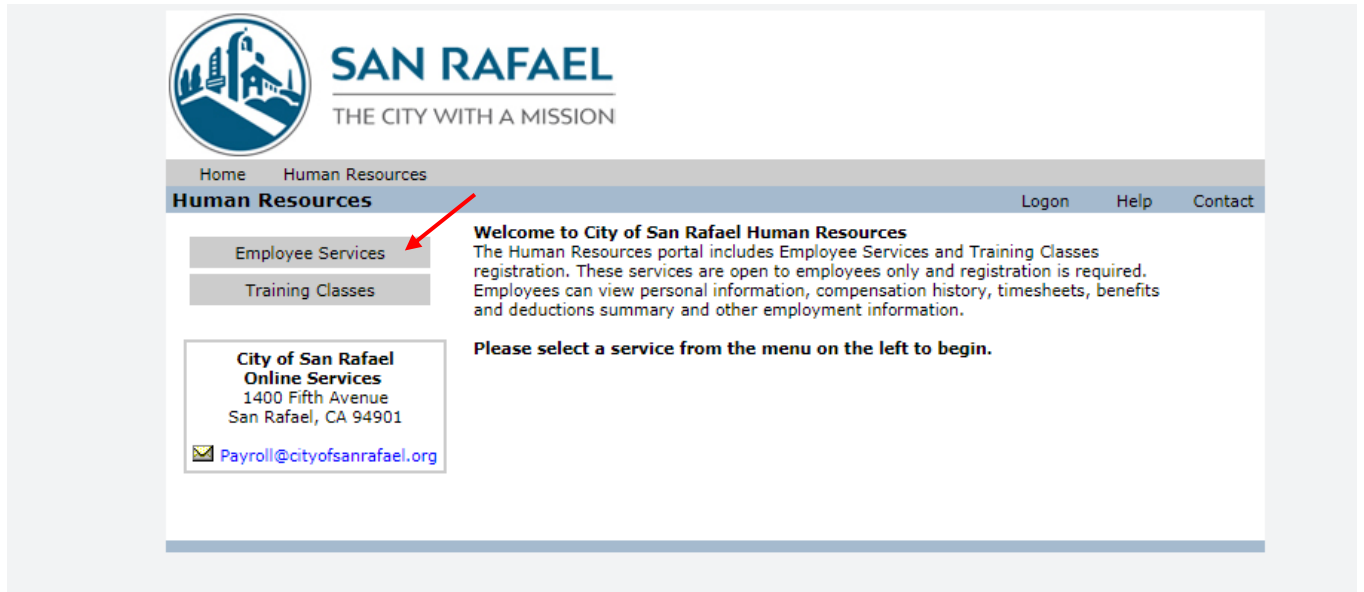


## CITY PAYROLL WEBSITE

<https://hrweb.cityofsanrafael.org/>

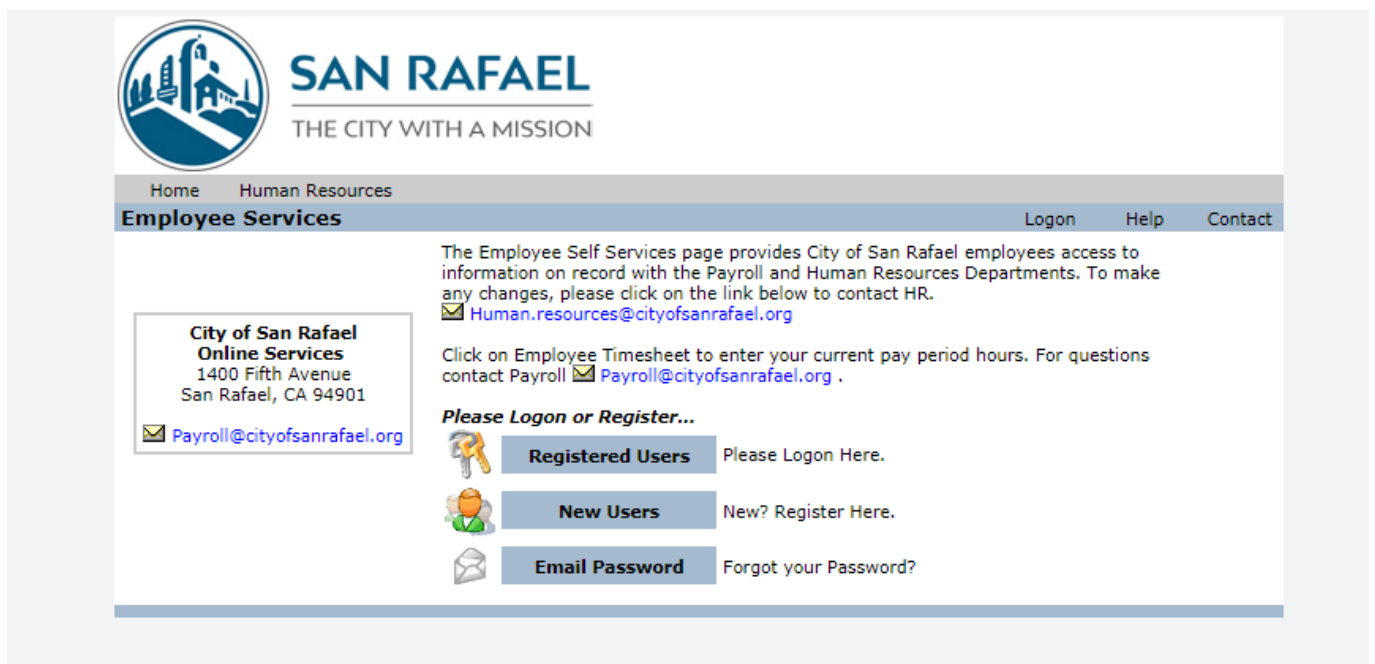
Then choose Employee Services:



