

Welcome to Employee Services for the City of Oak Harbor.



This service provides City of Oak harbor employees access to information on record with the Human Resources Department. Currently, access is limited to viewing available information.

Features that are planned include: electronic time sheet entry for employees. You will complete your timesheet through this website, it will then be routed to your Supervisor/Manager/Director for approval and submitted to Payroll.

Please visit the website to begin your registration by clicking on "New Users."

<https://portal.oakharbor.org/edenweb/>

CITY OF Oak Harbor
WHIDBEY ISLAND, WASHINGTON

Whidbey Island's Premier Waterfront Community

Employee Services Logon Help Contact

City of Oak Harbor Online Services
865 SE Barrington Drive
Oak Harbor, WA 98277
(360) 279-4537
✉ Payroll

This service provides City of Oak Harbor 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.
- Recover Password** Forgot your Password?

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

First Name	Last Name*
Name <input type="text"/>	<input type="text"/>
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*	<input type="text"/>
Address Line 2/Suite	<input type="text"/>
City/State/Zip Code*	<input type="text"/> <input type="text"/> <input type="text"/>
Phone Number*	<input type="text"/> example: (209) 555-1212 or (209) 555-1212 3333
Cell Phone Number	<input type="text"/> example: (209) 555-1212 or (209) 555-1212 3333
Email Address*	<input type="text"/>

Select a **Username*** **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.

Select a **Password***

Repeat **Password*** Your password must be between 4 and 16 characters long and consist of letters and numbers only.

REGISTRATION

Please complete the form (above). All fields marked with a "*" require information.
Note: Usernames must be unique, you will receive an error message if the username already exists in the database. Select a password that is 6 letters, or more and not a common word or phrase. It is recommended not to use identifying information as a password either. Please write down your password.

Click on "Next Step"

Please check your information carefully **before** clicking the registration button. If you need to make changes to the information shown here, "click here now" to update.



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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: **JOHN SMITH**
Address: **865 SE BARRINGTON DRIVE
OAK HARBOR, WA 98277**
Phone Number: [REDACTED]
Cell Phone Number:
Email Address: [REDACTED]
Username: **jsmith**
Password: **Hidden**

You will need to verify your identity as a City of Oak Harbor employee:



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Home **Employee Services: 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

Once registration is fully complete, you will see the following screen.



Registration complete!

[Click here to access your employee information.](#)

Congratulations, your registration is now complete!

REGISTRATION HELP



[Help Home](#)

[Registration](#)

[Technical](#)

[Privacy](#)

[Contact Us](#)

Registering

User Name

Your User Name can be any combination of letters and/or numbers from 6 to 80 characters. Select something that will be easy for you to remember. You can use your email address if you like, but a shorter name will be easier to use, for example, your network ID firstinitiallastname.

Password

Your Password can also be any combination of letters and/or numbers from 8 to 20 characters. Create a password that contains at least one alphabetic and one numeric character.

Password Security

Your password protects your privacy! To ensure the security of your account information, don't reveal your password. Never write it down where anyone can find it. Change your password often and be sure that you do not use words that people can guess about you or use numbers in a series. Try using birthdays combined with pet names or sports teams.

Once you log in, you have access to the following information. This is a “read only” site. Information cannot be changed/updated here. For any changes – please reach out to your HR team, or your NEOGOV.



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Employee Name: 

Actions...
 [Employee Self Service](#)



Your main screen in Employee Services.

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Home **Employee Services: Job Info** My Profile Log Off Help Contact

Home Dept. **HR-HUMAN RESOURCES**

Name Emp. No.
Title/Pos# Position Status **Active**
Work Email Work Phone **(360) 279-4537**

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

Emp. Status **FULL TIME** Last Hired
Org. Name **CITY OF OAK HARBOR** Adjusted Service Date
Salary Grp. **NON-REPRESENTED CITY EMPLOYEES** FTE **100%** Appointment Date
Cycle **SEMI-MONTHLY** Grade Last Increase
Shift **STANDARD 8 HOURS** Step Type
Inc. Sched. **DEFAULT** Salary
Cafe. Pln. Hourly

From here, you can use the drop-down bar to navigate through your options.

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Home **Employee Services: Job Info** My Profile Log Off Help Contact

Home Dept. **HR-HUMAN RESOURCES**

Name Emp. No.
Title/Pos# Position Status **Active**
Work Email Work Phone **(360) 279-4537**

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

- Job Info
- Personal Info
- Paychecks
- Tax Withholding
- Tax Info
- Direct Deposit
- Benefit and Deduction Usage
- Leave Usage
- Job History

Emp. Status **FULL TIME** Last Hired
Org. Name **CITY OF OAK HARBOR** Adjusted Service Date
Salary Grp. **NON-REPRESENTED CITY EMPLOYEES** FTE **100%** Appointment Date
Cycle **SEMI-MONTHLY** Grade Last Increase
Shift **STANDARD 8 HOURS** Step Type
Inc. Sched. **DEFAULT** Salary
Cafe. Pln. Hourly

PAYCHECKS

Please note – in the “Paychecks, Tax Information and Leave Usage” you also can view by year.

You will see your check number and amount on your screen, information has been redacted in these instructions.

