



Department of Finance and Administration

ACE : Access Channel for Employees

1901-ACE Web Tutorial ^{v4}

Click to begin.

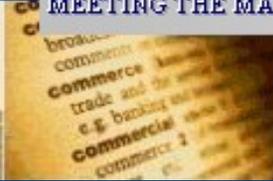


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Choose an option.

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ACE Overview

Access Channel for Employees (ACE) is a secured online application designed to provide current state employees fast and easy access to their Direct Deposit Pay Stubs, W-2s, Leave Balances/Time Taken for those employees who earn and take leave, and access to the MELMS Student Center. To access electronic W-2s, employees must elect to receive these electronically. State contract workers also have access to their W-2s and pay stubs.

ACE secures the state employee's and contract worker's information by the use of a User ID and password, and encryption of the same information. ACE also allows the user to maintain their personal profile information.

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ACE Facts

- State employees can access and print multiple tax year W-2 information electronically.
- State employees can access and print their pay-stub/direct deposit (EFT) advices electronically.
- State employees can access and print their leave balance information/time taken electronically.
- State employees can Change and reset their ACE password.
- State employees can access their information 24 hours a day.
- State employees can receive e-mail notification when their pay stub/W2 information is ready.
- State employees can access the MELMS Student Center to request registration for classes online.

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To select another option click the “Return” button.



To exit press Esc.



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Advantages for using ACE to access your W-2 include the following:

- The electronic W-2 is available prior to a paper copy.
- The user can print multiple copies.
- The user can save the information on their personal computer.
- The user can access multiple tax year W-2 information.

Advantages for using ACE to access your direct deposit pay stubs include the following:

- The user can print multiple copies.
- The user can save the information on their personal computer.
- The user can access the last 12 months or the last 12 payments whichever comes first.

Please note, only current state employees or contract workers are eligible to access ACE. Within one month of terminating with the state agency, a contract worker's or state employee's access to ACE will be removed.

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Advantages for using ACE to access the MELMS Student Center include the following:

- The user can register for classes online.
- The user can search an online course catalog.
- The user can view a class schedule.
- The user can check their training history.
- The user can view a calendar of their upcoming training events.

Please note, only current state employees or contract workers are eligible to access ACE. Within one month of terminating with the state agency, a contract worker's or state employee's access to ACE will be removed.

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Access Profile – is the ‘Update My Access Profile’ application. Through the Access Profile, Ace users set up a security question and answer. This will allow Ace users to reset or change their password by clicking on the ‘Change/Reset Password’ button on the main ACE Login screen.

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To select another option click the “Return” button.



To exit press Esc.



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Electronic W2 – The electronic W-2 application provides state employees and contract workers the ability to receive their W-2s via the web.

To select another option click the “Return” button.



To exit press Esc.



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Electronic Pay-Stub (EFT) Advices – The electronic pay stub Electronic Funds Transfer (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.



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Leave Balance – The Leave Balance application provides state employees with the leave balance information for the previous four months for each leave balance type they have.

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.



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

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Fax – (601) 359-6551

Email us: mash@dfa.ms.gov



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ACE Login

In an internet browser, go to the 'Official State Web Site of Mississippi',

<http://www.ms.gov>

Address

The screenshot shows the top navigation bar of the Mississippi State Government website. The 'Government' tab is selected, and its dropdown menu is open, listing various resources. A hand icon points to the 'State Employee Resources' link. Below the navigation bar, there is a search bar, a 'LIVE CHAT' button, and a 'FEEDBACK' button. The main content area features a large heading 'MS.GOV HAS A NEW LOOK' and three call-to-action buttons: 'LEARN MORE ABOUT THE DESIGN', 'HOW'D WE DO?', and 'VISIT US ON FACEBOOK'.

- About
- Government**
 - State Employee Resources
 - State Agency Directory
 - Governor's Initiatives
 - Bill Search
 - Federal Government Resources
 - House of Representatives
 - State Senators
 - Contact the Governor
 - MS Secretary of State
- Business
- Visitors
- Residents
- Working
- Education
- Online Services
- Contacts

55 PEOPLE REGISTRATI

Bot Regist View More Government Resources

Online Services Directory

MS.GOV HAS A NEW LOOK

- LEARN MORE ABOUT THE DESIGN
- HOW'D WE DO?
- VISIT US ON FACEBOOK

Click 'Government – State Employee Resources' in the blue navigation bar.

