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 four applications in production.

You can use ACE to:
- Get your W-2 electronically
- Get your Direct Deposit Pay Stub(s) (EFT) advices electronically
- Get your up-to-date Leave Balance/Time Taken information
- 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 W-2 information for multiple tax years.
- 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 and lists 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 updates 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 your time taken off in previous months on a day-by-day basis.

ACE Personal Profile

The ACE Personal Profile application provides employees the ability to receive an e-mail notification when their W-2 and/or direct deposit (EFT) advice has 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 by the use of a username, password, and Secure Socket Layer (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, please contact your agency's HR Department to obtain your ID or your 6-digit PID. You will need to provide this information to the MMRS Call Center at MASH@dfa.ms.gov or 601-359-1343 and select Option 1, Sub-Option 4 for a password reset.

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