The screenshot shows the homepage of the City of San Rafael Human Resources portal. At the top left is the city logo and the text "SAN RAFAEL THE CITY WITH A MISSION". Below this is a navigation bar with "Home" and "Human Resources" links. The main header is "Human Resources" with "Logon", "Help", and "Contact" links on the right. On the left side, there are two menu items: "Employee Services" and "Training Classes". A red arrow points to "Employee Services". To the right of the menu is a welcome message: "Welcome to City of San Rafael Human Resources. The Human Resources portal includes Employee Services and Training Classes registration. These services are open to employees only and registration is required. Employees can view personal information, compensation history, timesheets, benefits and deductions summary and other employment information." Below the menu is a box for "City of San Rafael Online Services" with the address "1400 Fifth Avenue, San Rafael, CA 94901" and the email "Payroll@cityofsanrafael.org". At the bottom right, there is a prompt: "Please select a service from the menu on the left to begin."

NEW Users to register, use your Payroll/Employee ID# (4 digits)

(Ask Payroll or HR if unknown)



The screenshot shows the "Employee Services" page of the City of San Rafael website. At the top left is the city logo and the text "SAN RAFAEL THE CITY WITH A MISSION". Below this is a navigation bar with "Home" and "Human Resources" links. The main header is "Employee Services" with "Logon", "Help", and "Contact" links on the right. On the left side, there is a box for "City of San Rafael Online Services" with the address "1400 Fifth Avenue, San Rafael, CA 94901" and the email "Payroll@cityofsanrafael.org". To the right of the box is a message: "The Employee Self Services page provides City of San Rafael employees access to information on record with the Payroll and Human Resources Departments. To make any changes, please click on the link below to contact HR. [Human.resources@cityofsanrafael.org](mailto:Human.resources@cityofsanrafael.org) Click on Employee Timesheet to enter your current pay period hours. For questions contact Payroll [Payroll@cityofsanrafael.org](mailto:Payroll@cityofsanrafael.org) . Please Logon or Register..." Below the message are three buttons: "Registered Users" with a key icon and the text "Please Logon Here.", "New Users" with a person icon and the text "New? Register Here.", and "Email Password" with an envelope icon and the text "Forgot your Password?"

To view job info, paychecks, tax withholding info, etc. choose "Employee Self Service"

Home Human Resources

**Employee Services** My Profile Log Off Help Contact

The Employee Self Services page provides City of San Rafael employees access to information on record with the Payroll and Human Resources Departments. To make any changes, please click on the link below to contact HR.  
✉ [Human.resources@cityofsanrafael.org](mailto:Human.resources@cityofsanrafael.org)

Click on Employee Timesheet to enter your current pay period hours. For questions contact Payroll ✉ [Payroll@cityofsanrafael.org](mailto:Payroll@cityofsanrafael.org) .

Employee Name: ~~ALCANTARA, JENNIFER~~

Actions...  
📄 [Employee Timesheet](#)  
👤 [Employee Self Service](#)

**City of San Rafael Online Services**  
1400 Fifth Avenue  
San Rafael, CA 94901  
✉ [Payroll@cityofsanrafael.org](mailto:Payroll@cityofsanrafael.org)

Select "Viewing" and a drop-down menu will appear for you to select the information you would like to view.

Viewing Job Info ▼ <-- Select the information you would like to view.

- Timesheet
- Paychecks**
- Tax Withholding
- Tax Info
- Direct Deposit
- Benefit and Deduction Usage
- Leave Usage
- Assets
- Evaluations
- Employee Edit
- Activity History