

---

# Mississippi Management and Reporting System

---

Department of Finance and Administration

MMRS Policies and Procedures		
2503	ACE Access Terms of Use (TOU)	Revision Date: 05/03/2017
		Version: 5

**Table of Contents**

2503.1 INTRODUCTION..... 3

2503.2 SCOPE ..... 3

2503.3 DEFINITIONS ..... 3

2503.4 OPTIONS..... 4

2503.5 FORMATS ..... 7

2503.6 POSTING..... 7

2503.7 NOTIFICATION..... 8

2503.8 RETENTION PERIODS ..... 8

2503.9 CORRECTED W-2s ..... 8

2503.10 RULES and REGULATIONS..... 9

## 2503.1 INTRODUCTION

The Mississippi Management and Reporting System (MMRS), an office of the Mississippi Department of Finance and Administration (DFA), is responsible for the delivery and management of certain payroll and human resource information through the Access Channel for Employees (ACE), an online application capable of securely storing personal data.

This document outlines the specific guidelines for using ACE.

## 2503.2 SCOPE

**ACE – Access Channel for Employees** hosts a number of employee information related web applications for State of Mississippi employees and contract workers. The requirements and use of ACE are described in this Terms of Use (TOU) document.

## 2503.3 DEFINITIONS

ACE:	The Access Channel for Employees (ACE) is a component of the Mississippi.gov portal and is supported by the Department of Finance and Administration/MMRS.
Recipients:	Current State of Mississippi employees and contract workers, Legislators, board members, commission members, and any other individuals paid through the Statewide Payroll and Human Resource System (SPAHRs) are “recipients.” For the TOU, “recipients” are addressed and/or identified as “you.”
Direct Deposit Pay Stub:	Direct deposit pay stub is the advice received when your payroll payment is deposited electronically into your bank account. The direct deposit pay stub is generated and received by employees in an electronic format in the direct deposit application, saving the State the cost of printing and distributing the direct deposit pay stub.
Payroll Payments:	Payroll payments include payments for regular, supplemental, and travel payrolls.
Leave Balance:	The leave balance application provides state employees with leave balance information for the previous four months for each leave balance type that you have. The balance(s) in ACE may 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 will reflect any updates made by your agency payroll office.

- Time Taken:** The time taken application provides state employees with time taken information starting with the previous month and displaying up to four months of time taken. The time taken leave is updated from the payroll system to ACE and will reflect any adjustments by your agency payroll/personnel office.
- View Personal Profile:** The personal profile application provides you with the ability to receive an e-mail notification when your next W-2 and/or direct deposit (EFT) advices have been loaded into ACE. By providing your e-mail address, ACE will inform you when there is any activity regarding your account.
- Access Profile:** By using the "Update My Access Profile" application, you can setup a security question and answer, which will allow you to reset / change your current ACE password.
- Register:** To register means the same thing as "register to use" or "to give consent." When you register, you are registering to gain access to the specified service(s) provided through ACE.
- Cancel:  
(Opt-out)** To cancel or opt-out means the same thing as "cancel your registration" or "withdraw consent." When you cancel, you will no longer be able to receive the Electronic W-2 service through ACE.

#### 2503.4 OPTIONS

- I. The TOU provides the various options for accessing and using ACE.
  - A. Once you verify your name and PID on the ACE employee confirmation screen, you are acknowledging that the information presented is yours. If you have questions about this confirmation, see the section of the TOU titled **Rules and Regulations** and read about the Department of Finance and Administration's adoption of the Uniform Electronic Transaction Act (UETA).
  - B. **If the information you are shown on the employee confirmation screen is in error and you proceed rather than click on "Report Error," you are in violation of the privacy policies of the Department of Finance and Administration.**
- II. It is your responsibility to keep your agency's personnel office aware that your Social Security Number has been recorded incorrectly or of any changes to your name, your mailing address, and your home and work telephone numbers. Your personnel office is then responsible for updating your information in SPAHRS. If you fail to correct your information and the IRS issues a penalty to the State for this mismatch, the penalty may be passed on to you.

