for your home records, or you can access the information from anywhere that you have an internet connection. Sick, vacation and comp time balances will appear at the bottom of your online check.

Voluntary Deductions

This page is used during the charitable campaign season, or at any other time of the year, to manage your charitable contributions. Your current charitable deductions will be listed on the opening page.

1. Click Employee Self Service tab > Payroll and Compensation link > Voluntary Deductions link.
2. Click on **Add Deduction** to set up a new charitable deduction.
3. Select a **Charitable Organization** by clicking on the magnifying glass for list of participation Federations.
4. Enter either the **biweekly or lump sum amount** which will be withdrawn from <u>each</u> paycheck.
5. Select deduction start date: **Next January** (new campaign year) or the **Next Paycheck.**

Note: All deductions for Next January will automatically stop at the end of the 2010 calendar year. If you select Next Paycheck, Every Period the deduction will stop at the end of 2010. If you select a Single Pay Period the deduction will occur only one time.

6. Select either Every Pay Period or one Single lump sum Period.
7. **SAVE** when complete and a Confirmation page will appear. Click OK to finalize and return to the Voluntary Deductions page.
8. To select a specific Organization within the Federation Click on the Agency icon. Then type in one of the agencies and the gift amount. Click the + to insert up to three additional rows.
9. Click **OK** to confirm. Print a copy of your original election page for income tax filing.

If you want to cancel your election prior to the start of the deduction, return to the Voluntary Deduction Page and click on the yellow delete button. Contact Central Payroll in writing to cancel a charitable deduction during the year.

Direct Deposit

Entering direct deposit information allows HRIS to automatically deposit your paycheck into your bank account(s). The account information you enter must match the transit number and account number provided to you by your financial institution or found at the bottom of your personal checks. When using Direct Deposit, your entire paycheck must be deposited in one or more accounts. You cannot deposit part of your check using direct deposit and receive the remainder as a physical paycheck. All changes are tested through the Federal Reserve before they are implemented and become permanent. Your change may not actually occur for one or two pay cycles.

1. Click Employee Self Service tab > Payroll and Compensation link > Direct Deposit link
2. The Direct Deposit web page will list your current account(s) if you are already enrolled. A new enrollee's only option is to click on the 'Add Account' button. Current enrollees can select any one of the following buttons:
   a. **Edit**: Change an existing account. Takes you to the **Change Direct Deposit** page
   b. **Delete**: Remove an existing account.
   c. **Add Account**: Enter a new account. Takes you to the **Add Direct Deposit** page
3. The **Add/Change Direct Deposit** page is used to enter your bank account(s) information. Following is a brief description of each of the fields on this web page:
   a. **Account Type**: 'Checking' or 'Savings' account.
   b. **Deposit Type**: 'Amount' can be selected to deposit a set dollar amount of your net pay; 'Percent' can be selected to deposit a percentage of your net pay; 'Balance' is used to deposit the remaining net balance of your check after other deposits are taken from net pay. 'Balance' must always be selected for the lowest priority entry.
   c. **Amount/Percent**: Based on your 'Deposit Type' selection, enter a dollar amount or a percentage number. Do not enter decimal points, $ or %. If you chose 'Balance', leave this field blank.
   d. **Routing Number**: Your bank's Routing (or Transit) number available on your personal checks. Click **View the check example** link to locate the correct number on your check.
   e. **Account Number**: Your account number available on your personal checks. Click **View the check example** link to locate the correct number on your check. **Note:** Do not enter spaces between groupings.
   f. **Deposit Order**: When depositing amounts to multiple accounts, each line must have a different priority number. Priority determines the order in which the deposits are processed (e.g., 1,2,3…999). You MUST have a single line with a Deposit Type of 'Balance'. This is the account where the remainder of your paycheck, after all other deposits are calculated, will be deposited. The 'Balance' line will automatically default to 999.
   g. **Save**: Takes you to a Confirmation page. From the Confirmation page, click OK to finalize and return to the **Account Overview** page.

Direct Deposit Examples

100% of check going to one account

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	291074308	1223334444	Balance		999	Edit	Delete

Add Account

50% of your check going to account 1 and 50% of your check going to account 2

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	291070001	999999999	Percent	50%	1	Edit	Delete
Savings	291074308	1223334444	Balance		999	Edit	Delete

Add Account

30% of check going to account 1, 30% to account 2 and 40% to account 3

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	291070001	888888888	Percent	30%	1	Edit	Delete
Checking	291070001	999999999	Percent	30%	2	Edit	Delete
Savings	291074308	1223334444	Balance		999	Edit	Delete

Add Account

$125.00 in account 1 and the rest of your check in account 2

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	291070001	888888888	Amount	$125	1	Edit	Delete
Savings	291074308	1223334444	Balance		999	Edit	Delete

Add Account

W-4 Tax Info

This page provides a review of your current ‘Tax Address’ and claimed exemptions for payroll tax calculation. W4 Changes made through self service will apply to both Federal and State payroll taxes.

