
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH Training Materials		
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Access Channel for Employees (ACE) User Manual

A. Overview

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

ACE secures the state employee's or 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.

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.

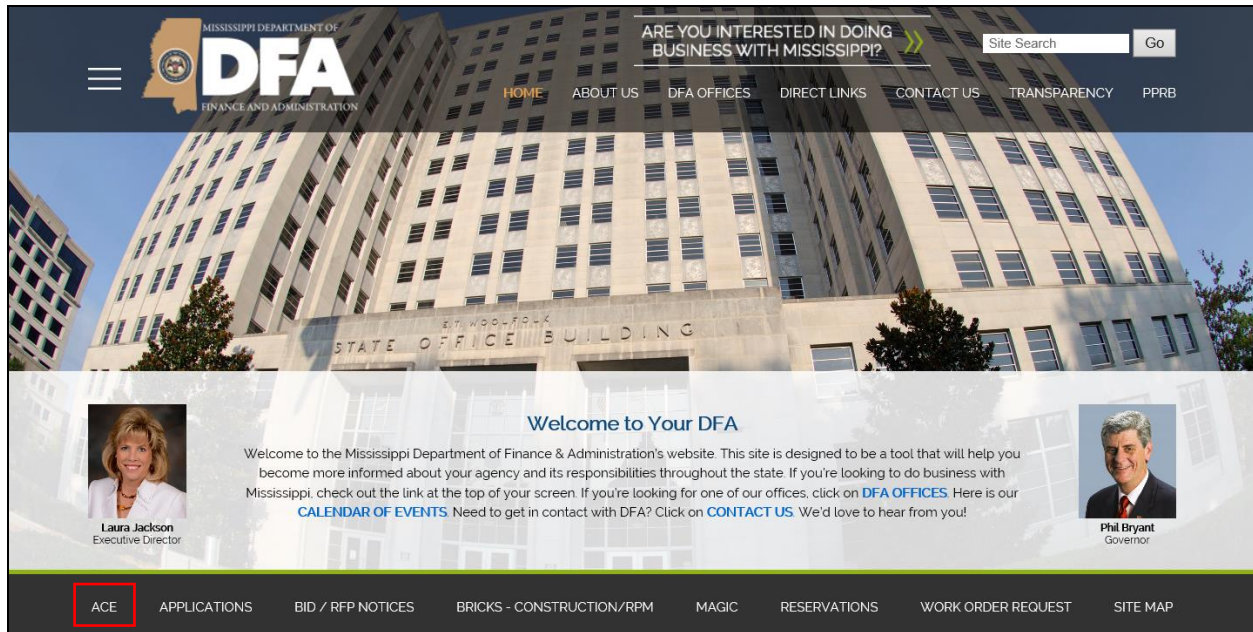
Advantages for using ACE to access your direct deposit pay stubs include the following:

- 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.

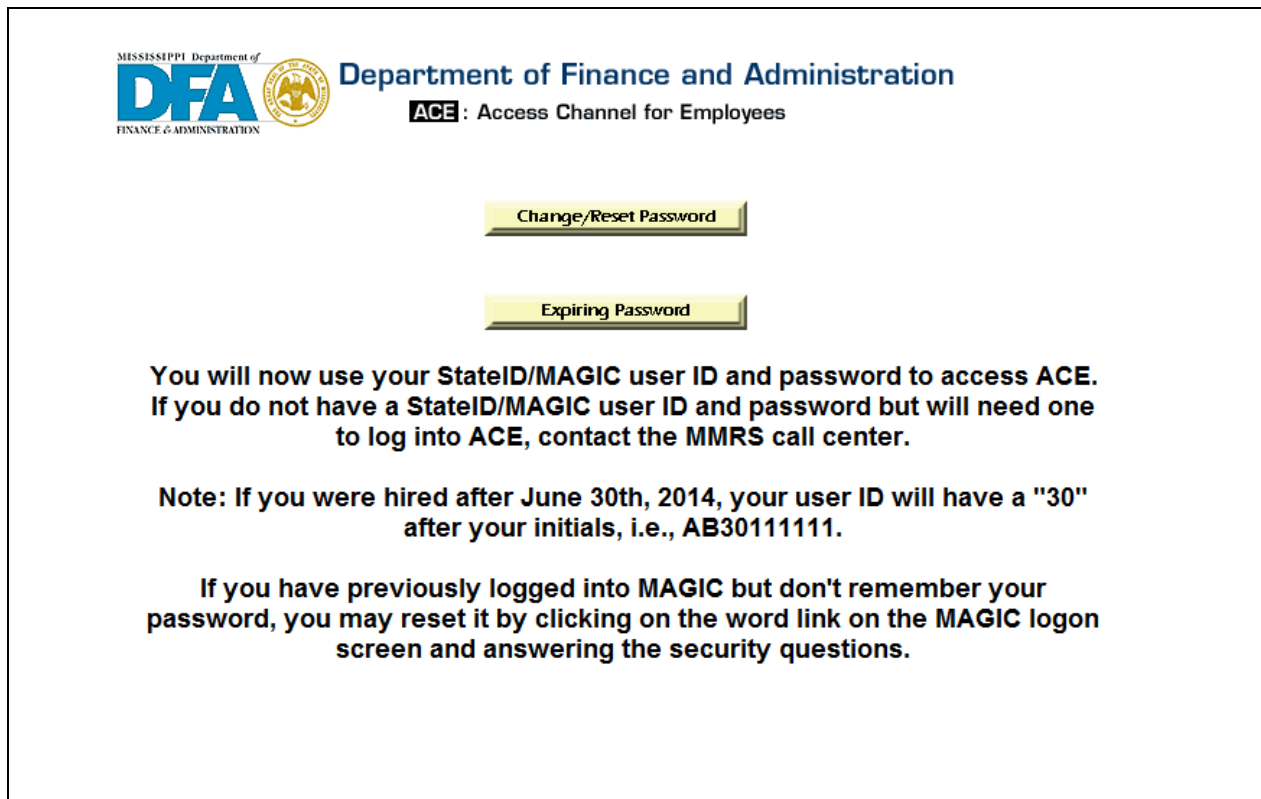
Please note, only current state employees or contract workers are eligible to access ACE. Upon terminating with the state agency, a contract worker's or state employee's access to ACE will be removed.