- III. You must electronically consent to receive your W-2 over the Internet.
- A. 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.
  - B. You must electronically consent in a manner that lets the State know you can access your W-2 in the electronic format. This consent will be accomplished by registering for W-2s in ACE through the State of Mississippi web portal at [www.Mississippi.gov](http://www.Mississippi.gov).
  - C. To be assured of receiving your W-2 electronically, you must register by December 31<sup>st</sup> of the tax year.
  - D. If you decide to cancel your registration, you must do this by December 31<sup>st</sup> of the tax year to be assured of receiving a paper copy of your W-2.
  - E. Once you cancel your registration, your W-2 will only be issued on paper through the U.S. Mail until you once again register.
  - F. If for some reason the State changes the W-2 process in such a significant way that you need new hardware or software to access your W-2 over the Internet, the State will tell you by way of U.S. Mail or Handmail of the changes. If these types of changes occur, you will be required to register again once you install the new hardware and/or software. Should that happen, the State will tell you exactly what you must do to register again.
  - G. If you do not register to receive your W-2 electronically, your W-2 will be provided to you on paper through the U.S. Mail on or after January 31<sup>st</sup>.
  - H. If you leave the employment of the State of Mississippi and you have consented to receive your W-2 electronically, access to your prior W-2s will be revoked at the end of the month following your termination, and your final W-2(s) will be issued on paper through the U.S. Mail.
  - I. If the State otherwise decides it is in your or the State's best interest to terminate your on-line access to your W-2s, you will be informed of these reasons in writing via the U.S. Mail.
  - J. If you end your employment with one agency but go to work for another agency before the end of the next month and you have previously registered, you will still be able to access your W-2 online. If there is a gap in employment with the State that goes beyond a month, you will have to re-register to again access your W-2s online.
  - K. Your W-2 will be posted on-line no later than midnight, January 31<sup>st</sup>. The W-2 for the prior tax year will remain available on-line to you until you (a) cancel your registration; (b) until the end of the month after you terminate your employment with the State; (c) the State otherwise terminates your on-line access and so notifies you; or (d) after that tax year has rolled off.
  - L. Once you print your W-2 you will need to separate Copy B and Copy 1 for filing with your State and Federal tax returns.
  - M. You may want to download your W-2 to your PC. You can do this by following the on-screen instructions in the W-2 program

- IV. Once you have registered, if you decide you need a paper W-2, you may request one by completing and submitting the [Request for Hard Copy W-2 Form](#) via the U.S Mail or fax to the Department of Finance at the address below.

You may be charged for the paper copy of this form. Please allow 30 days from the date post-marked/faxed for your request to be processed.

You may cancel your registration at any time. To cancel your registration, you must complete and submit the [ACE Electronic W-2 Registration Cancellation Form](#) via the U.S Mail or fax to the Department of Finance at the address below.

You must allow 30 days from the date of the postmark or fax for this to become effective. For example: if your cancellation request is mailed on January 5<sup>th</sup>, your W-2 for the prior tax year will be provided electronically since it will be too late to pull that W-2 from the electronic posting cycle.

The Request for Hard Copy W-2 Form or the ACE Electronic W-2 Registration Cancellation Form must be mailed or faxed to the address below:

To mail:

Department of Finance and Administration  
Office of Financial Reporting  
ATTN: Marcus Moore  
P. O. Box 1060  
Jackson, MS 39205-1060

To fax:

Department of Finance and Administration  
Office of Financial Reporting  
ATTN: Marcus Moore  
FAX: (601) 359-3896

*Please note: **You cannot cancel your registration by e-mail or by telephone.** Questions may be, however, directed to Marcus Moore at (601) 359-2154.*

- V. To access other parts of ACE (such as leave balance/time taken), you only need your ACE user-id and password; no special registration is needed. Depending upon your enrollment status, some options may not be available to you (*i.e.*, contract workers do not have the ability to access certain parts of the website such as leave balance).

