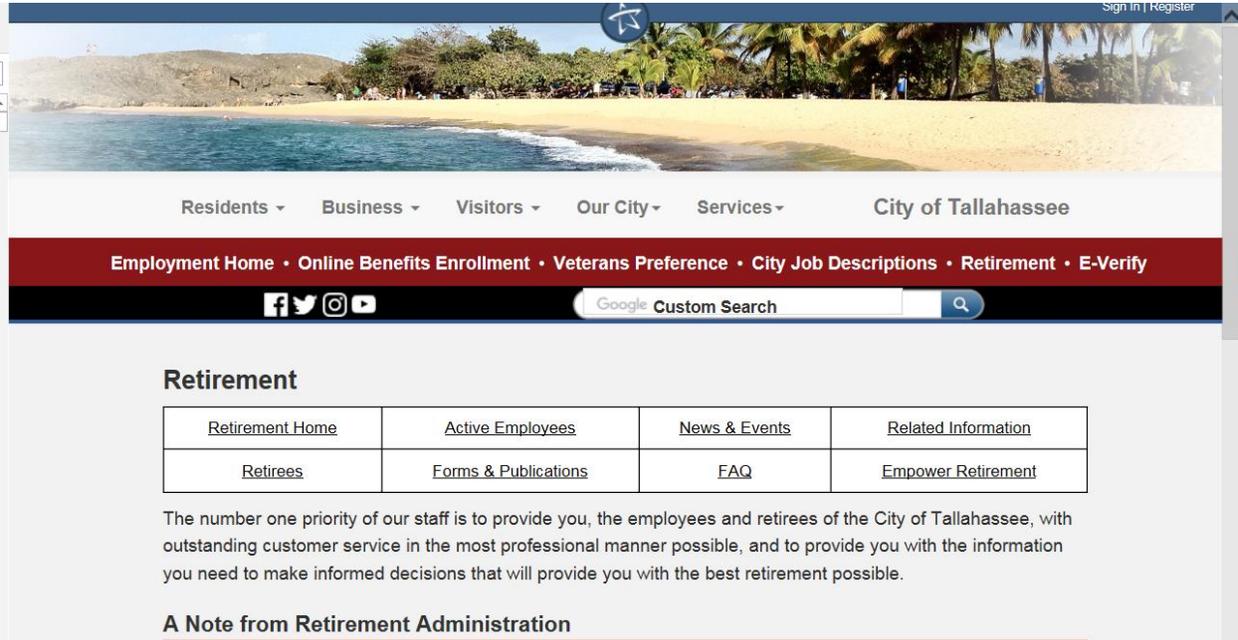


How to Logon to PeopleSoft Self-Service

- 1) In your web browser (Internet Explorer, Chrome, etc.) go to www.talgov.com/retirement. It will open our home page.



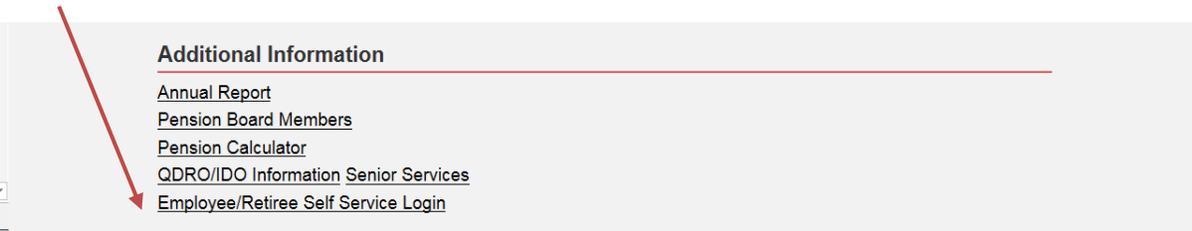
The screenshot shows the City of Tallahassee Retirement website. At the top, there is a navigation menu with links for Residents, Business, Visitors, Our City, and Services. Below this is a red banner with links for Employment Home, Online Benefits Enrollment, Veterans Preference, City Job Descriptions, Retirement, and E-Verify. A search bar is located below the banner. The main content area is titled "Retirement" and contains a table with links to Retirement Home, Active Employees, News & Events, Related Information, Retirees, Forms & Publications, FAQ, and Empower Retirement. Below the table is a paragraph of text and a link to "A Note from Retirement Administration".

| Retirement Home | Active Employees | News & Events | Related Information |
|---------------------------------|--|-----------------------------------|-------------------------------------|
| Retirees | Forms & Publications | FAQ | Empower Retirement |

The number one priority of our staff is to provide you, the employees and retirees of the City of Tallahassee, with outstanding customer service in the most professional manner possible, and to provide you with the information you need to make informed decisions that will provide you with the best retirement possible.

[A Note from Retirement Administration](#)

- 2) Scroll to the bottom of the page for **Additional Information** and choose the link [Employee/Retiree Self Service Login](#)

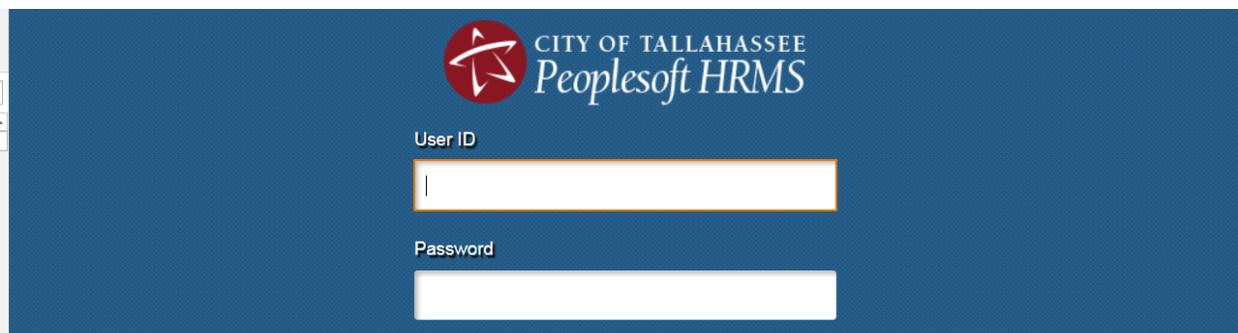


The screenshot shows the "Additional Information" section of the Retirement website. A red arrow points to the link "Employee/Retiree Self Service Login".

Additional Information

- [Annual Report](#)
- [Pension Board Members](#)
- [Pension Calculator](#)
- [QDRO/IDO Information Senior Services](#)
- [Employee/Retiree Self Service Login](#)

- 3) Sign on to the PeopleSoft HRMS system with your User ID and Password. If you need help signing on, please call the Technology & Innovations Support Team @ 850/891-8855, and select option 2 (M-F, 7:30am-5:30pm).



The screenshot shows the PeopleSoft HRMS login page. The page has a dark blue background. At the top, there is a logo for the City of Tallahassee PeopleSoft HRMS. Below the logo, there are two input fields: "User ID" and "Password".

CITY OF TALLAHASSEE
PeopleSoft HRMS

User ID

Password