B. ACE User ID and Password Instructions

1. To access ACE, access the MS Department of Finance and Administration web site at <http://www.dfa.ms.gov/> and then click on 'Ace' at the bottom of the screen.



2. The ACE Login screen will appear.



If the user is a new employee with the State of Mississippi or a new contract worker, their agency needs to provide them their user ID or 6 – 8 digit PID. The agency's HR Department must add the email address for the employee/contract worker into SPAHRS when they are processing the hiring actions. An overnight job will add the email address to MAGIC/ACE. This will trigger two emails to the user – the 1st one with the user ID and the 2nd one with the temporary password.

If the user needs assistance logging in, they may contact the MMRS Call Center at (601) 359-1343 and select option 1 (Security – passwords, user ID, etc.) Sub-Option 4. If the automated voicemail system answers, leave your name, your user ID, your contact number and a message regarding your problem, *i.e.*, I need my User ID and Password for ACE; my user ID is _____.

3. Because the temporary password has special characters, it is best for the user to copy and paste the temporary password for a successful log in. Once the user successfully logs into MAGIC for the first time, they will automatically be prompted to change their password. They will receive an error message, similar to the example below, that the user's password has expired. The user will need to paste the temporary password in the 'Old Password' box. This is the password that was just used to get to this point.

MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

If you need access or additional information please go to the below website.
<http://www.dfa.ms.gov/dfa-offices/mmrs>

Having password problems? Please click on this [link](#) for help...

Change Password

Old Password *

New Password *

Confirm Password *

Then the user will have to create a new password based on the following criteria:

- Must be at least 8 - 14 characters in length
- Must contain at least one number and one letter
- Must contain at least one lower case and one upper case letter
- Not made of the user name nor user ID
- Cannot equal any of the last five passwords.

The user will enter their choice for a new password in the 'New Password' box. Once the user has created a new password and retyped it in the 'Confirm Password' box, the user will then need to click the 'Change' button.

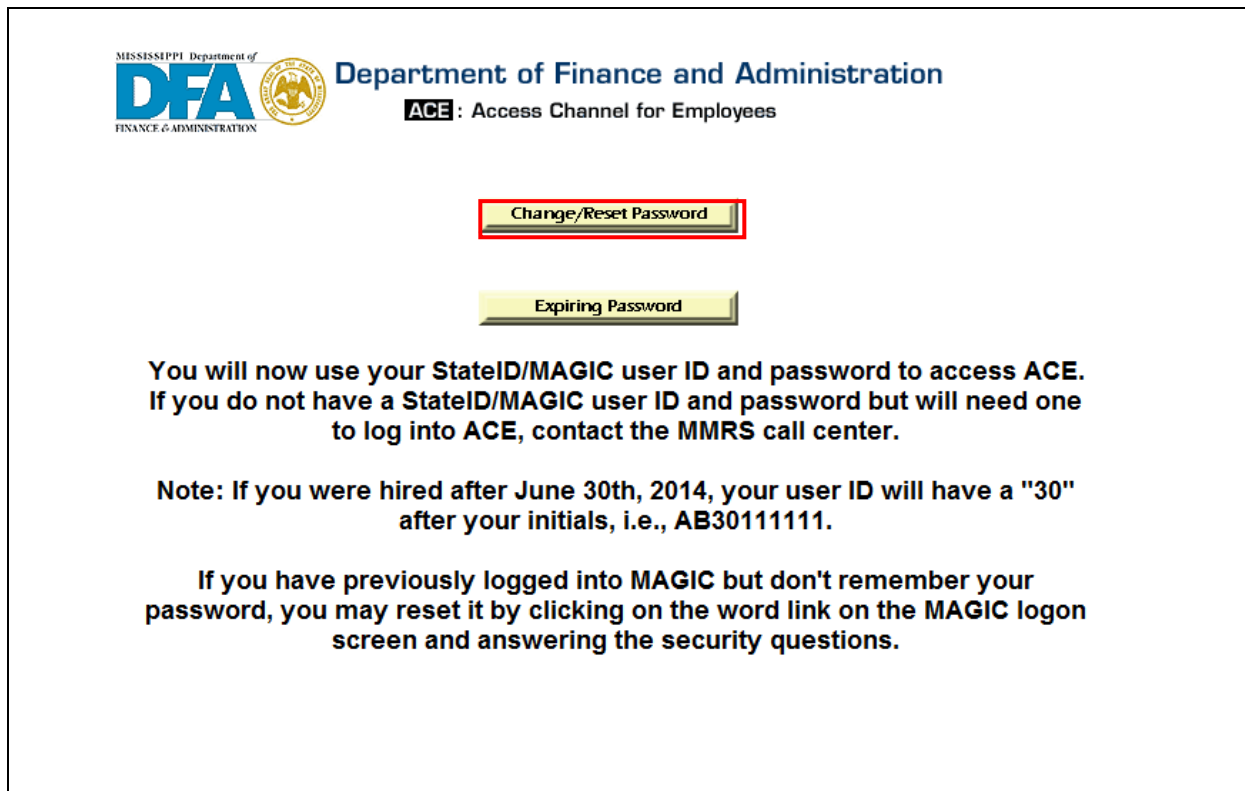
Should the new password not meet the above-mentioned criteria, the user will receive an error message stating that there is an 'Error – the new password did not meet the needed criteria' and will require the user to complete the three steps again of entering the old password, the new password and confirming the new password.

