New Employee Benefit Enrollment Instructions

System Availability
This system is available from 7 am to 6 pm seven days a week.

How to access New Employee Enrollment in "MY HRIS"

1. To use HRIS, you need Internet Explorer version 6.0 or higher as your web browser. To check which version of Internet Explorer your computer is using, go to any open Internet window. On the tool bar at the top of the window, click on the Help menu, and then click on About Internet Explorer. This will open a window and the first line will tell you which version you are currently running on your computer. Click the OK button to close this window. If you are currently using an older version of Internet Explorer, or Netscape, or another browser, ask your coworkers or your agency's Information Technology Group how to install or upgrade to Internet Explorer 6.0 on your computer.

2. Please be sure that your screen resolution is set to 1024 by 768 pixels. To do this, click on the start button in the lower left-hand corner of your computer screen. Select the Settings option from this menu, and then Control Panel. Next, double click the Display icon in the control panel, and the Display Properties window will open. Select the "Settings" tab at the top of the window. By clicking and dragging the pointer on the "Screen Area" controls, you can change the resolution of your screen. Drag the pointer to at least the 1024 by 768 pixels resolution setting, and then click the Apply button in the bottom right-hand corner of the window for the setting to take effect. A new warning window will open, and ask if you want to apply the new desktop settings; click the Yes box. The screen will go blank for a few seconds while the new settings are applied, and another warning box will open, stating that the desktop has been reconfigured, and asking if you want to keep these new settings. Click in the Yes box within 15 seconds, otherwise the monitor will return to the previous settings. Once you are finished, Click the OK button in the Display Properties window, and the window will close. Finally, close the Control Panel window.

3. Login to "MY HRIS" (www.hris.state.az.us)

4. Click on "First Time User" and enter your nine-digit User ID. Your User ID consists of four leading zeros and your five-digit Employee Identification Number (EIN).
   Example: Joe Smith's EIN is 10015; his User ID will be 000010015. Your agency human resources office will provide you with your EIN.

5. Enter the requested personal information.

6. You will be prompted to accept or reject the Data Sharing Non-Disclosure Statement. If you reject acceptance, you will not be allowed into the system. You will need to mark the box by the words "I AGREE" before you can proceed.

7. Pick and answer a question from the list of questions (The answer to this question will be used if you forget your password).

8. If all the information was entered correctly, you will receive your password. You will then be directed to the screen to enter your EIN and PIN numbers.

Note: Flexible Spending Accounts enrollment is not a part of this process. If you wish to participate in the Medical or Dependent Care Flexible Spending Accounts you must submit a paper enrollment form to your agency benefits liaison.

Enrollment Process

Once you have completed your enrollment, you will not be able to access the New Hire Enrollment section again. Any further changes must be done through your agency benefits liaison. We suggest that you print this page to assist you with the enrollment process, and to make your selections carefully.

Set-up: Click on "Preferences" in the upper right-hand corner of the page and select "Content" from the drop-down box. Then drag and drop "AZ Employee Self Service" from the Subscriptions Menu to the Navigation Menu and click on "Save".
You will then be asked if you want to reload the portal – select "Yes".

ALL INFORMATION FROM THIS POINT FORWARD MUST BE ENTERED IN CAPITAL LETTERS AND WITHOUT PUNCUATION.

Step 1: If you are enrolling any eligible dependents under your coverage you must first list those dependents by clicking on the "Personal Information" link located on the left side of the page under the "Home" tab and then by clicking on the "Dependents" link.

Step 2: After you have listed all dependents you wish to cover, or if you are enrolling in single coverage, click the "Home" tab and then the "Benefits" link. If you are adding dependents with a different last name or a relationship other than spouse or child you must provide supporting documentation (marriage certificate, birth certificate, court-approved guardianship paperwork) to your agency benefits liaison within 14 days of your enrollment.

Step 3: Click the "New Hire Enrollment" link to begin the enrollment process.

Step 4: After completing your benefits enrollment, click the "Beneficiary" link to designate beneficiary or trust information.

If you have selected supplemental life coverage and wish to designate beneficiaries different from your basic life insurance, you will not be able to at this time, and will need to return to this site within three business days. If you do not return to the site to designate beneficiaries for your supplemental life insurance, the allocations under your basic life insurance will also apply to your supplemental life insurance.