

Former Employee Access Instructions

Click on [Employee Access](#)

Click on Don't have an account? Sign up

Don't have an account? [Sign up](#)

Enter your personal email address

Enter your legal First Name

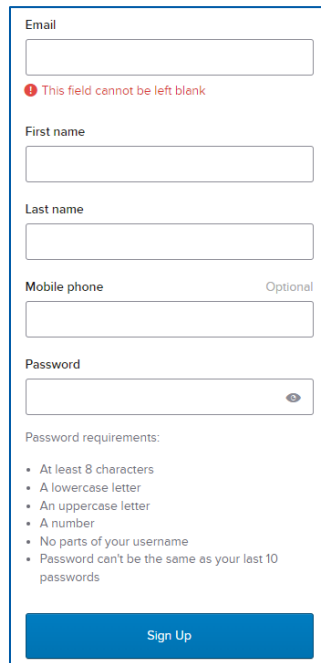
Enter your Last Name

Create a Password

Select Sign Up

**Please note:*

The personal email, legal first and last name must match the records on file with HR



The screenshot shows a sign-up form with the following fields and requirements:

- Email:** A text input field with a red error message below it: "This field cannot be left blank".
- First name:** A text input field.
- Last name:** A text input field.
- Mobile phone:** A text input field with the word "Optional" to its right.
- Password:** A text input field with an eye icon for toggling visibility.

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

A blue "Sign Up" button is located at the bottom of the form.

What can I do in Employee Access?

- View previous paystubs
- View prior year W-2's
- View current information

Need to update your information? Please contact: HR.Desk@gilbertaz.gov