

INSTRUCTIONS FOR NEW EMPLOYEES FOR LOGGING IN TO YES

In order to access personal information regarding pay and benefits, YES users need the following:

Username: Employee Identification Number (EIN), which you will obtain from your HR department.

Password: Four digit birth year plus the last 4 digits of your SSN (YYYY1234).

If you experience any issues or have questions, please contact the HRIS Help Desk at 602.542.4700 or email hrihelpdesk@azdoa.gov.