4. All users are required to provide the answer to at least five security questions so that if they ever forget their password, they can have the system prompt them for an answer to the question and it will allow them to enter into the system and change their password. Please keep in mind that the answers are case sensitive.

The security questions that can be selected are listed as follows:

The screenshot shows a web form titled "Security Questions". At the top left, there are two buttons: "Submit" and "Refresh". Below the title, a blue box contains the instruction: "You MUST answer any 5 (or more) of the questions below". The form lists ten questions, each followed by an input field. The input fields for "What is your favorite color?", "What make of car do you drive?", "What is your pet's name?", "What is your mother's maiden name?", "What school did you attend in the fifth grade?", "What was the last name of your second grade teacher?", "What is the make and model of your first car? (Plymouth Duster):", "What is the name and color of your first pet? (e.g., Fido Brown):", "What company hired you for your first job?", and "What is your youngest sibling's birthday - month and year? (e.g.: March 1903):" are filled with black dots, indicating they are required. The input field for "What street did you grow up on?" is empty.

5. The user will want to select questions that they are most likely to always know what the correct answers should be. The user will then enter their answer in the box and click the 'Submit' button.
6. After completing the security questions, in the future if the user forgets their password, they can prompt the security questions by completing the next steps. Once the user is at the ACE login menu, they can select the 'Change/Reset Password' button.



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Change/Reset Password

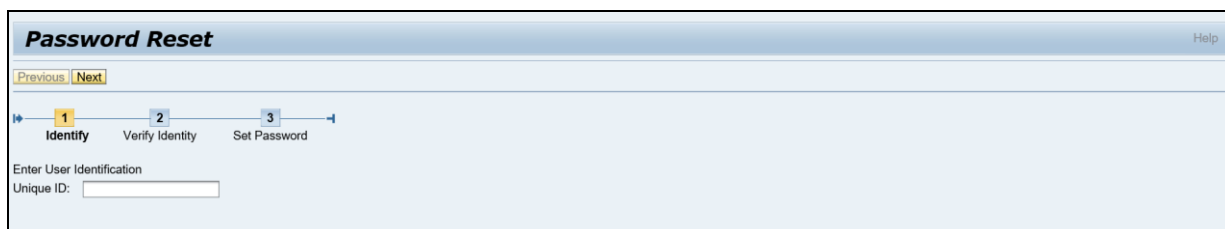
Expiring Password

You will now use your StateID/MAGIC user ID and password to access ACE. If you do not have a StateID/MAGIC user ID and password but will need one to log into ACE, contact the MMRS call center.

Note: If you were hired after June 30th, 2014, your user ID will have a "30" after your initials, i.e., AB30111111.

If you have previously logged into MAGIC but don't remember your password, you may reset it by clicking on the word link on the MAGIC logon screen and answering the security questions.

- The following screen will then appear. The user will then enter their User ID in the Unique ID box and select the 'Next' button.



Password Reset Help

[Previous](#) [Next](#)

1 Identify 2 Verify Identity 3 Set Password

Enter User Identification
Unique ID:

- Upon a successful entry of the User ID, the user will be asked to complete one of the security questions for which they previously provided a response. The user will enter their previously provided answer in the box and then select the 'Next' button.
- If the response provided by the user does not match the previously provided response, the user will receive the following warning.

