

How to Logon to PeopleSoft Self-Service

1. In your web browser (Internet Explorer, etc.) go to www.talgov.com/retirement then:
 - 1) Click on **Forms & Publications** then click **Employee/Retiree Self Service Login**

The screenshot shows the City of Tallahassee website. At the top, there is a navigation bar with the City logo and the text "City of Tallahassee". Below this, there are several menu items: "Live", "Play", "Work", "Government", "About the City", and "Departments". The main content area is divided into three columns. The first column is titled "Retirement Services" and includes links for "Retirees", "Active Employees", "Retirement Calculators", "Forms & Publications", "News & Events", "FAQs", and "Related Information and Links". The second column is titled "Retirement Forms & Publications (PDF format)" and lists various forms and guides, including "Plan Guides and Summaries", "Guides to Retiring", "Pension Calculation Worksheets", "401 (k) MAP and 457 RSVP", "175/185 Supplemental Share Plan (Fire & Police)", "Deferred Retirement Option Plan (DROP)", "BuyBack Program", "Insurance (retirees)", "Direct Deposit Forms (retirees)", "Termination Distribution Forms (retirees/termination)", "Social Security Notice", and "Temporary Employees Information". The third column is titled "Additional Retirement Info" and lists items like "Estimate Request Form (PDF)", "401 (k) MAP & 457 RSVP", "Drop Information", "Buyback Information", "QDRO/OIDO (PDF)", "Annual Report (PDF)", "Pension Board Members (PDF)", and "Employee/Retiree Self Service Login", which is circled in red. Below the "Retirement Forms & Publications" section, there is a "Frequently Used Forms" section with links to "Name/Address Change Form", "Retirement Benefits Estimate Request (DryRun) Form", "Beneficiary Designation Form", "Beneficiary Designation for Temporary Employee Form", "Retirement Notification and Instructions Form", and "W4P Withholding for Pension or Annuity Form".

2. Sign on to the PeopleSoft HRMS system with your User ID and Password. (If you need help signing on, please call the ISS Systems One-Stop at 891-8855, press 2)

The screenshot shows the PeopleSoft HRMS login page. At the top, there is a logo for "CITY OF TALLAHASSEE HR Self Service". Below the logo, there is a login form with two input fields: "User ID:" and "Password:". Below these fields is a "Sign In" button. To the right of the login form, there is a "Select a Language:" dropdown menu with a list of languages: English, Danish, Français, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, 日本語, 繁體中文, العربية, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Svenska, 日本語, Русский, 繁體中文, العربية.