
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2505	ACE Agency Administrator Security Form Procedures	Revision Date: 04/18/2017
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1. Introduction

This document provides instructions for completing the MMRS ACE (Access Channel for Employees) Agency Administrator Security Form (2504).

2. Scope

This document gives an overview of ACE, and instructions for completing the MMRS ACE Administrator Security Form (2504). The information in this document is to be used by the designated Authorized SPAHRS Security Contact in each agency when completing the MMRS ACE Agency Administrator Security Form.

3. ACE Overview

The MMRS Chief Systems Information Officer (CSIO) handles security oversight for the statewide applications of the Department of Finance and Administration, Mississippi Management and Reporting Systems (MMRS), including the Agency Administrator for ACE.

ACE is a web-based system that currently hosts a number of state employee payroll related services and is accessible through the state portal at <https://www.ms.gov/dfa/ace>. The ACE administrator(s) for whom security is requested will have access to electronic pay stub information for all agency employees. Discretion should be used in granting this access, due to the confidentiality of the information provided.

The individual's current ACE Userid and Password will be used to access this information. If the ACE Userid and Password is unknown, please contact the MMRS Call Center at (601) 359-1343 and choose Option 1>Sub-Option 4.

4. MMRS ACE Administrator Security Form

The MMRS ACE Agency Administrator Security Form (2504) is used to maintain the security for the Access Channel for Employees (ACE) Agency Administrator. All ACE Agency Administrator Security requests must be submitted on the appropriate form and approved by the MMRS CSIO, or designee, before any action is taken to process the request. The authorized security contact must also request that this access be deleted if the user leaves the agency or no longer needs Administrator access to ACE.

The ACE Agency Administrator Security form should be sent to MASH@dfa.ms.gov, faxed to (601) 359-6551 or mailed/handmailed to:

MMRS Chief Systems Information Officer
Robert Clark Building
301 North Lamar Street, Suite 400
Jackson, MS 39201

Copies of all requests for ACE administrator security are kept on file at MMRS.

5. Instructions for Completing the ACE Administrator Security Form 2504

Complete each section of the form as follows:

ACE User Information	
User Name	Print name of user (ACE administrator)
User ACE Userid	ACE Userid assigned to user
Phone	User telephone number
E-mail address	Internet email address of user
Agency	Agency of user
Address	Agency address of user – use Hand Mail address if possible
For MMRS Use Only	Completed by MMRS staff to record form process date
** Agreement for SSN protection and user. Please read this section for important SSN information.	
Maintenance Action	Circle add, change, or delete to indicate if adding new ACE Administrator access, changing existing access, or deleting ACE Administrator access. If deleting, include the effective date of the deletion.
SPAHRS Agency Number(s)	List the SPAHRS agency number(s) this user can view and print documents for.
OFM Access	To be completed by DFA/OFM staff only
Authorized SPAHRS Security Contact	The authorized SPAHRS security contact should complete the following section:
Name	Print name of authorized SPAHRS security contact
Phone	Telephone number for authorized SPAHRS security contact
Signature and agreement for SSN protection/use	Signature of authorized SPAHRS Security contact.
Date	Date Signed