



We are pleased to announce that the Employee Intranet is available through the computer station located in your breakroom. The intranet contains the most requested payroll forms, including W-4 forms and direct deposit authorizations, HR documents and policies.

General information announcements, an employee bulletin board where you can place items for sale or rent, an employee expense report, safety information, including, FLMA First Report of Injury form, are examples of the type of information to be found on the intranet.

The intranet address is: <http://www.cityofmenasha-wi.gov/content/intranet/index.php>.

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www.cityofmenasha-wi.gov



The computers in the break rooms are used for trainings when directed. You may also use these computers to access the "City Intranet" during your breaks, or shortly before or after your shift provided Vince, Tim or Jeff do not have a reason to request you use it on a different occasion. If you have a need to use these computers outside your break times please request permission from your supervisor.

Mark Radtke