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Bookmark Page

STATE EMPLOYEES ANNOUNCEMENTS

ITS plans to migrate the State's AVAYA telephone system from 5-digit dialing to a uniform, industry-standard 10-digit dial plan on Saturday, June 15th beginning at 8:00am. This change will only affect agencies that are currently on the Capitol Complex telephone system, including some agencies that have the AVAYA system in their district/regional offices. If you have any questions concerning your extension, please contact your agency Telecommunications Coordinator.

STATE EMPLOYEES QUICKLINKS

- > Online Services for State Employees
- > ACE: Access Channel for Employees
- > Public Employees Retirement System (PERS)
- > State Employee Handbook and Other SPB Documents
- > PERS Benefit Estimate Calculator
- > State Holidays
- > State Health Plan - Know Your Benefits
- > Deferred Compensation Online Account Access

Click 'ACE: Access Channel for Employees' under State Employees Quick Links.

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User Login Instructions

- Enter User ID (e.g., ab123456)
- Enter Password (e.g., xxxxxx#)
- Click on 'Login'

• User ID

• Password

▶ Login

▶ Change/Reset Password

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If this is the first time you have logged into ACE, or you have never chosen a Security Question, you will be asked to complete the next section.

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When a user logs into ACE the first time, they will be prompted to change their password.

Input the password that was used to get to this point. Then Input and confirm the new password.



The screenshot shows the MMRS website header with the Mississippi.gov logo and a background image of the state capitol. Below the header, a message states: "User jd999999's password has expired". Underneath this message are three input fields for password management:

- Input old password
- Input new password
- Confirm new password

At the bottom right of the form is a "Submit" button.



Passwords should be at least six characters in length, contain at least one number and one letter.

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All users are required to answer a Security Question allowing them to change/reset their password from the ACE log in page.

Please complete the fields below and select **Submit** when you are done. Providing this information will allow you to reset your Password in the future.

Security Question:

Your Answer:

Confirm Answer:

Submit

Select a security question from the drop down box.
Enter "Your Answer" and "Confirm Answer"
Click Submit.
Click Continue.

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Your Security Profile has been updated. If you forget your Password at any time, you will need your Security Answer in order to reset it.

Security Question: **What is your father's middle name?**

Your Answer: **russell**

▶ Continue

◀ Exit

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Once you have successfully responded to the security question, you will be prompted to verify the question and your response. Click on the 'Continue' button and you will see the ACE 'Welcome' page, or click on the 'Exit' button and return to the State of Mississippi Portal Online Services page.

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ACE : Access Channel for Employees

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- [MS.gov Secured Services](#)
- [Frequently Asked Questions](#)
- [Update My Access Profile](#)
- [Department of Finance and Administration Web Site](#)
- [Exit ACE](#)

Welcome

Please select an application.

Employee Applications

- [View Your W-2s Online](#)
- [View Direct Deposit Pay Stub\(s\)](#)
- [View Leave Balance/Time Taken](#)
- [MELMS Student Center](#)
- [View Personal Profile](#)

At this point, select the application you wish to view.

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To Change or Reset Password

From the “ACE:
Access
Channel for
Employees
Login” page:

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- User ID
- Password



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Click on Change Reset/Password

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If you have forgotten your Password, you must create another one. If you know your Password, you can also continue through this process to change your current Password. To begin this process, please enter your User ID and then select **Submit**.



User ID:

Enter your User ID

Click Submit

Submit

[Forgot your User ID?](#)

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Security Question: **What is your pet's name?**



Your Answer:

teddy

Your answer is not case-sensitive.

Submit

Answer the Security Question that you previously provided in Your Answer box. Click submit.

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The screenshot shows a web form for creating a new password. It includes two input fields: 'New Password:' and 'Confirm New Password:'. A note below the first field states 'Your Password is case-sensitive'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'. Two hand icons are pointing to the input fields.

Enter a new Password and Confirm it.
Click Submit.