1. Click Employee Self Service tab > Payroll and Compensation link > W-4 Tax Information link
2. Change the number of tax allowances you are claiming by changing the number in the allowances box.
3. You can specify an additional flat tax amount to be applied against each paycheck.
4. Change your martial status (FOR TAX PURPOSES ONLY) with the click of a button.
5. If your last name differs from that shown on your Social Security Card, check the box, and then contact the Social Security Office at 1-800-772-1213 for a new card.
6. If you wish to <u>claim exemption</u> from paying taxes for a previous or current tax year, fill in the appropriate tax year. Read the qualifying statements, and if you satisfy **both** conditions, check the ‘Exempt’ box.
7. Click **Submit** to save changes.
8. Enter your password which serves as an electronic signature to legally ‘sign and certify’ your
9. W-4 tax data.
10. Click OK to finalize and return to the W-4 Tax Information page.

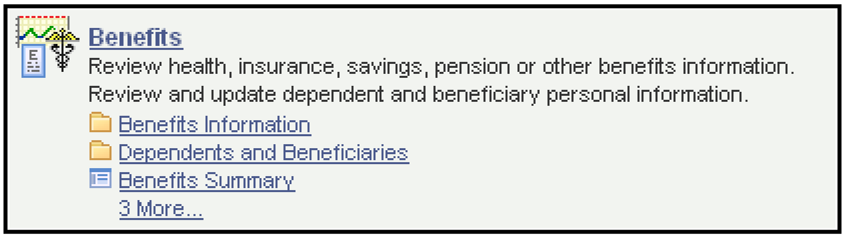
Note: If the address is incorrect, change your home address by using Personal Information > Home & Mailing Address. **Changes to your W-4 election will apply to both your Federal and State payroll taxes.**

W-2 Reissue

1. Click Employee Self Service tab > Payroll and Compensation link > W-2 Reissue Request link
2. Enter the ‘Required Tax Year’
3. Select where you wish the W2 to be mailed from the drop down delivery list
4. Click **Submit**
5. Click **OK** to finalize your request and return to the W-2 Reissue Request page. Central Payroll will process your request and send you the W-2.

Note: If your tax address is incorrect, you can change your home address by using Personal Information > Home & Mailing Address.

Benefits



View Health Care Benefits

1. Click Employee Self Service tab > Benefits link > Benefits Information link > Health Care Summary link
2. Type an 'as of date' to view your Health Care Benefits
3. Click **Go**
4. You will be provided with a list of enrollments in effect as of the date provided. Each benefit plan type will be listed, along with a description of the plan and coverage level.
5. Click **Medical** or **Dental** links to view more complete information. The highlighted 'benefit plan name' can also be a 'link' to the provider's website, where you can locate a physician or clinic by location or specialty and view claims in process or paid.
6. To return to the **City's Employee Self Service,** close out each provider website by clicking on the '**x**' in the upper right-hand corner of the screen**.**

   When you are on the Health Care Summary page, you can click on the **Dependent Health Care Summary** link at the bottom of the page to view enrolled dependents. If you click on the highlighted dependent name you will see a Summary of their personal data. Click on **Return to Health Care Dependent Summary** to return.

Flexible Spending Accounts

1. Click Employee Self Service tab > Benefits link > Benefits Information link > Flexible Spending Accounts link
2. On the Self Service Flexible Spending account page, enter an 'as of' date to view your annual election for that year
3. Click **Go**
4. Click **Benefits Summary** link at bottom of the page to return to process additional transactions

Dependent/Beneficiary Personal Information

This page contains a list of all your dependents and beneficiaries.

1. Click Employee Self Service tab > Benefits link > Dependent/Beneficiary Info link
2. Click on their highlighted name to access more details about that individual.
3. If you wish to update the information, click **Edit** button at the bottom of the page.
4. ***Do Not*** marks Dependent as a 'Student' unless they are 19 yrs. old and going to school.

   You cannot delete previous dependents/beneficiaries from your total listing. They are part of your history. You CAN change life insurance beneficiaries and percentages every day and, based on a qualifying event, enroll or delete dependents as warranted by the type of change in your status.

Dependents/Beneficiaries

1. Click Employee Self Service tab > Benefits link > Dependents and Beneficiaries link
2. To view all dependents and their plan participation, click the **Dependent/Beneficiary Coverage** link, enter an 'as of' date and click **Go**. (Use menu on left to return to Dependent/Beneficiaries)
3. To view all dependents and their Medical and Dental coverage, click **Health Care Dependent Summary** link, enter an 'as of' date and click **Go**. (Use menu on left to return to Dependent/Beneficiaries)
4. To view your Life Insurance beneficiaries and corresponding percentages, click **Insurance Beneficiary Summary**, enter an 'as of' date and click **Go**. (Use menu on left to return to Dependent/Beneficiaries)
5. Clicking on the highlighted Dependent/Beneficiary name will take you to their personal information page, where you can **EDIT** the data.

Insurance Summary

1. Click Employee Self Service tab > Benefits link > Insurance Summary link
2. Enter an 'as of' date
3. Click **Go** to view your participation in the Life and Long Term Disability plans.
4. Clicking on the highlighted plan name will 'link' you to the City's Citytalk **> Benefits** website where you can find more detail about each plan.
5. If you wish to change your life insurance beneficiaries, click on **Insurance Beneficiary Summary** at the bottom of this page. You will be able to EDIT your beneficiaries and their percentages or amounts.

