# Former Employee Access Instructions

Click on **Employee Access**
Click on Don't have an account? Sign up

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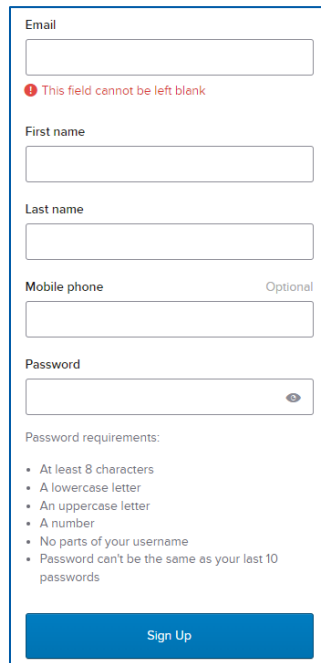Enter your personal email address
Enter your legal First Name
Enter your Last Name
Create a Password
Select Sign Up

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

Email

This field cannot be left blank

First name

Last name

Mobile phone                    Optional

Password

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

Sign Up

## 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

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