Password rules: Minimum of 6 characters. Must contain at least one number and one letter. No number or letter may be repeated three times in a row. Make a note of your new Password.

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Your Password change has been submitted and may take up to 5 minutes before the information is update our system. Select Continue to access the Online Services page of Mississippi.gov.



▶ Continue

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Click Continue

Wait five minutes before trying the new password. Select Continue to access the Online Services page of Mississippi.gov.

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Personal Profile

The personal profile section is used to maintain and update a State employee's personal information including their agency name, email address, work phone number, etc. This information will allow State employees to receive an email notification when their W2 and/or Pay Stub(s) are available through ACE.

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[Exit ACE](#)

Personal Profile

You are currently signed in as **JOHN DOE**

Your Personal Identification Number (PID) is **000000999999**

Please enter the following information for our records. This information will remain confidential and secure.

Agency Name:

Work Phone: - -

Work FAX: - -

Work Cell: - -

Work Pager: - -



E-mail Address:



Confirm E-mail Address:

Enter your email address

Re-enter your email address

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If you provided your email address above, please select an answer for the statements below. *If you do not subscribe to either electronic service, please select **No** for both statements.*

1. Send me an email when my next direct deposit pay stub arrives at ACE.



- Yes
 No

2. Send me an email when my next electronic W-2 arrives at ACE.



- Yes
 No

Complete
questions 1
and 2

If you are employed by an additional state agency, please complete the following information

Agency Name:

Work Phone: - -

Work FAX: - -

Work Cell: - -

Work Pager: - -

Enter Optional
Information
Click Save

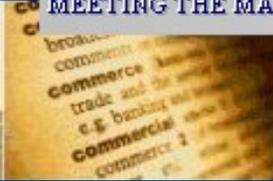


Cancel

Save

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Register to view W-2s

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Welcome
Please select an application.

Employee Applications

- Register to View Your W-2s Online
- View Direct Deposit Pay Stub(s)
- View Leave Balance/Time Taken
- View Personal Profile

ACE Main Menu

- [MS.gov Secured Services](#)
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- [Exit ACE](#)

Click on "Register to View Your W-2s Online".

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- [MS.gov Secured Services](#)
- [Frequently Asked Questions](#)
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- [Exit ACE](#)

Follow the steps to review and verify the Terms of Use.

To view your W-2s online, you must:

1. Review the employee information below and verify that it is correct.
2. Read the Terms of Use.
3. Certify that the information is correct and that you accept the Terms of Use by clicking on the box indicated in Step 3.

Select **Register** to proceed or **Cancel** to exit the application.

Step 1: Review and Verify

Last Name: DOE
First Name: JOHN
Personal Identification Number (PID): 000000999999

Verify that the name and PID listed above are the same as those listed on your ACE User Access Information mailer.

Report Error

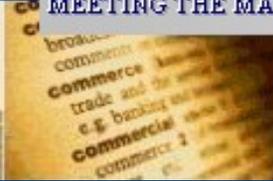
If this information is incorrect, please select **Report Error** to register an error with our system administrator.

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register an error with our system administrator.

Only select Report Error if your information is incorrect.

Step 2: Read

The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format as long as the State of Mississippi (State) meets certain requirements. By meeting these requirements, the State is considered to have furnished your W-2 to you, the recipient, in a timely manner.

The requirements and how the State will meet them are described in this document known as the [Terms of Use \(TOU\)](#).

Click on the box to certify your information.

Click on Register.

Step 3: Certify

I certify my profile information is correct and accept the Terms of Use.



▶ Cancel

▶ Register

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- [Exit ACE](#)

Thank you JOHN DOE

You have successfully registered to access your W-2(s) online.

To view the latest W-2 on record in PDF format, please select **View W-2**. Adobe Acrobat Reader Version 5.0 or above is required to view a PDF document.



[View W-2](#)

Click on
View W-2

- ✓ DFA presents your W-2 in PDF format. To view a PDF, you must have Adobe Acrobat Reader installed. Please select the Check Adobe Acrobat Reader button to determine if you have Adobe Acrobat Reader installed on your computer. [Check Acrobat® Reader®](#)
- ✓ If you have Adobe Acrobat Reader installed on your computer a test file will automatically open.