Benefits Summary

1. Click Employee Self Service tab > Benefits link > Benefits Summary link
2. Enter an 'as of' date
3. Click **Go** to view your Health Care, Life, Disability, Flexible Spending, Leave and Pension Plan participation.
4. At the bottom of the page is a highlighted 'link' to Enroll in Benefits. If you click on this link you will be able to see if there are any 'enrollment events' open for you. If there are no events open, you cannot change any current plan enrollments.

Benefits Enrollment

1. Click Employee Self Service tab > Benefits link > Benefits Enrollment link
2. If you are recently eligible or have experienced a Family Status Change event, you may have an open 'enrollment event', which will appear under the heading **Open Benefit Related Events**.
3. To begin the enrollment process, click  to go to a general information page in your event.
4. To open the event, click the Select button. This will open the event that will provide instructions to follow when making your selections.
5. Click on the **EDIT** button next to each plan, as follows:

<u>HEALTH CARE</u>

Click **'Edit' MEDICAL** to view current coverage and other available plans. Use the outside scroll to view the entire page and all available options. Once you have selected a plan, click the button to the left of the plan and scroll down to view, enroll and/or delete dependents. If you wish to enroll dependents in FAMILY coverage, you MUST click the box to the right of each dependent. <u>If you do not enroll any dependent(s), the system will automatically enroll you in **'single'** coverage.</u> If you wish to 'Waive' medical coverage, click the 'Waive' button at the end of the list of plans.

The Definition of Dependent Children

- Adult children under age 26, and
- Disabled children of any age who are chiefly dependent upon the employee

Adding a Dependent

Click on the **'Add/Review Dependent/Benefit'** bar to add or change dependent data. Review the dependent/beneficiary data. If you wish to make a change or add a new person, click on the **Add/Change** button. Review and complete all available fields for each dependent. After completing the new dependent/beneficiary information, **SAVE**. **Return to Enrollment Dependent/Beneficiary Summary** highlighted at the bottom of the page. Then **Return to Event Selection** at the bottom of that page. Go to the bottom of the Medical Plan page to complete the enrollment process.

If you are enrolling in the Elect or Essential Network, you must enter a Primary Care Clinic Number for each listed plan enrollee. You do not need to select a Primary Care Clinic if you are enrolling in Medica Choice.

Once you have made your selections, click on Continue. You will see a Confirmation page that can be printed on your printer. If you agree with the benefit elections on the Confirmation page, click OK. You will automatically return to the page of plan types available to you at this time.

DENTAL

Enrollment/change processes for the dental plan are the same as the medical above. Click '**Edit' DENTAL** button for dental coverage. Review the page for current enrollments for yourself and eligible dependents. You can access the Delta Dental website by clicking on the blue, highlighted plan name. The website allows you to search for a Delta dentist by location (you do not need a PCC Number to enroll in dental), view current dependents covered by your plan and/or access claim processing information.

LIFE INSURANCE (Basic, Optional and Dependent Life)

Click '**Edit' BASIC** or **OPTIONAL** or **DEPENDENT LIFE** to view current coverage, designated beneficiaries and any other choices available to you.

- To add a new dependent/beneficiary or to edit a current one, click on the **Add/Review Beneficiaries**. Use the outside scroll to view the page. Click on the **Add Dependent/ Beneficiary** button at the top of the page to enter a new dependent or beneficiary.
- To edit current dependent/beneficiary information, click on the highlighted name. After completing the changes or additions, click on the **SAVE** button. Click on **Return to Event Selection** at the bottom of the page.
- To adjust the Beneficiary percentages for each dependent, note that current elections are listed in the 3rd column. You can replace/change those choices in the 5th column, titled "New Primary Allocation".

Once you have made all of your changes, click Continue. You will see a Confirmation page that can be printed on your local printer. If you agree with the choices, click OK and you will return to the page of plan types available to you. If you wish to know more about the City's Basic and Optional Life plans and/or print out blank enrollment/change forms, click on the blue, highlighted plan name and link to the City's Benefit Website.

SICK, VACATION, DISABILITY & PENSION

The Sick Leave, Vacation Leave, Disability and Pension plans cannot be changed. There is no EDIT button next to these plans.

FLEXIBLE HEALTH CARE AND DEPENDENT DAY CARE SPENDING ACCOUNT

Click '**Edit' HEALTH CARE SPENDING ACCOUNT** or **DEPENDENT DAY CARE SPENDING ACCOUNT** to view or enroll for the first time. Follow online instructions, click in the round button next to the plan name. Enter an annual elected amount. A 'link' to the Worksheet will appear. Click on the highlighted **Worksheet** to see the calculated biweekly deduction that will occur based on remaining calendar year pay periods. A new enrollment in either spending account MUST be done through the City's Self Service or via paper enrollment forms forwarded by the Benefit office and your Department.

Once you have made your election, click Continue. You will see a Confirmation page that can be printed on your local printer. If you agree with the Confirmation page, click OK and you will return to the page of plan types available to you.

A change during the year is allowed only if you experience a qualifying event, e.g. marriage, birth/adoption of child, death of a dependent and divorce (decree must be provided to Benefit office) and MUST be done through the Benefit office via enrollment forms. The change to your spending account must be completed within 30 days of the event.

