GET THE APP

1. Download the Infor Go app from Google Play (Android) or the App Store (iOS).
2. Open the Infor Go app.
3. Follow the configuration prompts opting to scan the QR code (see below) compatible with your device.
4. Your device will read the QR code and load the configuration settings.
5. Click 'Save'.
6. Sign in with Your Self-Service credentials to use the app.

NOTE: You must download the app and allow the app access to your camera with prompted to scan the QR code.

Android:

iOS:

your
SELF-SERVICE

Request Time Off,
Reset Your Password,
Make Changes to Your
Direct Deposit

www.yourselfservice.com

REQUEST TIME OFF

1. From the YSS homepage, click the 'My Time' button.
2. Click the day you would like to have time off and click the red 'Time Off Request' button.
3. Enter your start and end time off.
4. Confirm with your supervisor

My Time
Enter time records and time off requests.

RESET PASSWORD

1. Contact you supervisor to verify your email address.
   a. If your email address is wrong, have your supervisor enter the correct email address.
   b. If you email address is correct, procede to step two.
2. Click 'Forgot Password'.
3. Enter the correct email address and code as it prompts you.
4. Then you will be sent an email.
5. Click the link inside the email and follow the prompt.

Email:_____
_____
_____
Password:_____
_____
_____

PAY STUB

FIRST TIME LOG IN TO MYASHLEYWORLD

1. Enter your default username and password.
   a. Default username: AF+6 digit employee number.
   b. Default password: Date of birth (mmddyyyy) + last 4 digits of your social security number (mmddyyyy1234).
2. Create a new username and password.

VIEW PAY CHECKS IN MYASHLEYWORLD

1. Under the 'Myself' tab, click on 'Pay History' to view your previous pay stubs.
2. Click on the 'Pay Date' you want to view. This will display the pay stub for that pay period.
3. Be sure to 'Log Out' after visiting MyAshleyWorld to keep your informatiion protected.

DIRECT DEPOSIT

1. From the YSS homepage, click the 'My Profile' button in the navigation bar. Click on 'Personal Information' on the left sidebar and scroll down to the 'Direct Deposit Details' section.
2. Edited information will take 2 full pay cycles before it will be active.
3. To set up two accounts:
   a. Click 'Add New Account' and add in your information.
   b. Select a default account. Then, enter the flat amount you want entered in to each account. If you want the remaining balance of your paycheck to go to an account, leave it as 0.00.
4. To deactivate an account, enter the date the account became inactive under the 'End' column.