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

JUNE 2013 **1003 ACE Printable Brochure**

What is ACE?

ACE is Mississippi's secured internet ACCESS CHANNEL FOR EMPLOYEES, 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 offers five applications in production.

You can use ACE to:

- Get your W2 electronically
- Get your Direct Deposit Pay Stub(s) (EFT) advices electronically
- Get your up to date Leave Balance/Time Taken information
- Access the MELMS Student Center
- Maintain your ACE Personal Profile information

Electronic W-2

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

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

- Get your W-2 faster. Employees who registered to receive their W-2s electronically are able to view and print their W-2s earlier than employees who receive a printed copy via the U.S. mail and postmarked no later than January 31.
- 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.
- Once you have registered for electronic W-2, 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 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 leave balance information for the previous four months listing each leave balance type they have. The balances in ACE reflect adjustments by your agency payroll office after your pay stub was printed. The leave balance information is updated from the payroll system to ACE and reflects updates made by your agency payroll office.

TIME TAKEN

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

MELMS Student Center

MELMS is the Mississippi Enterprise Learning Management System. MELMS gives state employees who have 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
- View a calendar of upcoming training events

ACE Personal Profile

The ACE personal profile application provides employees the ability to receive an e-mail notification when their W-2s and/or direct deposit (EFT) advices have arrived in ACE.

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

ADDITIONAL FEATURES

SECURITY

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

ACCESS PROFILE

Another ACE feature can be utilized through the "Update My Access Profile" application. This application gives you the ability to set up a security question and answer, which will give you access to reset/change your current ACE password at any time.

HOW DO I ACCESS ACE?

Using your state-provided user ID and password, logon to www.ms.gov, click on the "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.

Questions? Contact the MMRS Call Center
Monday - Friday ** 8:00 am – 4:30 pm
601-359-1343 or mash@dfa.ms.gov