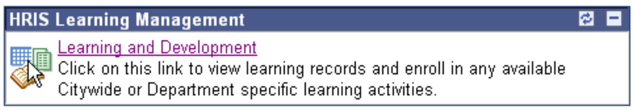
View Job Postings

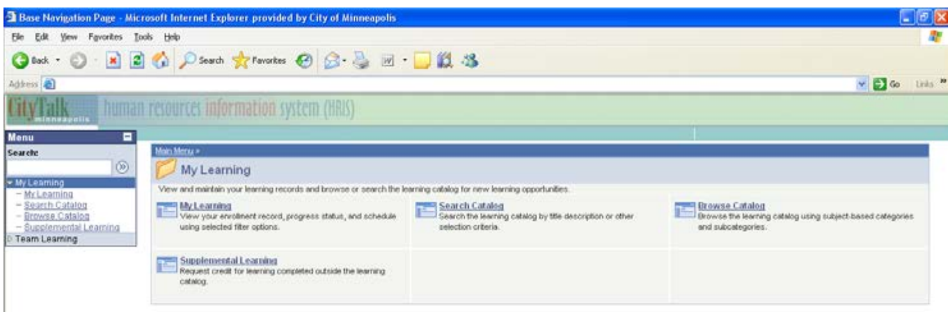
Please see the City of Minneapolis Jobs on the City of Minneapolis website.

Learning and Development (Training)

Accessing Learning and Development

From the HRIS Self Service main menu, click on the below link found on the left-hand side of your Self Service page. You can view your learning history with the City, any current enrollments and in-progress activities and programs. You can also search the learning catalog by description, browse the catalog using subject-based categories and add supplemental learning – completed outside of the City's internal learning catalog.

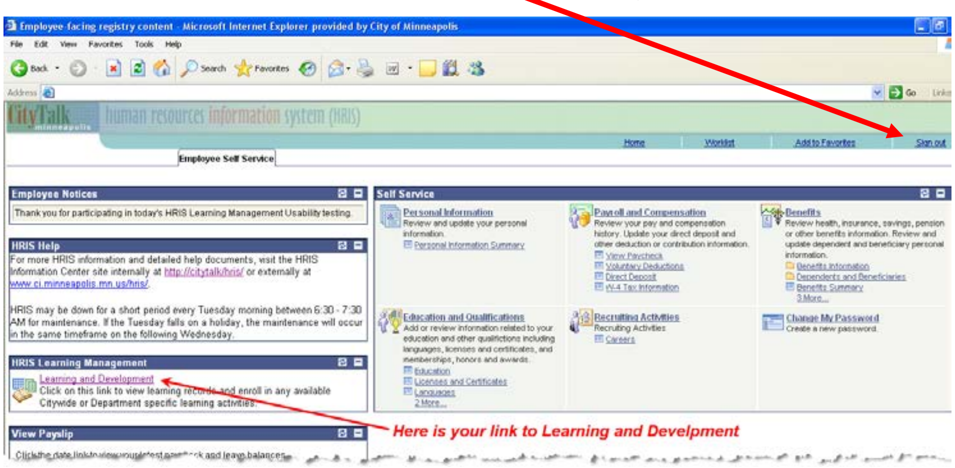




Exiting Learning and Development

To exit Learning and Development and return back to the main HRIS Self Service page, click in the upper right had corner of your internet browser. This will close this browser window and return you to HRIS Self Service.

To exit HRIS Self Service, click Sign out on the right-hand side of the menu bar.



My Learning

This page will list your entire learning history with the City including learning that you have already completed, currently enrolled, or plan to attend in the future.

My City of Minneapolis Learning Summary

My Learning Summary is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name: All Learning - Any Status, Type, Date Go

My Learning Customize | Find | View All | First 1-15 of 30 Last

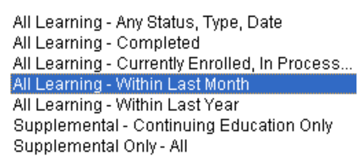
Title	Type		Status	Action
Access 97 - Introduction	Classroom	☑	Completed	
Breakfast Roundtable for Mgmt	Classroom	☑	Completed	
Getting Your AKT Together	Classroom	☑	Completed	
Train the Trainer- Advanced	Classroom	☑	Completed	
Train the Trainer- The Basics	Classroom	☑	Completed	
Leadership Development Program	Classroom	☑	Completed	
Outlook 98 - E-mail	Classroom	☑	Completed	
Ethics	Classroom	☑	Completed	
Train the Trainer-Intermediate	Classroom	☑	Completed	
Preventing Harassment	Classroom	☑	Completed	
Ethics - Classroom or Video	Classroom	☑	Completed	
HRIS Staffing	Classroom	☑	Completed	
HRSA	Classroom	☑	Completed	
Respect in the Workplace	Classroom	☑	Completed	
Health Insurance	Classroom	☑	Completed	

Search Catalog Browse Catalog Request New Learning

Contact Us

Filters make it easier!!!

Select from the list of available filters to narrow your view of your learning. For example, if you want to view only recent learning, use the “All Learning – Within Last Month” filter.