Password Reset

! Authentication failed

Previous Next

1 Identify 2 Verify Identity 3 Set Password

Enter User Identification

Unique ID:

10. Once the security questions have been successfully answered click on the Next button.

Password Reset

Previous Finish

1 Identify 2 Verify Identity 3 Set Password

Choose 'Finish' to set the password

Password: *

Confirm Password: *

11. The user will create a new password based on the criteria listed above for creating a password.

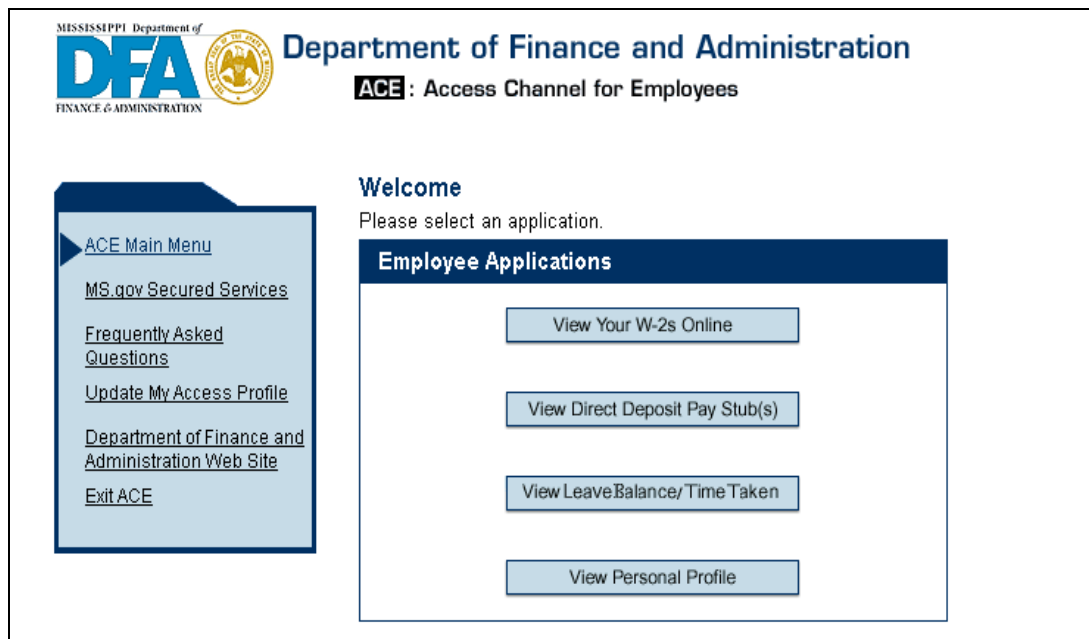
12. User will enter their choice for a new password in the 'Password' box. Once the user has created a new password and retyped the 'New Password' in the 'Confirm Password' box, the user will then need to click the Finish button.

Should the new password not meet the above-mentioned criteria, the user will receive an error message stating that there is an 'Error – the new password did not meet the needed criteria,' which will require the user to complete the two steps again of entering the new password and confirming the new password.

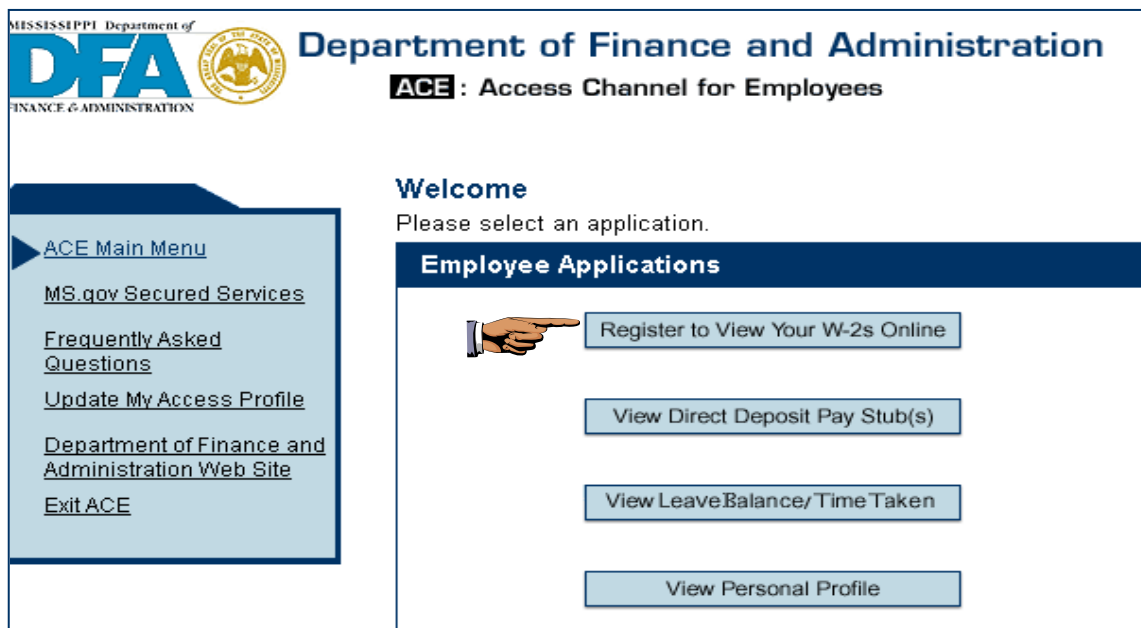
13. Once the user has successfully created a new password, close the internet browser, and wait approximately five minutes so that the system can activate the new password.