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Employee Details

First Name: JOHN

Last Name: DOE

Personal Identification Number (PID): 000000999999

Only the W-2s for available year(s) are displayed.

W-2 Details

Tax Year	View W-2 PDFs
2002	 View W-2
2001	View W-2

Click on
View W-2
for the Tax
Year of
your
choice.

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Downloading...



Wait for document to download and Acrobat Reader to launch.

When using a dial-up Internet connection, it may take several minutes before the PDF is generated.

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Copy B To Be Filed With Employee's Federal Tax Return		2002		OMB No. 1545-0008
a Control number	1 Wages, tips, other comp. 2000.00	2 Federal income tax withheld 20.00		
b Employer ID number 640897726	3 Social security wages 20.00	4 Social security tax withheld		
	5 Medicare wages and tips	6 Medicare tax withheld		
c Employer's name, address, and ZIP code STATE OF MISSISSIPPI MS DEPT. OF FINANCE AND ADMIN PO BOX 1060 JACKSON, MS 39215				
d Employee's social security number 999-88-8777				
e Employee's name, address, and ZIP code JOHN DOE 111 MAIN STREET JACKSON MS 39201				
7 Social security tips	8 Allocated tips	9 Advance EIC payment		
10 Dependent care benefits	11 Nonqualified plans			
12a	13 Stat. Emp. Ret. plan		3rd-party sick pay	
12b	14 Other			
12c G	50.00			
12d				
MS	640897726	2000.00	200.00	
15 State Employer's State ID #	16 State wages, tips, etc.	17 State income tax		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name		
Form W-2 Wage and Tax Statement This information is being furnished to the Internal Revenue Service				

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return		2002		OMB No. 1545-0008
a Control number	1 Wages, tips, other comp. 2000.00	2 Federal income tax withheld 20.00		
b Employer ID number 640897726	3 Social security wages 20.00	4 Social security tax withheld		
	5 Medicare wages and tips	6 Medicare tax withheld		
c Employer's name, address, and ZIP code STATE OF MISSISSIPPI MS DEPT. OF FINANCE AND ADMIN PO BOX 1060 JACKSON, MS 39215				
d Employee's social security number 999-88-8777				
e Employee's name, address, and ZIP code JOHN DOE 111 MAIN STREET JACKSON MS 39201				
7 Social security tips	8 Allocated tips	9 Advance EIC payment		
10 Dependent care benefits	11 Nonqualified plans			
12a	13 Stat. Emp. Ret. plan		3rd-party sick pay	
12b	14 Other			
12c G	50.00			
12d				
MS	640897726	2000.00	200.00	
15 State Employer's State ID #	16 State wages, tips, etc.	17 State income tax		
18 Local wages, tips, etc.	19 Local income tax	20 Locality name		
Form W-2 Wage and Tax Statement				

Acrobat Reader will open the document in a separate window.



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https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer

Copy B To Be Filed With Employee's Federal Tax Return		2002		OMB No. 1545-0008	
Control number	1 Wages, tips, other comp. 2000.00	2 Federal income tax withheld 20.00			
Employer ID number 640897726	3 Social security wages 20.00	4 Social security tax withheld			
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Employee's name, address, and ZIP code STATE OF MISSISSIPPI MS DEPT. OF FINANCE AND ADMIN PO BOX 1060 JACKSON, MS 39215					
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2a	13 Stat. Emp. Ret. plan		3rd-party sick pay		
2b	14 Other				
2c G	50.00				
2d					
MS	640897726	2000.00	200.00		
15 State Employer's State ID#		16 State wages, tips, etc.	17 State income tax		
18 Local wages, tips, etc.		19 Local income tax	20 Locality name		

Form W-2 Wage and Tax Statement
This information is being furnished to the Internal Revenue Service

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Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return		2002		OMB No. 1545-0008	
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12c G	50.00				
12d					
MS	640897726	2000.00	200.00		
15 State Employer's State ID#		16 State wages, tips, etc.	17 State income tax		
18 Local wages, tips, etc.		19 Local income tax	20 Locality name		

Form W-2 Wage and Tax Statement

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To close this window, click on the "X" in the upper right hand corner.