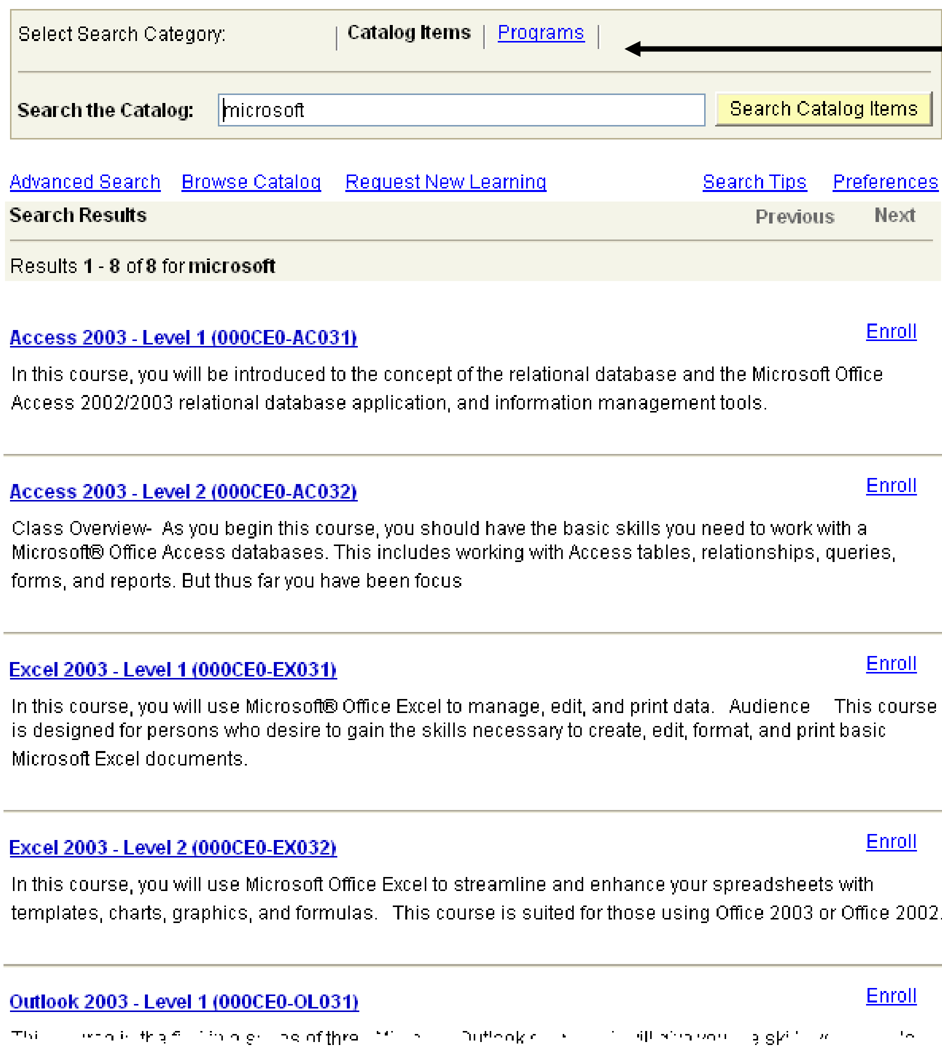
Search Catalog

The Search Catalog feature allows you to easily find learning opportunities using key words or phrases. For example, you could type “microsoft” to find all computer classes available on Microsoft products.

Remember to click Search Catalog Items to trigger the search.

Search the City of Minneapolis Learning Catalog

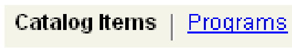
Catalog Items are specific topics of learning. Programs consist of one or more sets of catalog items.



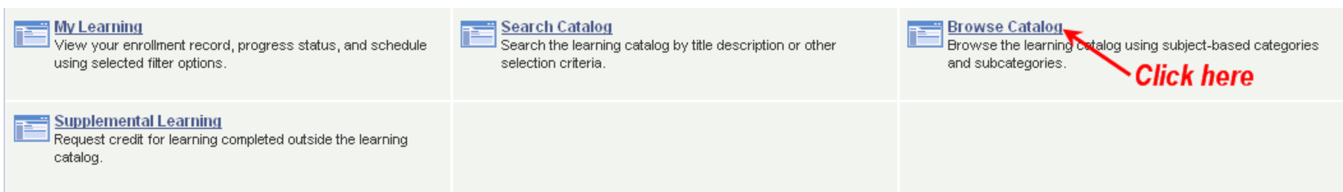
Catalog Items vs. Programs

Catalog items are specific learning offerings such as courses. Programs are collections of catalog items.