C. User Access to W-2s Instructions:

From the ACE Welcome page, the user has the option to select one of the Employee Applications to enter and view data, *i.e.*, W-2s, Direct Deposit Pay Stubs, Leave Balance/Time Taken, or Personal Profile.




An ACE user who has not registered to view their W-2 via ACE will view the following screen with the Register to View Your W-2s Online option visible.




At this point, if the user chooses to register to view their W-2s via ACE, they will need to complete the following steps:

1. Select the 'Register to View Your W-2s Online' button from the 'Welcome' screen. The user will then be presented with the following screen and must follow Steps 1 – 3 listed on the screen to complete the process of registering.

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Employee Verification and Legal Disclaimer

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.

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 \(TOU\)](#).

Step 3: Certify

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

▶ Cancel
▶ Register

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2. Select the 'Register' button.
3. The user will then be presented with the following screen confirming the registration process is complete.

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Registration Confirmation
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](#)

✓ 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.

✓ If you do not have Adobe Acrobat Reader, you will instead see a window with Save and Open options. Select Cancel to close that window and then select the Get Acrobat Reader button on this page to download Adobe Acrobat Reader. The software is free. 

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4. At that point, the user needs to select the 'Check Acrobat® Reader®' to determine if the user's machine has Adobe Acrobat Reader installed on their machine.
5. If Adobe Acrobat Reader is not installed and the user needs to download Adobe Acrobat Reader, the user will follow the instructions on the screen and download Adobe Acrobat Reader on their machine.
6. If the user cannot successfully load the Adobe Acrobat Reader to their machine, they will not be able to view their W-2.
7. The user then may select the 'View W-2' button and from there they will see the following screen that will list the years that W-2s are available for them to view.

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Welcome

Select from the **View W-2** link(s) provided to display the W-2 in PDF format.

You can also [receive an email notification](#) when a W-2 arrives.

Once you have accessed your W-2, 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.

ACE Main Menu

[MS.gov Secured Services](#)

[Frequently Asked Questions](#)

[Update My Access Profile](#)

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

[Exit ACE](#)


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



Save Print

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8. In addition, the user may elect to '[receive an email notification](#)' when the W-2 file is loaded for the year.
9. By selecting this option, the user will be directed to the Personal Profile page. The Personal Profile application provides the user with the ability to choose to receive an email notification when a W-2 and/or an electronic pay stub has arrived at ACE for that user.



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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:

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.*

- Send me an email when my next direct deposit pay stub arrives at ACE.
 - Yes
 - No
- Send me an email when my next electronic W-2 arrives at ACE.
 - Yes
 - No

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

Agency Name:

Work Phone: - -

Work FAX: - -

Work Cell: - -

Work Pager: - -

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10. The user should complete the following information: select the agency name from the drop down box, enter the user's email address and confirm the user's email address. Then complete questions 1 and 2 for receiving mail notifications for electronic W-2s or electronic pay stubs.

11. The user may also complete any of the other information they want. Users are encouraged to complete the entire personal profile page. When entering the phone number, the user must complete the area code and the number and cannot use any alpha characters; otherwise, they will receive an error message.

12. Once the user is through, they will need to select the 'Save' button, which will redirect them back to the W-2 page.

13. To view a W-2, the user will select the 'View W-2' button by the tax year.



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Welcome

Select from the **View W-2** link(s) provided to display the W-2 in PDF format.

You can also [receive an email notification](#) when a W-2 arrives.

Once you have accessed your W-2, 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.

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


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14. As the page is loading, the user will see the following message.

Downloading PDF | Access Channel for Employees | Department of Finance and Administration - Microsoft Internet Explorer



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Downloading...


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

Note: Your W-2 PDF is generated in a new browser window.
 When finished viewing your W-2, choose File->Close to return to the ACE Application.
 To exit this page, choose File ->Close to return to the ACE Application.

