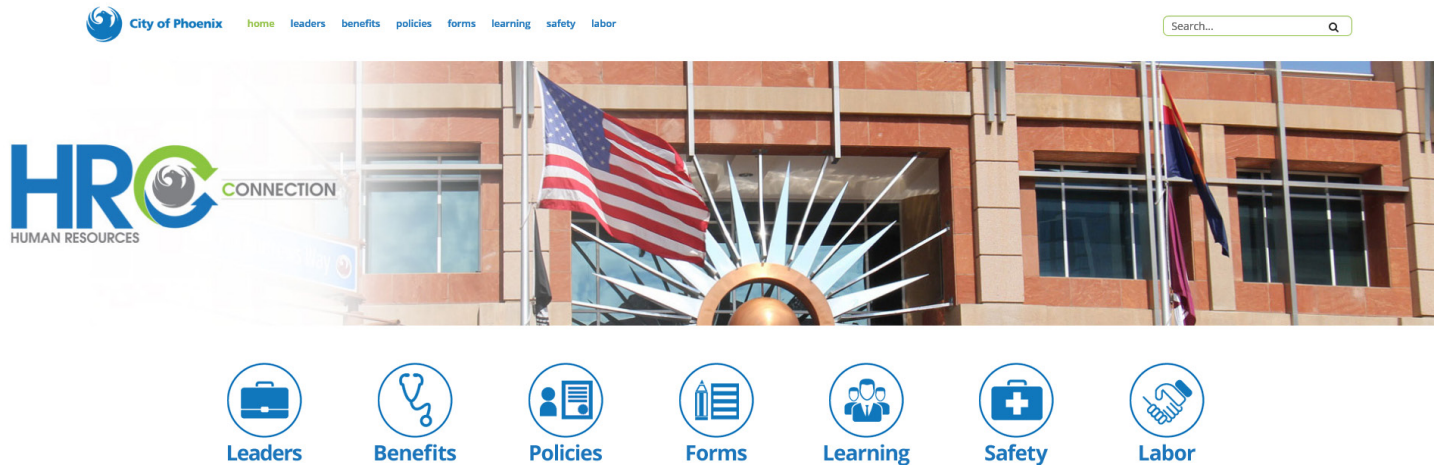


Your Updated HR Connection Site is Ready!

HR Connection Overview

The HR Connection was created with you in mind. All features of the HR Connection are accessible from any web-capable device. The HR information that you need has been reorganized by function:



- 1. Leaders:** A directory of tools and information for anyone with direct reports
- 2. Benefits:** Information about employee benefits and wellness programs
- 3. Policies:** A directory of HR-related policies for all City Employees
- 4. Forms:** HR-related forms located in one searchable library
- 5. Learning:** Personal and professional learning opportunities for individuals and teams
- 6. Safety:** Workplace and fleet safety, workers' compensation, and drug & alcohol testing info
- 7. Labor:** Info about labor/management relations and employee union/association agreements

Some things have moved...

Jobs Information

Visit [Phoenix.gov/employment](https://phoenix.gov/employment)

Retiree Benefits Information

Visit [Phoenix.gov/retirement](https://phoenix.gov/retirement)

Class & Compensation Information

Visit [Phoenix.gov/hr/current-jobs/total-compensation-information](https://phoenix.gov/hr/current-jobs/total-compensation-information)

Accessing the HR Connection

Access to the HR Connection is restricted to current City of Phoenix employees only and will require employees to login with their City of Phoenix Email address & password (i.e. john.doe@phoenix.gov)



City of Phoenix

Sign in with your organizational account

john.doe@phoenix.gov

Password

Sign in

This is a City of Phoenix information system. Only authorized computer users may access it.

To Access the HR Connection from any location on an internet capable device:

1. Navigate to <http://hr.phoenix.gov>
2. Enter your City of Phoenix email address and regular network password
3. Click "Sign In"

To Access the HR Connection on the City Intranet via InsidePhx:

1. From a City Computer on the City Network access: <http://insidephx>
2. Click "HR Connection" on the top level navigation
3. If prompted enter your City of Phoenix email address and regular network password
4. Click "Sign In"

To Access the HR Connection from your Office 365 Dashboard for easy access:

1. Navigate to the Office 365 Login Page with either of the following:
 - a. Outlook.com/Phoenix.gov
 - b. Login.MicrosoftOnline.com
2. Enter your City of Phoenix email address and regular network password
3. Click "Sign In"
4. Click the HR Connection Tile **Available after you manually pin the tile to your Office 365 Dashboard with the instructions below.*

To Manually Pin the HR Connection Tile to your Office 365 Dashboard:

1. Click the "Web Application Launcher" the nine dot square	
2. Click "All"	
3. Scroll to the section labeled as "Other" and find the HR Connection Tile	
4. Mouseover the HR Connection Tile <ol style="list-style-type: none">a. Notice that "..." three dots appear on the tileb. Click the "..." three dotsc. Select "Pin to home"	

To experience the HR Connection as intended please use the Internet Explorer Web Browser.