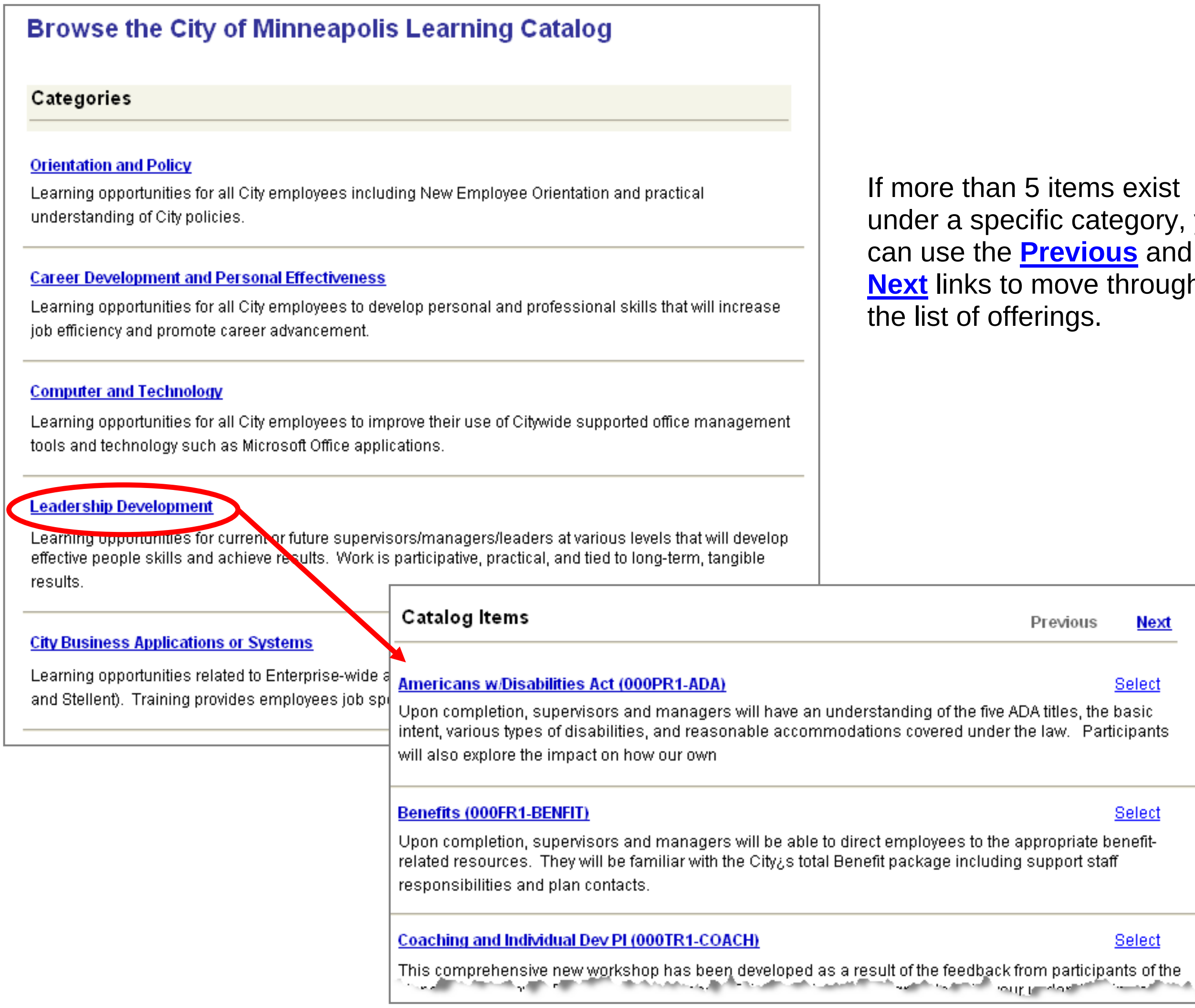
You can search for either catalog items or programs by changing the Search Category:



Browse Catalog



The Browse Catalog feature organizes learning opportunities into logic categories making it easy for you to find learning in specific areas. For example, if you are interested in “leadership development” opportunities, click **Leadership Development** to see what learning is available.

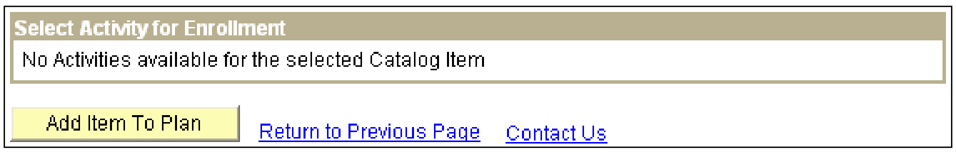


If more than 5 items exist under a specific category, you can use the **Previous** and **Next** links to move through the list of offerings.

Enroll in Learning Activity

Once you have located a learning opportunity of interest, you can click on the item to see the list of available offerings or dates.

If no current offerings or dates are available, you will see the following message.



You are encouraged to Add Item To Plan and let your Training Administrators know you are interested in this particular learning opportunity. This helps Training & Development and your Department administrators plan for future offerings.

If there are current offerings available, you will be presented with a list. Locate a date and time that works for you and click Enroll. You can also click **View Details** to see more information about the learning activity such as location, instructor, notes or attachments, prerequisites, etc.

Activity Options for New Employee Orientation

Activity Code	Type	Start Date	Price			Add to Plan
8:30AM-4:30PM	Classroom	07/06/2007	0.00 USD	View Details	Enroll	Add to Plan
8:30AM-4:30PM	Classroom	09/06/2007	0.00 USD	View Details	Enroll	Add to Plan
8:30AM-4:30PM	Classroom	10/01/2007	0.00 USD	View Details	Enroll	Add to Plan
8:30AM-4:30PM	Classroom	11/01/2007	0.00 USD	View Details	Enroll	Add to Plan

Note some of the important details like **Available Seats** or if the activity is a multiple day course. For example, the **End Date** may be later than the **Start Date**.

