

EMPLOYEE SERVICES Quick Reference Guide

- GO TO: <https://EmployeeServices.rentonwa.gov>

or

Go to SharePoint for links to Employee Services

The screenshot shows the Renton Employee Services homepage. The header includes the Renton logo and the title 'Employee Services'. A navigation bar contains links for Home, Employee Services, Logon, Help, and Contact. A sidebar on the left provides contact information for the City of Renton Online Services. The main content area explains the service and provides options to log in, register, or reset a password. A callout box points to the 'New Users' button.

City of Renton Online Services
1055 South Grady Way
Renton, WA 98057
425-430-6926
425-430-6925
rdo@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.

Please Logon or Register...

- Registered Users** Please Logon Here.
- New Users** New? Register Here.
- Email Password** Forgot your password?

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.

The screenshot shows the 'New User' registration form. The header includes the Renton logo and the title 'Employee Services'. A navigation bar contains links for Home, New User, Help, and Contact. The form contains several fields for personal information, including name, address, phone number, and email address. It also includes fields for selecting a username and password, and a 'Next Step...' button. A callout box provides instructions on how to fill out the form.

First Name **Last Name***

Name

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* (example: 209 555 1212)

Email Address*

Select a Username*

Select a Password*

Repeat Password*

Next Step...

Note: Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database. **Also**, select a password that is at least 6 characters or more and not a common word or a number.

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Employee Services

Home **New User** ? Help Contact

Please check your information 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**

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'

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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

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

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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'

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1055 South Grady Way
Renton, WA 98057
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RENTON
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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 **Job Info** e information you would like to view.

Emp. Status: Personal Info Last Hired 03/16/2000

Org. Name: Paychecks Adjusted Service Date 03/16/2000

Salary Grp: Tax Withholding Appointment Date 11/01/2000

Cycle: Tax Info Last Increase 11/01/2004

Shift: Direct Deposit Type Salaried

Inc. Sched: Benefit and Deduction Usage Salary 81,792.00

Cafe. Pln: Leave Usage 9.32

Job History

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

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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.

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Password Change

The screenshot shows the 'Employee Services' website with the 'My Profile' tab selected. The 'eUser Profile' section contains fields for Name (LAST, FIRST), Email (flast@rentonwa.gov), Username (flast), and Phone (425 430 xxxx). A 'Save Changes' button is located above the 'Name' field. Below the 'Name' field are fields for 'First' (FIRST) and 'Last' (LAST). The 'Address Line 1' field contains '1055 SOUTH GRADY WAY'. The 'City/State/Zip Code' field contains 'RENTON', 'WA', and '98057'. The 'Phone Number' field contains '425 430XXXX'. The 'Email Address' field contains 'flast@rentonwa.gov'. The 'Select a Username' field contains 'flast'. The 'Select a Password' field contains '••••••'. The 'Repeat Password' field contains '••••••'. A callout box on the right side of the page contains the text: 'If you need to change your password click on "My Profile" tab. Change password, save changes.'

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Employee Services

Home eUser Profile My Profile Log off Help Contact

Name LAST, FIRST
Email flast@rentonwa.gov

Username flast
Phone 425 430 xxxx

eUser Profile Application Registrations Online Transactions

Save Changes

First Last
Name* FIRST LAST
Address Line 1* 1055 SOUTH GRADY WAY
Address Line 2/Suite
City/State/Zip Code* RENTON WA 98057
Phone Number* 425 430XXXX
Email Address* flast@rentonwa.gov
Select a Username* flast
Select a Password* ••••••
Repeat Password* ••••••

If you need to change your password click on "My Profile" tab. Change password, save changes.

Please contact **Roseanne Do x6926** for assistance with Employee Services