

## Time Taken

The Time Taken application works in conjunction with the leave balance application. It will provide you with the ability to review time you have taken off in previous months on a day-by-day basis.

## Personal Profile

The personal profile application provides you with the ability to receive an e-mail notification when your W-2 or direct deposit (EFT) advice has arrived at ACE.

By providing your e-mail address, you will be informed by ACE when there is any activity regarding your account.

## MELMS Student Center

MELMS is the Mississippi Enterprise Learning Management System. MELMS gives state employees with an ACE ID and Password the flexibility to: request registration for classes online, search an online course catalog, view a class schedule, check training history, and view a calendar of upcoming training events.

## Other Features

### SECURITY

ACE is a secure service protecting state employees' personal information through the use of a User ID, Password, and SSL encryption. Each state employee has been set up to utilize ACE with a secure, self-contained ACE User Access profile.

### HOW DO I ACCESS ACE?

Using your state provided User ID and Password, logon to [www.MS.gov](http://www.MS.gov); click on the "ACE - Secured Access Channel for State Employees" link and follow the on-line directions.

If you have not already received your User ID and Password, please contact the MMRS Call Center at 601-359-1343 or at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov)

### ACCESS PROFILE

Another ACE feature is the "Update My Access Profile" application. It lets you set up a security question and answer. You will be directed to this area the first time you use ACE. You will then be able to reset/change your ACE password at any time.



[www.ms.gov/dfa/ace](http://www.ms.gov/dfa/ace)

**ACE** : Access Channel for Employees

*Giving state employees  
easy, fast, and more  
convenient access to  
their personal  
information*

## Access Channel for Employees of the State of Mississippi Quick Reference Guide

**JUNE 2013**

MMRS Call Center Support  
Monday – Friday  
8:00 am – 4:30 pm  
601 - 359 - 1343

## What is ACE?

ACE is Mississippi's secured internet ACCESS CHANNEL FOR EMPLOYEES that was developed to give state employees and state contract workers easy, fast, and more convenient access to their own personal information. Built to interface with the Statewide Payroll and Human Resource System (SPAHRs), ACE currently offers five options, with additional options in development.

You can currently use ACE to:

- Get your W-2 information electronically.
- Get your pay-stub/direct deposit (EFT) advices electronically.
- Maintain your personal ACE profile information.
- Get your leave balance information/time taken electronically.
- Access the Mississippi Enterprise Learning Management System (MELMS) Student Center.

## Electronic W-2

The electronic W-2 application provides state employees and contract workers the ability to receive their W-2 via the web.

There are several advantages to receiving your W-2 via ACE. You may:

- Get your W-2 faster. Employees who registered to receive their W-2 electronically are able to view and print their W-2s earlier than employees who received a printed copy postmarked January 31 via the U.S. mail.
- Print multiple copies.
- Save a copy on your personal computer.
- Access multiple tax years W-2 information.
- Register throughout the calendar year for the upcoming tax year.

Note: Once you have registered to receive electronic W-2s, you are set up to receive electronic W-2s in future years without any further action.

## Electronic Pay-Stub (EFT) Advices

The electronic pay stub (EFT) advice application provides state employees, who are paid by direct deposit (EFT), the ability to access their pay stub information via ACE. This application provides fast and easy access, as well as, a history of pay stub information for the last 12 months or the last 12 payments, whichever comes first.

## Leave Balance

The Leave Balance application provides state employees with the leave balance information for the previous four months for each leave balance type that you have. The leave balance(s) in ACE reflect adjustments by your agency payroll office after your pay stub was printed. Leave balance information is updated from the payroll system to ACE and reflects updates made by your agency payroll office.