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Direct Deposit Pay Stub(s) Instructions

Click on “View Direct Deposit Pay Stub(s)”



Department of Finance and Administration

ACE : Access Channel for Employees

- ▶ [ACE Main Menu](#)
- [MS.gov Secured Services](#)
- [Frequently Asked Questions](#)
- [Update My Access Profile](#)
- [Department of Finance and Administration Web Site](#)
- [Exit ACE](#)

Welcome

Please select an application.

Employee Applications

View Direct Deposit Pay Stub(s)

View Your W-2s Online

View Leave Balance/Time Taken

View Personal Profile

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- [MS.gov Secured Services](#)
- [Frequently Asked Questions](#)
- [Update My Access Profile](#)
- [Department of Finance and Administration Web Site](#)
- [Exit ACE](#)

Employee Confirmation

You are currently signed in as **JOHN DOE**
Your Personal Identification Number (PID) is **000000999999**

Verify that the name and PID listed above are the same as those listed on your ACE User Access Information mailer.

[Report Error](#)

If this information is incorrect, please select Report Error to register an error with our system administrator.

Only select Report Error if your information is incorrect.

To view your Pay Stubs on record in PDF format, please select **View Pay Stub**. Adobe Acrobat® Reader® Version 5.0 or above is required to view a PDF document.



[View Pay Stub](#)

Click on View Pay Stub

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Click on View Pay Stub for the Pay Date you would like to see.

Employee Details:

First Name: JOHN
Last Name: DOE
Personal Identification Number (PID): 000000999999

- Pay Stub history is provided for a maximum of 12 months or 12 payments issued, whichever comes first.
- Pay Stub information may be available to view prior to the actual Pay Date.

Funds will not be available in your bank account before the Pay Date.

Pay Stub Details:

Pay Date	Frequency	
2004-10-30	T	 View Pay Stub

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PID: 000000999999 Pay Date: 10/30/2004 Frequency: T AGENCY: 0004 EFT Number: 350157535
 DOE, JOHN SSN: 999-99-9999 HOUSE OF REPRESENTATIVES -- MEMBERS STATE OF MISSISSIPPI

PAY PERIOD	Travel	PERSONAL	TRIP INFORMATION			
Period Beginning	07/13/2004	Federal Marital Status	M	TRIP NUMBER	TRIP FROM	TRIP TO
Period End Date	07/15/2004	Federal Tax Exempt	1	000205000001	07/08/2004	07/08/2004
Pay Date	07/15/2004	Federal Add'l Tax	0.00	-----		
Pay Rate	18,000.00	State Marital Status	N	ELECTRONIC FUND TRANSFER TRANSACTIONS:		
State Hire Date	12/04/2003	State Tax Exempt	12000.00	Amount Deposited into #0001640240		185.90
PIN Entry Date	12/04/2003	State Add'l Tax	0.00	Funds available on 07/15/2004		

EARNINGS:

	CURRENT	Y-T-D
LEGISLATIVE MILEAGE	0.00	2096.64
LEG OUT OF SESSION MO EXP	0.00	3000.00
LEGISLATIVE HOUSE/SENATE MTG	40.00	160.00
LEG SUBSISTENCE NON-TAXABLE	86.00	9546.00
LEGISLATIVE SESSION 1ST PAYMENT	0.00	3333.33
LEGISLATIVE SESSION 2ND PAYMENT	0.00	3333.33
LEGISLATIVE SESSION 3RD PAYMENT	0.00	3333.34
LEGISLATIVE SPECIAL SESSION	0.00	1125.00
TRAVEL INSTATE PRIV VEHICLE	84.00	336.00

TOTAL GROSS PAY 210.00 26263.64

TAXES:

	CURRENT	Y-T-D
SOCIAL SECURITY-OASDI	2.48	756.46
FEDERAL INCOME TAX	6.77	389.97
MEDICARE	0.58	176.91
STATE INCOME TAX	1.35	91.40
PUBLIC EMPL. RETIREMENT	9.14	1727.86
LEGISLATURE RETIREMENT	3.78	714.93