15. The user will then be presented with a separate page displaying the W-2 form for that the tax year.

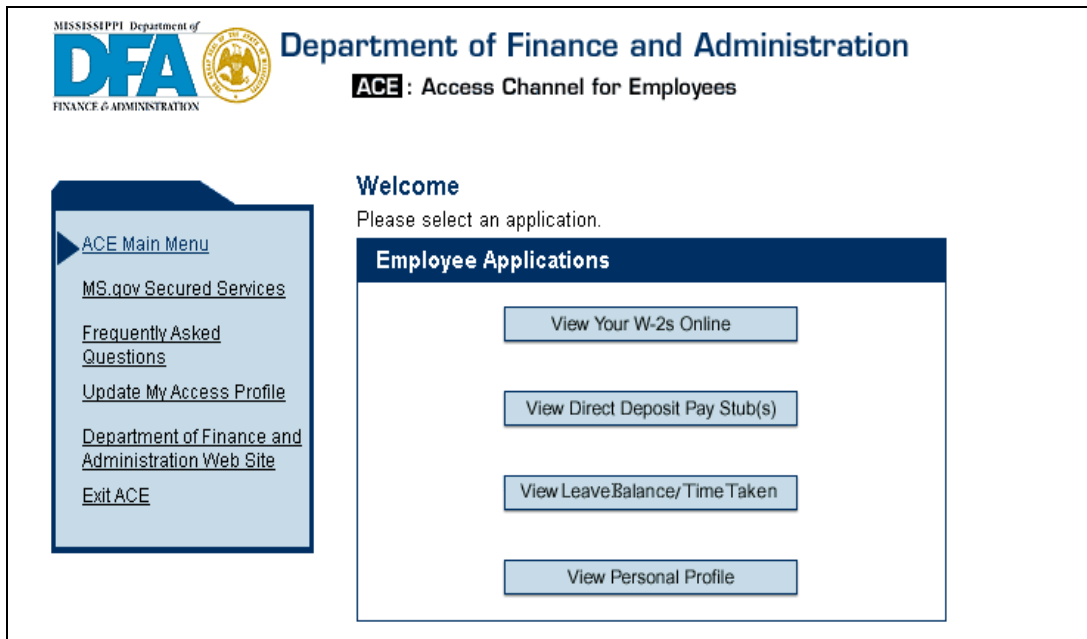
16. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.

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				a 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				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						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 Employer's name, address, and ZIP code STATE OF MISSISSIPPI MS DEPT. OF FINANCE AND ADMIN PO BOX 1060 JACKSON, MS 39215							
f 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			
g Dependent care benefits				10 Dependent care benefits				11 Nonqualified plans				11 Nonqualified plans			
2a		13 Stat. Emp.		Ret. plan		3rd-party sick pay		12a		13 Stat. Emp.		Ret. plan		3rd-party sick pay	
2b		14 Other						12b		14 Other					
2c G		50.00						12c G		50.00					
2d								12d							
MS 640897726		2000.00		200.00				MS 640897726		2000.00		200.00			
15 State Employer's State ID #		16 State wages, tips, etc.		17 State income tax				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				18 Local wages, tips, etc.		19 Local income tax		20 Locality name			

Form W-2 Wage and Tax Statement
 Information is being furnished to the Internal Revenue Service
 Dept. of the Treasury - IRS


D. User Access to Pay Stub Instructions:

An ACE user who has registered to view their W-2s via ACE will be presented with the following screen.




1. While the user may select the 'View Direct Deposit Pay Stub(s)' button, the user must be on direct deposit via the payroll system for the system to create electronic pay stubs. Once an employee is set up for direct deposit through the payroll system, direct deposit pay stubs will automatically be provided electronically.
2. Once the user selects the 'View Direct Deposit Pay Stub(s)' button, the following screen will be shown.

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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](#)

 For ACE terms of use information, read DFA's [Terms of Use \(TOU\)](#) document.

- ✓ DFA presents your Pay Stub 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.
- ✓ If you do not have Adobe Acrobat Reader, you will instead see a window with Save and Open options. Select Cancel to close that window and then select the Get Acrobat Reader button on this page to download Adobe Acrobat Reader. The software is free. 

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3. At that point, the user needs to select the 'Check Acrobat® Reader®' to determine if the user's machine has Adobe Acrobat Reader installed on their machine.
4. If Adobe Acrobat Reader is not installed and the user needs to download Adobe Acrobat Reader, the user will follow the instructions on the screen and download Adobe Acrobat Reader on their machine.
5. If the user cannot successfully load the Adobe Acrobat Reader to their machine, they will not be able to view their direct deposit pay stubs.
6. The user then may select the 'View Pay Stub' button, and from there they will see the following screen that will list the pay dates that pay stubs are available for them to view.
7. The user will be able to access the last 12 payments since they elected to receive pay stubs via ACE.
8. In addition, the user may elect to 'receive an email notification' when a Pay Stub or W2 is ready to view.



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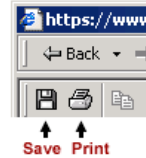
Employee EFT Records

Select **View Pay Stub** to display the pay stub in PDF format.

You can also [receive an email notification](#) when a pay stub arrives.

Once you have accessed your pay stub, 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.



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, which ever 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	
2003-04-14	T	View Pay Stub
2003-03-31	M	View Pay Stub
2003-02-28	M	View Pay Stub
2003-01-31	M	View Pay Stub



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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:

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.*

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

Yes
 No
- Send me an email when my next electronic W-2 arrives at ACE.

Yes
 No

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

Agency Name:

Work Phone: - -

Work FAX: - -

Work Cell: - -

Work Pager: - -

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9. By selecting this option, the user will be taken to the Personal Profile page. The Personal Profile application provides the user with the ability to receive an email notification when a W-2 and/or electronic pay stub has arrived at ACE for that user.

10. Enter the following information:

- The Agency Name from the drop down box
- The user's E-mail Address and re-enter the e-mail address to confirm
- Complete questions 1 and 2 in relation to whether or not they want to receive email notifications for electronic W-2s and/or electronic pay stubs

11. The user may also complete any of the other information as they wish.

12. Click the 'Save' button. The user will be redirected to the Employee EFT Records page.
13. By selecting the 'View Pay Stub' button by the pay date, the user will then be presented with a separate page depicting the pay stub form for that pay date. Please be aware of the information contained in the Employee Details box below which states that the "Funds will not be available in your bank account before the Pay Date."



