

CITY OF SAN JOSE

POWERED BY
PEOPLE

RESOURCEFUL • RESPONSIVE • RESILIENT

City of San José
NEW EMPLOYEE
WELCOME

Presentation will begin shortly.

Please be sure to mute your microphone.

ZOOM ETIQUETTE

- **Please mute your microphone**
To keep background noise to a minimum, please keep your microphone muted – when unmuted be mindful of background noise.
- **Questions** – please feel free to enter questions in the “chat” function – questions will be addressed at the end of each section of the presentation.

AGENDA

- I. Overview & Introductions – 2:30-2:40pm
- II. Human Resources presentation – 2:40-3:10pm
- III. Office of Employee Relations Presentation & City Oath – 3:10-3:40pm
- IV. Break – 3:40-3:45pm
- V. Bargaining Unit Presentations – 3:45-4:15pm
- VI. Non-supervisor anti-harassment training – 4:15-5:15pm

Welcome and Introductions

Please share your name, job title/department, and a brief description of what you'll be doing or where you will be working.

CITY OF SAN JOSE

POWERED BY
PEOPLE

Human Resources Presentation

CITY OF SAN JOSE

POWERED BY
PEOPLE

Logging in to eWay

The first Step of your Onboarding tasks

CITY OF SAN JOSE

POWERED BY
PEOPLE



CONTACT US

Report an issue
200 E. Santa Clara St.
San Jose, Ca 95113
408 535-3500 - Main
800 735-2922 - TTY

NEED MORE INFO?

Meeting Agendas
[City Calendar](#)
Accessibility
E-Government Policy
Sitemap

EMPLOYEES

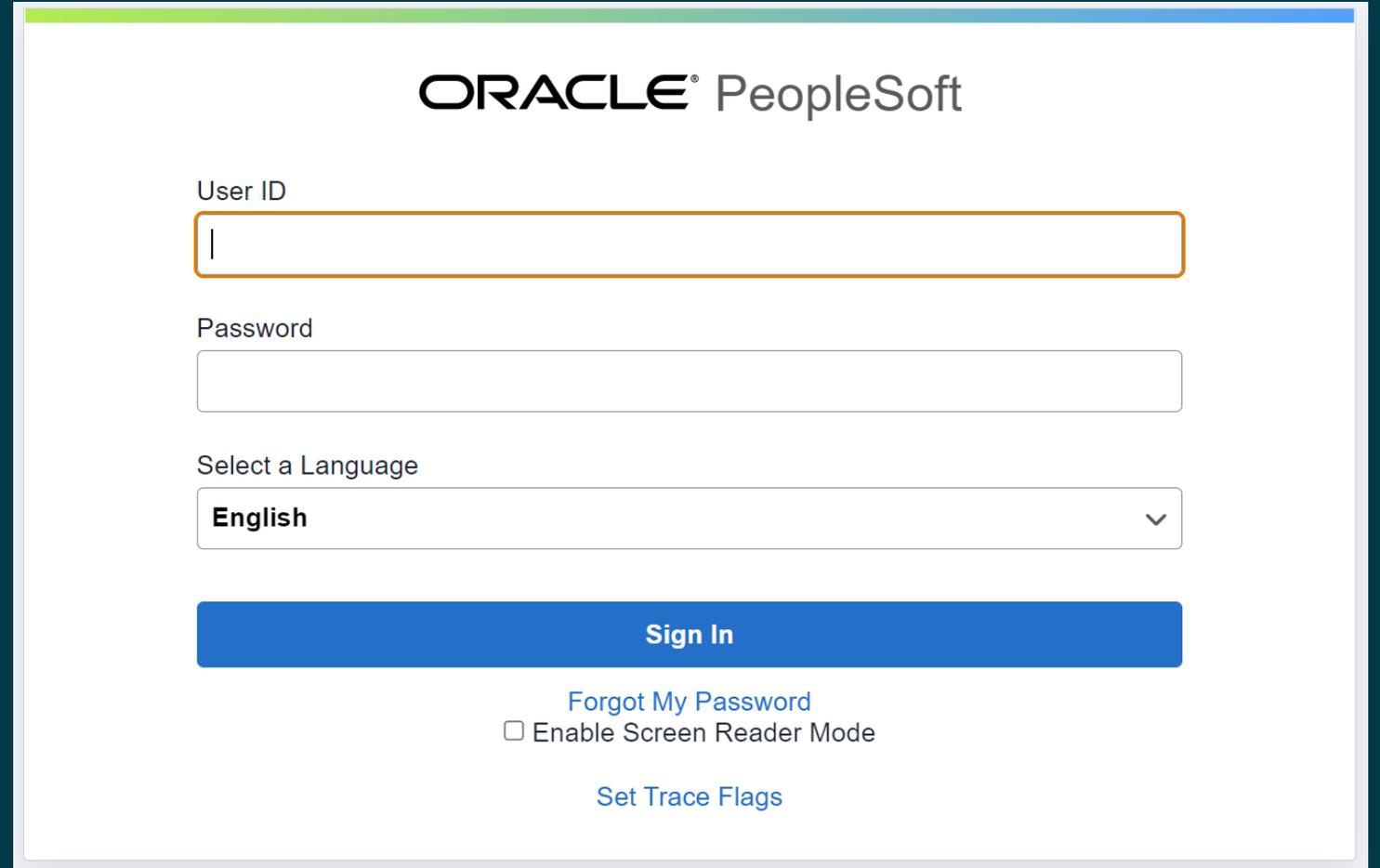
[Access eWay](#)
[Code of Ethics](#)
Web Mail