TOTAL TAXES 24.10 3857.53

TOTAL DEDUCTIONS 24.10 10127.20
 NET PAY 185.90 16136.44

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https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer

PID: 000000999999		Pay Date: 10/30/2004	Frequency: T	AGENCY: 0004	EFT Number: 350157535
DOE, JOHN		SSN: 999-99-9999	HOUSE OF REPRESENTATIVES -- MEMBERS		STATE OF MISSISSIPPI
-----		-----			
PAY PERIOD	Travel	PERSONAL	TRIP INFORMATION		
Period Beginning	07/13/2004	Federal Marital Status	M	TRIP NUMBER	TRIP FROM
Period End Date	07/15/2004	Federal Tax Exempt	1	000205000001	07/08/2004
Day Date	07/15/2004	Federal Add'l Tax	0.00		TRIP TO
Day Rate	18,000.00	State Marital Status	N	ELECTRONIC FUND TRANSFER TRANSACTIONS:	
State Hire Date	12/04/2003	State Tax Exempt	12000.00	Amount Deposited into #0001640240	185.90
PIN Entry Date	12/04/2003	State Add'l Tax	0.00	Funds available on 07/15/2004	

EARNINGS:		CURRENT	Y-T-D		
LEGISLATIVE MILEAGE		0.00	2096.64		
LEG OUT OF SESSION MO EXP		0.00	3000.00		
LEGISLATIVE HOUSE/SENATE MTG		40.00	160.00		
LEG SUBSISTENCE NON-TAXABLE		86.00	9546.00		
LEGISLATIVE SESSION 1ST PAYMENT		0.00	3333.33		
LEGISLATIVE SESSION 2ND PAYMENT		0.00	3333.33		
LEGISLATIVE SESSION 3RD PAYMENT		0.00	3333.34		
LEGISLATIVE SPECIAL SESSION		0.00	1125.00		
TRAVEL INSTAET PRIV VEHICLE		84.00	336.00		
TOTAL GROSS PAY		210.00	26263.64		

TAXES:		CURRENT	Y-T-D		
SOCIAL SECURITY-OASDI		2.48	756.46		
FEDERAL INCOME TAX		6.77	389.97		
MEDICARE		0.58	176.91		
STATE INCOME TAX		1.35	91.40		
PUBLIC EMPL. RETIREMENT		9.14	1727.86		
LEGISLATURE RETIREMENT		3.78	714.93		
TOTAL TAXES		24.10	3857.53		

TOTAL DEDUCTIONS		24.10	10127.20		
NET PAY		185.90	16136.44		

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Fax – (601) 359-6551

Email us: mash@dfa.ms.gov



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Leave Balance/Time Taken Instructions

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Department of Finance and Administration
ACE : Access Channel for Employees

Welcome
Please select an application.

Employee Applications

- View Your W-2s Online
- View Direct Deposit Pay Stub(s)
- View Leave Balance/Time Taken
- View Personal Profile

ACE Main Menu

- [MS.gov Secured Services](#)
- [Frequently Asked Questions](#)
- [Update My Access Profile](#)
- [Department of Finance and Administration Web Site](#)
- [Exit ACE](#)

Click on View Leave Balance/Time Taken

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[Report Error](#)

If this information is incorrect, please select Report Error to register an error with our system administrator.

Only select Report Error if your information is incorrect.

To view your Leave Balance or Time Taken information on record in PDF format, please select **View Leave Balance/Time Taken**. Adobe Acrobat® Reader® Version 5.0 or above is required to view a PDF document.



[View Leave Balance/Time Taken](#)

Click on View Leave Balance/Time Taken

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Leave Balance Details



[View Leave Balance](#)

Time Taken Details

Month

View Time Taken information

09-2004



[View Time Taken](#)

08-2004

[View Time Taken](#)

07-2004

[View Time Taken](#)

06-2004

[View Time Taken](#)

Click on View Leave Balance or View Time Taken for the Month of your choice.