Click **View Details** and then **Schedule** to

Enroll In Activity

Review Information

John Smith, Accountant II, Finance Department

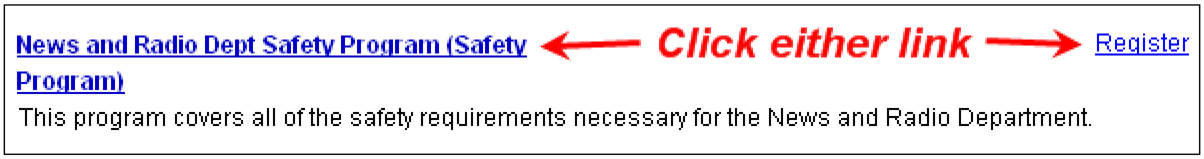
Activity Name:	New Employee Orientation	**Type:**	Classroom
Activity Code:	8:30AM-4:30PM	**Contact:**	Janis Lajon
Price Per Seat:	0.00 USD	**Drop Charge:**	0.00 USD
Start Date:	07/06/2007	**End Date:**	07/06/2007
Last Enrollment Date:	07/05/2007	**Last Drop Date:**	07/06/2007
Available Seats:	35	**Available Waitlist:**	0
Language:	English		

* Required Field

Submit Enrollment Search Catalog Browse Catalog

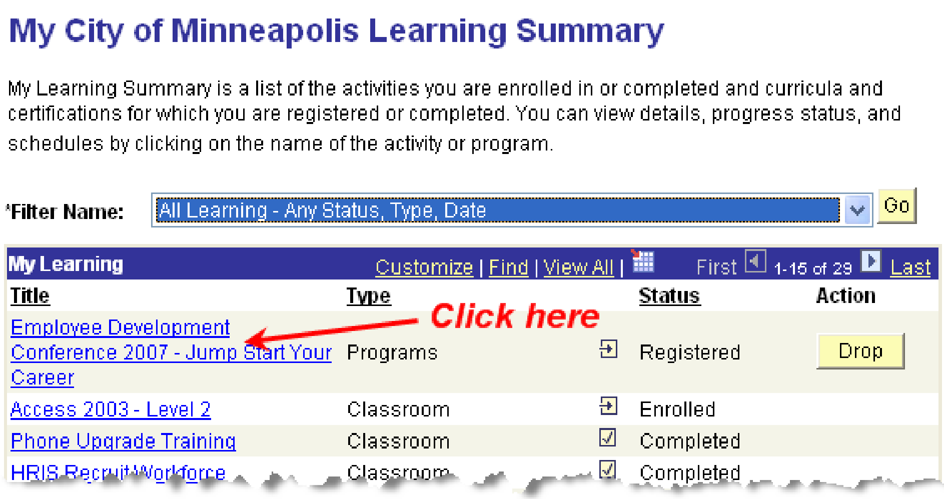
Register in Learning Program

A Learning Program is a collection of learning offerings. Registering in a program is similar to enrolling in a learning activity.

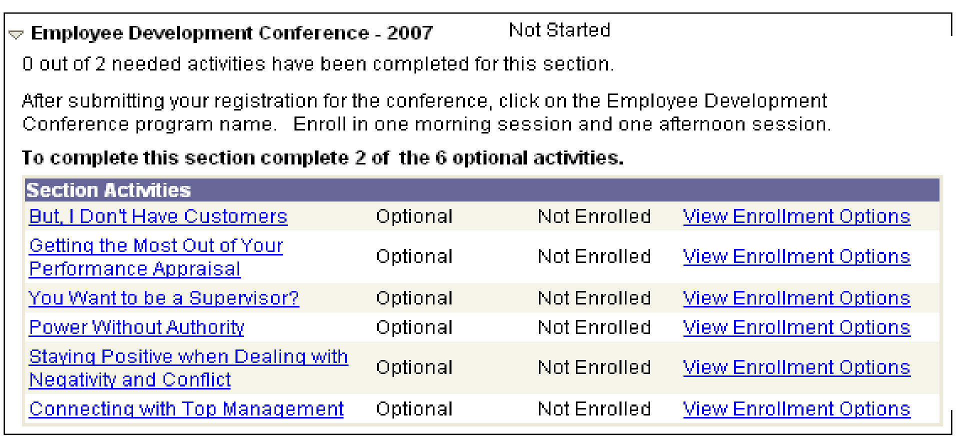


Important: You need to register for the program before you can enroll in any activities within the program.

Once you have registered for the program, locate your program on My Learning



Your program details will provide all the necessary requirements to complete the program including the list of learning activities within the program. In the example below, you are required to complete any 2 of the 6 activities.