1. Navigate to the City's Internet portal at: www.sanjoseca.gov
2. At the bottom of the page Click the "Access eWay" link.

First Time Logging In

- **User ID =**
 - Employee ID#
- **Temporary Password =**
 - First four letters of your last name (1st letter of last name in CAP)
 - + Last 5 digits of SSN
 - + ?
- **Examples:**
 - Tom Smith = Smit51212?
 - John Doe = Doe39999?
 - Susie Ng = Ng81234?



The screenshot shows the Oracle PeopleSoft login interface. At the top center is the Oracle PeopleSoft logo. Below it are three input fields: 'User ID' (with a cursor), 'Password', and 'Select a Language' (with 'English' selected). A blue 'Sign In' button is positioned below the language dropdown. At the bottom, there are links for 'Forgot My Password', 'Enable Screen Reader Mode' (with an unchecked checkbox), and 'Set Trace Flags'.

ORACLE® PeopleSoft

User ID

Password

Select a Language

English

Sign In

[Forgot My Password](#)

Enable Screen Reader Mode

[Set Trace Flags](#)

Changing Your Password

The screenshot shows a web application interface with a navigation menu. At the top, there are two tabs: 'Favorites' and 'Main Menu'. Below the 'Main Menu' tab, there is a 'Search Menu:' section with an empty search bar. To the left of the search bar, there is a section titled 'Announcements' with a list of items: 'COVID-19', 'Direct De...', 'Review yo...', and 'Sign-Up f...'. To the right of the search bar, there is a list of menu items, each with a folder icon: 'CSJ Express Time Entry', 'Self Service', 'Manager Self Service', 'Enterprise Components', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The 'Change My Password' item is highlighted with a red oval, and a red arrow points to it from the left.

Navigation: Favorites, Main Menu

Search Menu:

Announcements

- COVID-19
- Direct De...
- Review yo...
- Sign-Up f...