The only hardware you need to access your ACE information is a PC that has access to the Internet. The only software you need to access your ACE information is Adobe Acrobat Reader (version 5.00 or greater). You can download Adobe Acrobat Reader by either following the directions in the ACE application, or by going to: <http://www.adobe.com/products/acrobat/readstep.html> to download a free copy of the software.

## 2503.5 FORMATS

### **Direct Deposit Pay Stubs**

Your electronic direct deposit pay stub looks exactly the same as a direct deposit pay stub printed on paper and distributed by your agency payroll department.

### **Leave Balances/Time Taken**

Leave balance information is shown for the previous four months for each leave balance type that you have. Columns include Beginning Balance, Hours Earned, Hours Used, and Ending Balance.

Time taken is listed for each leave balance type used for a month. The leave balance types are listed across the top of the page. The hours of leave taken are then shown for each day for each leave balance type.

### **W-2s**

Your electronic W-2 looks exactly the same as a W-2 printed on paper and sent to you through the U.S. Mail. Your W-2 contains the information described in the document linked below.

An explanation of the W-2 and its contents can be found at:

## 2503.6 POSTING

### **Direct Deposit Pay Stubs**

The State will post your direct deposit pay stub to ACE on <http://www.mississippi.gov/> before the actual pay date for each payroll. **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.**

### **Leave Balances/Time Taken**

Leave balance / time taken information is updated from the payroll system to ACE. The last updated date is shown in the Employee Details section of the Leave Balance /Time Taken application.

### **W-2s**

The State will post your W-2 to ACE on or before midnight of January 31<sup>st</sup> for the prior tax year. If your W-2 is posted sooner than that date, you will be notified by your agency's personnel department or through email notification as described below.

## 2503.7 NOTIFICATION

### Direct Deposit Pay Stubs

You can be notified of your direct deposit pay stub information being posted to ACE by updating the View Personal Profile with your email address information and by indicating "yes" for email notification. Although you receive this notification prior to the actual Pay Date, funds will not be available in your bank account until the Pay Date shown on the direct deposit pay stub.

### W-2s

When your W-2 has been posted to the Internet, the Department of Finance and Administration will notify your agency's personnel office, which will then notify you through their notification process. You can also choose to be notified directly via ACE by updating the View Personal Profile application with your email address information and by indicating "yes" for email notification when your next W-2 arrives in ACE.

## 2503.8 RETENTION PERIODS

### Direct Deposit Pay Stubs

Direct deposit pay stub history is provided for a maximum of 12 direct deposit pay stubs. If you require a history of more than 12 direct deposit pay stubs, you can, after viewing, save the pay stub directly to your computer or simply print a copy for your files.

### Leave Balances / Time Taken

Up to four previous months of leave balance / time taken information will be available to view.

### W-2s

The State will keep at least 2 years of W-2 information available. By submitting a written request to DFA, you can retrieve tax years not available in ACE.

## 2503.9 CORRECTED W-2s

If a problem is found by the State after your W-2 has been issued **OR** if you report a problem with your W-2, the State will issue a Reissued (W-2) or Corrected W-2 (W-2c). The W-2c will be mailed to you not later than 30 days after the problem was reported. If you have registered and are to receive a Reissued W-2, you will be notified by letter or email that your Reissued W-2 is available via the Web. The notice will be titled "**IMPORTANT CORRECTED TAX RETURN DOCUMENT AVAILABLE.**"

If the State determines there is a problem with your W-2, you will be notified of this problem by DFA. DFA will also notify your agency's payroll office.

If you determine there is a problem with your W-2, you must notify your agency's payroll office of the problem. Your agency's payroll office will contact the Department of Finance and Administration.



**2503.10 RULES and REGULATIONS**

The Department of Finance and Administration has officially adopted the [Uniform Electronic Transaction Act \(UETA\)](#). Please click on the link to review the rule on the DFA website.

Click the following link to read the [Department of Finance and Administration's ACE Privacy Policy](#).