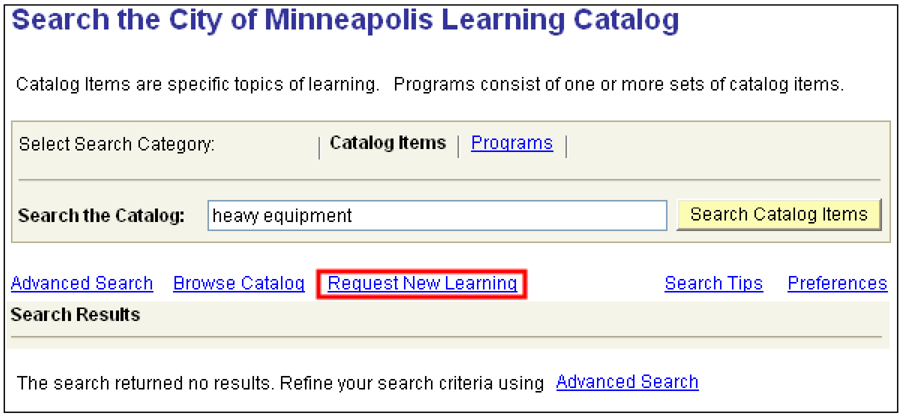


Click on the activity name or **View Enrollment Options** to see the list of available offerings and dates.

For more information about enrolling in activities, refer to the **Enroll in Learning Activity** section.

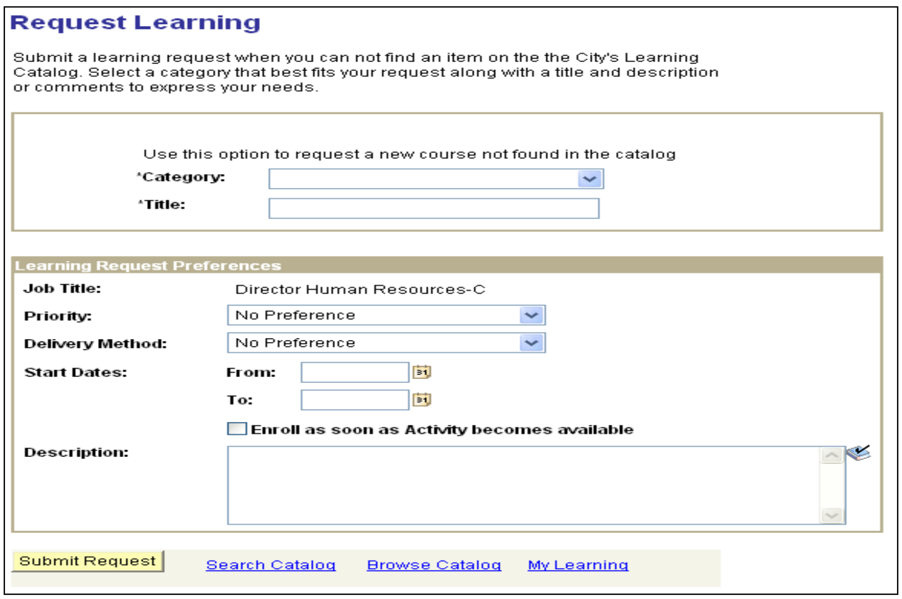
Request New Learning

If you cannot locate a specific learning offering you wish to attend, click on **Request New Learning** link. You will find this link at the bottom of numerous pages.



In this example, the employee is looking for learning opportunities related to “heavy equipment”. Since nothing was found on the City’s Learning Catalog, the employee wants to submit a request for this type learning.

After clicking **Request New Learning**, the following page will allow you to provide specific details about your particular interest.



Learning requests are submitted to Training & Development and will be monitored and evaluated periodically.

You will be notified if new offerings are made available matching your request.

Please provide as many details as possible to help administrators understand and evaluate your request.

Supplemental Learning

My Learning
View your enrollment record, progress status, and schedule using selected filter options.

Search Catalog
Search the learning catalog by title description or other selection criteria.

Browse Catalog
Browse the learning catalog using subject-based categories and subcategories.

Supplemental Learning
Request credit for learning completed outside the learning catalog.

Click here

Supplemental Learning is used to record your completed training that is NOT listed specifically on the City's Learning Catalog. For example, if you attended a conference or workshop conducted by an outside vendor, you could record your participation here.

Supplemental Learning

Supplemental Learning is used ONLY to record any COMPLETED training that is NOT listed specifically on the City's Learning Catalog. All training available through the City's Learning Catalog must be administered through standard enrollment procedures. Contact your Training Administrator if you have questions.

NOTE: Only record training that is significant to your current or any future role(s) with the City.

Select Supplemental Learning Type

*Type: Select...

Select the **Type** that best describes the supplemental learning you received. The list includes:

- Conference/Seminar
- Continuing Education
- On-the-job Training
- Workshop

Click Continue after selecting the **Type** of supplemental learning. You will be prompted to record specific details about the learning you received.

Supplemental Learning Details

*Title:	
*Description:	You can enter up to 254 characters and spaces
*Status:	Select...
Type:	Conference/Seminar
*Start Date:	06/26/2007
*End Date:	06/26/2007
Location:	
Study Hours:	0.00
Price:	0.00
Education Units:	
*Provided By:	
Instructor/Facilitator:	

* Required Field

Save My Learning

Provided here is an example of the fields available to record information about your supplemental learning.

Select "**Unverified**" as the Status. Your status will remain "Unverified" until you provide proof of completion (e.g., certificate) to your supervisor or Department training administrator. Only they change the status to "Completed".

An asterisk (*) indicates that it is a required field and must be completed before saving your data.

Always remember to click Save when done entering your learning or when making changes.