Home Dept. **HR-HUMAN RESOURCES**

Name Emp. No
Title/Pos# Position Status **Active**
Work Email Work Phone **(360) 279-4537**

Viewing Paychecks 2023

Check History

Date	Check No.	Payee	Transaction Type	Amount
07/31/2023	30		Direct Deposit	
07/14/2023	7		Direct Deposit	
06/30/2023	02		Direct Deposit	
06/15/2023	03		Direct Deposit	
05/31/2023	02		Direct Deposit	
05/15/2023	05		Direct Deposit	
04/28/2023	06		Direct Deposit	
04/14/2023	05		Direct Deposit	
03/31/2023	01		Direct Deposit	
03/15/2023	2		Direct Deposit	
02/28/2023	08		Direct Deposit	
02/15/2023	08		Direct Deposit	
01/31/2023	93		Direct Deposit	
01/13/2023	53		Direct Deposit	

Click on the or link to view your paystub.

It details the check number, pay period, issue date, gross and net payment deductions, and benefits by pay period, and year-to-date. Your leave usage is also at the bottom of the stub, as well as in its own View in your drop-down.

TAX WITHHOLDING/TAX INFORMATION

This screen is how you submitted your W2 to Payroll.
(if you wish to change your tax information – please do so in NEOGOV)

Home Dept. **HR-HUMAN RESOURCES**

Name : Emp. No.
Title/Pos# Position Status **Active**
Work Email Work Phone

Viewing **Tax Withholding** <-- Select the information you would like to view.

Federal Tax Withholding Information

New W-4 Submitted	Two Jobs	Other Income	Claimed Deductions	Claimed Dep Credits
Y	Y	0	0	0
Title	Marital Status	Addtl W/H Amt	Addtl W/H %	
FEDERAL WITHHOLDING TAX	Married	0	0	

State Tax Withholding Information

Title	Marital Status	Allowances	Addtl W/H Amt	Addtl W/H %
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Your W2 will be uploaded to your Employee Service Site once Payroll has completed the cycle.

IMPORTANT NOTICE:

The information displayed is NOT an official tax document, and if provided only for your reference. Only the PRINTED W2 provided to you by Human Resources/Payroll can be used for tax-related purposes.

Federal Law requires employers to send W2 forms out to employees by January 31, each year.

Home Dept. **HR-HUMAN RESOURCES**

Name	Emp. No.
Title/Pos#	Position Status Active
Work Email	Work Phone (360) 279-4537

Viewing **Tax Info** <-- Select the information you would like to view.

Important: The information displayed here is NOT an official tax document, and is provided only for your reference. Only the printed W2 you received in January can be used for tax-related purposes. Please contact Human Resources for a copy of your official W2 at ohhr@oakharbor.org.

Year **2022**

W2 Information for 2022

a. Employee's social security number ***-**-****		1. Wages, tips, other comp. 12,345.67	2. Federal Income tax withheld 1,234.56
b. Employer's ID Number 12-34567890		3. Soc. Sec. Wages 12,345.67	4. Soc. Sec. tax withheld 765.43
		5. Medicare wages & tips 12,345.67	5. Medicare tax withheld 185.23
c. Employer's Name, address, and ZIP code CITY OF OAK HARBOR, 865 SE BARRINGTON DRIVE, OAK HARBOR, WA 98277			
d. Control Number <Not Available>			
e. Social Security Number 12-34567890			
7. Social security tips 0.00	8. Allocated tips	9. Advance EIC payment 0.00	
10. Dependent care benefits 0.00	11. Nonqualified plans 0.00	12. Code	
13. Statutory employee N	14. Other	12c. Code	
Retirement plan Y		12d. Code	
Third-party sick pay N			

DIRECT DEPOSIT

This portion displays your direct deposit set up and if you have more than one account active, the percentage or flat amount directed into each. If you need to make changes – please do so through your NEOGOV.



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Home Dept. **HR-HUMAN RESOURCES**

Name Emp. No.

Title/Pos# : Position Status **Active**

Work Email Work Phone **(360) 279-4537**

Viewing Direct Deposit <-- Select the information you would like to view.

To change your Direct Deposit institution or account information, please contact Human Resources.

Direct Deposit Setup

Eff. Date	Bank	Acct. No.	Trans/Route#	Chk/Sav	Flat Amt.	Percent
06/01/2020	BANK	. SAVINGS	*****	*****	C	0.00 100.00

LEAVE USAGE

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Home **Employee Services: Leave Usage** My Profile Log Off Help Contact

Home Dept. **HR-HUMAN RESOURCES**

Name Emp. No.
Title/Pos# Position Status **Active**
Work Email Work Phone **(360) 279-4537**

Viewing Leave Usage 2023

Leave Usage

Leave Type	Accrued	Taken	Lost	Banked	Current Balance
COMP TIME	0.00	6.00	0.00	6.00	0.00
Employee Paid Sick Leave	0.00	0.00	0.00	0.00	0.00
FLOATING HOLIDAY	16.00	16.00	0.00	0.00	0.00
SICK LEAVE	56.00	18.00	0.00	0.00	72.00
VACATION	56.00	96.00	0.00	0.00	50.00
WELLNESS DAY OFF	0.00	8.00	0.00	0.00	0.00

Note: Balances reflect time reported as of the last completed pay period. The taken balance may not truly reflect time taken as it may contain time lost and/or adjustments made to correct balances. Please contact Payroll regarding any discrepancy.

USER HELP – EMAIL PASSWORD

Forgot your password? Use the form below to recover a forgotten password.

You must enter the email address that you registered with. If you do not receive an email within a few minutes, please call Human Resources for assistance.

Forgot your password? Use the form below to recover a forgotten password or send email to [✉ Payroll](#) .



You must enter the email address that is currently on file with this service. Once you receive the email, you will be directed to a password reset form.

If you do not receive an email within a few minutes, check your spam or junk email folder. If the email was not received, you will need to call our offices for assistance.

Email Address

PAY STUBS WILL NO LONGER BE PRINTED AND DISTRIBUTED

Your pay stubs will be available to you on the payroll date.