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Time Taken Report

https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer

Employee Time Taken Report

PID:00000999999 Name: JOHN DOE
 Agency Number:0161 Agency Name: FINANCE AND ADMINISTRATION

Date	Agency Comp Time	Personal	Medical Leave	Floating Holiday
<u>May 2004</u>				
05152004	4.00			
05282004		12.00		
05292004		12.00		
<u>June 2004</u>				
06032004			8.00	
06182004				
<u>July 2004</u>				
07082004				8.00

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To select another option click the “Return” button.



To exit press Esc.



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Printing Instructions

- Once you have accessed your desired Electronic Funds Transfer (EFT) record, you can:
 - ▶ Print it by selecting the Printer button on the Adobe Acrobat Reader toolbar or selecting File>Print.
 - ▶ Save it locally by selecting the Disk button on the Adobe Acrobat Reader toolbar.



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Exit ACE Instructions

- ▶ Click on the **‘Exit ACE’** option



Welcome
Please select an application.

Employee Applications

- [View Your W-2s Online](#)
- [View Direct Deposit Pay Stub\(s\)](#)
- [View Leave Balance/Time Taken](#)
- [View Personal Profile](#)

ACE Main Menu

- [MS.gov Secured Services](#)
- [Frequently Asked Questions](#)
- [Update My Access Profile](#)
- [Department of Finance and Administration Web Site](#)
- [Exit ACE](#)

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Note: Please fully exit ACE. If NOT, YOUR personal information will be open and accessible by others who may use the computer after you.

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Thank You for using ACE.

Please wait... In 10 seconds you will be logged out of ACE and then you will be redirected back to Mississippi.gov main website. This is for your security.

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MELMS Student Center

MELMS is the Mississippi Enterprise Learning Management System. MELMS is accessed from the ACE Main Menu Welcome page:

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 Main Menu](#)

[MS.gov Secured Services](#)

[Frequently Asked Questions](#)

[Update My Access Profile](#)

[Department of Finance and Administration Web Site](#)

[Exit ACE](#)

Welcome

Please select an application.

Employee Applications

[View Your W-2s Online](#)

[View Direct Deposit Pay Stub\(s\)](#)

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[MELMS Student Center](#)

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MELMS Home Page

Mississippi Enterprise Learning Management System
MELMS

Students

- Register for Classes
- Course Descriptions
- My Assigned Curriculums
- My Online Courses In-Progress
- My Development Plan
- My Transcript
- My Training Calendar
- My Profile
- My Class Rosters

Agency Approval

- Registration Approval Request
- Approver's Quick Reference

Useful Links

- Education News
- Contact Us
- Help
- FAQs
- ACE

Welcome to the
Mississippi Enterprise Learning Management System (MELMS)!

MELMS is a comprehensive learning management system designed by the State of Mississippi to provide you with expanded learning opportunities offered by many state agencies.

Please make a selection from the left navigation menu to expand your knowledge.

[Click here to take the MELMS Tutorial](#)

- Classes**
Register for classes online for up to date training.
- Online Courses**
Take online courses at your convenience.
- Resources**
Access informational PowerPoints, PDF files, and Word documents to aid in improving your job performance.
- MELMS**
Your key to gaining knowledge
- Personal Development**
Create a personal development plan to chart your career progress and set professional goals.

For further MELMS training. Click on the MELMS Tutorial link.



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For all training documentation visit the MMRS Documentation Training database from the MMRS web site: <http://www.mmrs.state.ms.us>

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ACE Welcome Page

To arrive at the ACE Welcome page, see the instructions beginning on Page 4.

The screenshot shows the ACE Welcome page. At the top left is the DFA logo (Department of Finance and Administration) and the Mississippi State Seal. To the right of the logo is the text 'Department of Finance and Administration' and 'ACE : Access Channel for Employees'. Below this is a 'Welcome' section with the text 'Please select an application.' To the left of the main content is a blue sidebar menu with the following items: 'ACE Main Menu', 'MS.gov Secured Services', 'Frequently Asked Questions', 'Update My Access Profile', 'Department of Finance and Administration Web Site', and 'Exit ACE'. To the right of the welcome text is a box titled 'Employee Applications' containing five buttons: 'View Your W-2s Online', 'View Direct Deposit Pay Stub(s)', 'View Leave Balance/Time Taken', 'MELMS Student Center', and 'View Personal Profile'.