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Employee EFT Records

Select **View Pay Stub** to display the pay stub in PDF format.

You can also [receive an email notification](#) when a pay stub arrives.

Once you have accessed your pay stub, 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.

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, which ever comes first.
- Pay Stub information may be available to view prior to the actual Pay Date.

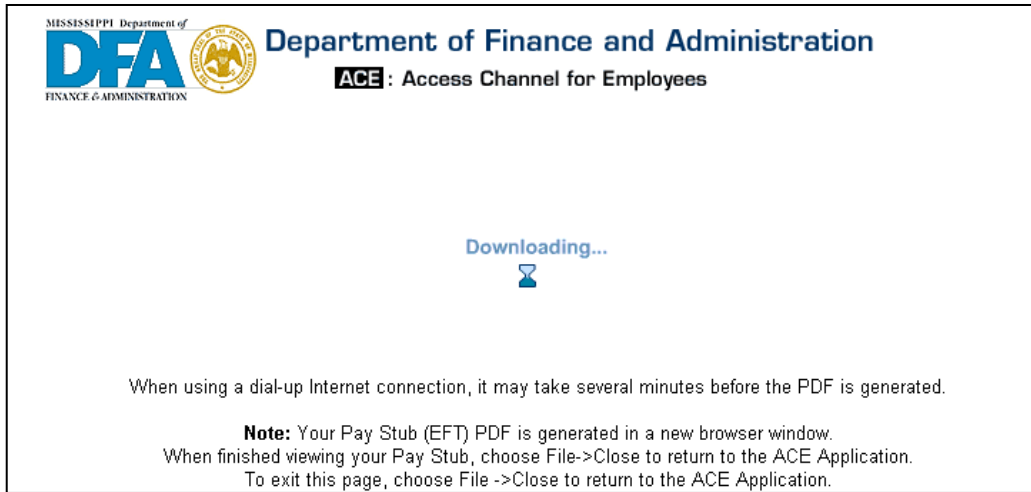
Funds will not be available in your bank account before the Pay Date.

Pay Stub Details:

Pay Date	Frequency	
2003-04-14	T	View Pay Stub
2003-03-31	M	View Pay Stub
2003-02-28	M	View Pay Stub
2003-01-31	M	View Pay Stub

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14. As the page is loading, the user will see the following message.



15. The user will then be presented with a separate page depicting the pay stub for that pay date. The Pay Date is the day the funds will be available for the employee in their bank account.

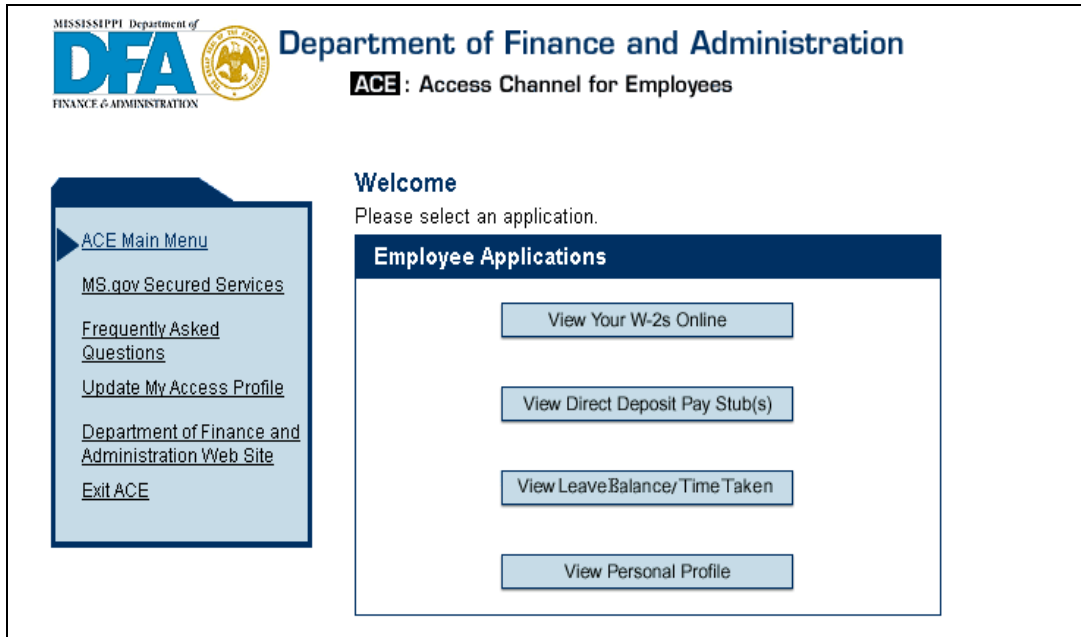
https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer

