

New Employee Benefit Enrollment Instructions

System Availability

Each week HRIS will be unavailable from 6:00 p.m. Saturday until 7:00 a.m. Sunday for scheduled maintenance. New Hire Benefit elections cannot be performed during this maintenance time.

How to access New Employee Enrollment in "Your Employee Services (YES)"

1. To use YES, Internet Explorer version 7.0 or higher is the recommended web browser. You may use other browsers but certain pages may not display correctly and you do so at your own risk.
2. Login to YES (https://portal.hris.azdoa.gov/CES/ces_login.jsp).
3. Click on "New Employees". Your Username will be your Employee Identification Number (EIN). Example: Joe Smith's EIN is 10015; his User ID will be 10015. Your agency human resources office will provide you with your EIN.
4. Password: defaults to four digit birth year and last four digits of SS.
5. 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.

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.

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

Step 1: Click the "Benefits" link located on the left side of the page under the "Home" tab and then the "New Hire Enrollment" link to begin the enrollment process.

Step 2: If you are enrolling any eligible dependents under your coverage you must first list those dependents by clicking the "Add/Change Dependents" link.

Step 3: After you have listed all dependents you wish to cover, or if you are enrolling in single coverage, click the "Benefit Enrollment" 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 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 after the date your benefits become effective. 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.