- CSJ Express Time Entry
- Self Service
- Manager Self Service
- Enterprise Components
- Change My Password**
- My Personalizations
- My System Profile
- My Dictionary

Technical Issues

- If you experience any issues with logging into eWay please, try to clear your cached data first.
- Cached data can cause issues accessing eWay.
- Please note that after **5 failed attempts** you will be locked out of eWay and will need to submit an IT Ticket to reset your password. Should you get locked out please call the IT Dept at **(408) 793-6900**

Clearing Cached Data

GOOGLE CHROME BROWSER

1. Close ALL Chrome browser windows that you currently have open.
2. Open a new Chrome window.
3. At the top right, click on the "Customize and control Google Chrome" icon which appears as a vertical ellipsis (three dots).
4. Click on "More tools".
5. Click on "Clear browsing data"
6. Set the "Time Range" selection to "All time".
7. Ensure the boxes are checked for "Browsing history", "Cookies and other site data", and "Cached images and files". (Note: If you have an option to select "Passwords and other sign-in data", you will uncheck that box for the browser to keep your saved passwords.
8. Click on "Clear data" button.

Clearing Cached Data

MICROSOFT EDGE

1. Close ALL Edge browser windows that you currently have open.
2. Open a new Edge window.
3. At the top right, click on the "Settings and more" icon
4. Click on "Settings".
5. On the left-side menu, click on "Privacy, search, and services".
6. Find section "Clear browsing data", then click on "Choose what to clear" button.
7. Ensure the "Time Range" selection is "All time".
8. Ensure the boxes are checked for "Browsing history", "Download history", "Cookies and other site data", and "Cached images and files".
9. Click on "Clear now" button.



Onboarding Activities





Direct Deposit Materials to Prepare

1. **Routing number(s)** of the bank(s) you will be using
2. **Account number(s)** of the accounts you wish to deposit your money in
3. The **type** of account you will be using (ex. Checking, savings, etc.)

It is important you complete this task within your first week in order to receive a paycheck. Please work with your supervisor or department directly to complete this onboarding task.

What is needed to sign Up for Direct Deposit in eWay?

Ms Jane Doe
123 Main St
Boulder, CO 80301

_____ Date

Pay to the Order Of _____ \$

_____ Dollars 

Memo _____ Signature _____

123456789 0987654321 1001

Routing **Account**

Mandatory PTC 457 Plan



- Participation in the PTC Plan is mandatory.
- Contributions to the plan are made up of two components:
 - 3.75% Employee Salary contribution
 - 3.75% City contribution
- Withdrawals can be made 30 days after separation from City service.
- The City does not pay into Social Security. The PTC plan is designed to accumulate pre-tax dollars for retirement, replaces Social Security participation, and is in lieu of the City's Retirement Plan.



Voluntary 457 Plan



- **SAVE NOW** for your future! The Deferred Compensation Plan can help you start saving toward retirement.
- All employees are eligible to make an additional investment in retirement via pre-tax or after-tax payroll deductions and can defer % or flat amounts.
- Plan Features and instructions on how to enroll can be found at sanjose.beready2retire.com
- Plans are offered through Voya Financial and the City has two dedicated representatives to assist employees.
- Sign up via **eWay Onboarding** or anytime via sanjose.beready2retire.com



New Hire Onboarding Activities Reminders!



COMPLETE YOUR NEW HIRE
PAPERWORK ONLINE



PLEASE CHECK YOUR EMAIL FOR
FURTHER INSTRUCTION OR UPDATES



IF YOU HAVE ANY QUESTIONS, PLEASE
CONTACT

HUMAN.RESOURCES@SANJOSECA.GOV

Questions?

Human Resources Staff

(408) 535-1285 - Phone

(408) 999-0889 - Fax

Email: human.resources@sanjoseca.gov

Email: HRBenefits@sanjoseca.gov

Email: Transactions@sanjoseca.gov (I-9 appointments)

Website: [Human Resources](#)

Payroll Staff

(408) 535-7070 - Phone

(408) 292-6489 - Fax

E-mail: paysuper@sanjoseca.gov

Information Technology (IT)

(408) 793-6900 - Phone

Deferred Compensation

(408) 975-1465 - Phone

(408) 999-0889 Fax

Website: [Deferred Compensation](#)

Voya Financial –

Registered Representatives

Peter Ng – (408) 386-6061 cell

Email – Peter.Ng@voya.com

Nancy Agaiby – (408) 892-0744 cell

Email – Nancy.Agaiby@voya.com

CITY OF SAN JOSE

POWERED BY
PEOPLE