PID: 000000999999		Pay Date: 03/31/2003		Frequency: M		AGENCY: 0301		EFT Number: 321865006	
DOE, JOHN		SSN: 999-88-8777		MS DEPARTMENT OF CORRECTIONS		STATE OF MISSISSIPPI			
PAY PERIOD Monthly		PERSONAL		TAXES		CURRENT		Y-T-D	
Period Beginning	03/01/2003	Federal Marital Status	S	SOCIAL SECURITY-OASDI		153.00	459.00		
Period End Date	03/31/2003	Federal Tax Exempt	1	FEDERAL INCOME TAX		247.40	742.20		
Pay Date	03/31/2003	Federal Add'l Tax	0.00	MEDICARE		35.78	107.34		
Pay Rate	29,710.02	State Marital Status	S	STATE INCOME TAX		69.00	207.00		
State Hire Date	09/08/1992	State Tax Exempt	5000.00	PUBLIC EMPL. RETIREMENT		179.50	538.50		
PIN Entry Date	08/15/1994	State Add'l Tax	0.00						
TOTAL TAXES						684.48	2054.04		
EARNINGS		CURRENT		Y-T-D					
REGULAR SCHEDULE TIME WORKED		2475.83	7427.49	AFTER-TAX DEDUCTIONS		CURRENT	Y-T-D		
TOTAL GROSS PAY		2475.83	7427.49	TOTAL AFTER-TAX DEDUCTIONS		0.00	0.00		
PRE-TAX DEDUCTIONS		CURRENT		Y-T-D					
PRE-TAX COMPENT DENTAL INSURANCE		48.00	144.00	TOTAL DEDUCTIONS		732.68	2198.04		
TOTAL PRE-TAX DEDUCTIONS		48.00	144.00	NET PAY		1743.15	5229.45		
LEAVE BALANCES:						Feb	Feb	Feb	Feb
						BEG. BAL	EARNED	USED	ENDING BAL
PERSONAL						937.00	16.00	0.00	953.00
MEDICAL						555.00	6.00	0.00	561.00
FLSA COMP TIME						40.23	0.00	0.00	40.23
FLOATING HOLIDAY						176.00	0.00	0.00	176.00
AGENCY COMP TIME						36.92	0.00	0.00	36.92
ELECTRONIC FUND TRANSFER TRANSACTIONS									
Amount Deposited into #0009009									1743.15
Funds available on 03/31/2003									

16. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.

E. User Access to Leave Balance/Time Taken Instructions:

An ACE user who has registered to view their W-2s via ACE will be presented with the following screen.



1. Click on View Leave Balance/Time Taken. The following screen will be shown:

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DFA FINANCE & ADMINISTRATION

Department of Finance and Administration
ACE: Access Channel for Employees

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 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

For ACE terms of use information, read DFA's [Terms of Use \(TOU\)](#) document.

✓ DFA presents your Leave Balance and Time Taken information 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.

✓ If you do not have Adobe Acrobat Reader, you will instead see a window with Save and Open options. Select Cancel to close that window and then select the Get Acrobat Reader button on this page to download Adobe Acrobat Reader. The software is free. **Get Acrobat Reader**

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2. At that point, the user needs to select the 'Check Acrobat® Reader®' to determine if the user's machine has Adobe Acrobat Reader installed on their machine.
3. If Adobe Acrobat Reader is not installed and the user needs to download Adobe Acrobat Reader, the user will follow the instructions on the screen and download Adobe Acrobat Reader on their machine.

4. If the user cannot successfully load the Adobe Acrobat Reader to their machine, they will not be able to view their leave balances.
5. The user then may select the 'View Leave Balance/Time Taken' button, and from there they will see the following screen that will allow them to access their Leave Balance or Time Taken Details.



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[ACE Main Menu](#)

[MS.gov Secured Services](#)

[Frequently Asked Questions](#)

[Update My Access Profile](#)

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

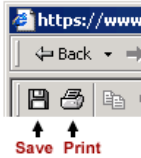
[Exit ACE](#)

Employee Leave Balance/Time Taken Records

Select **View Leave Balance** to display the leave balance information in PDF format.
Select **View Time Taken** to display the time taken information in PDF format.

Once you have accessed your leave balance/time taken information, 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.



Employee Details:

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

- Leave Balance/Time Taken information is provided for a maximum of 4 previous months.
- Leave Balance/Time Taken information was last loaded on 07/02/2004.

Leave Balance Details

[View Leave Balance](#)


Time Taken Details

Month	View Time Taken information
07-2004	View Time Taken
06-2004	View Time Taken
03-2004	View Time Taken

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6. By selecting the 'View Leave Balance' button, the user will then be presented with a separate page depicting the leave balance information.

7. The user will be able to access the last 4 months of leave balance information as available in SPAHRS. The last date Leave Balance information has been loaded to ACE will be provided on the Employee Leave Balance/Time Taken Records page in the Employee Details box.
8. As the page is loading, the user will see the following message:




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Downloading...



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

Note: Your Leave Balance PDF is generated in a new browser window.
When finished viewing your Leave Balance, choose File->Close to return to the ACE Application.
To exit this page, choose File ->Close to return to the ACE Application.

9. The user will then be presented with a separate page depicting the Employee Leave Balance Report.

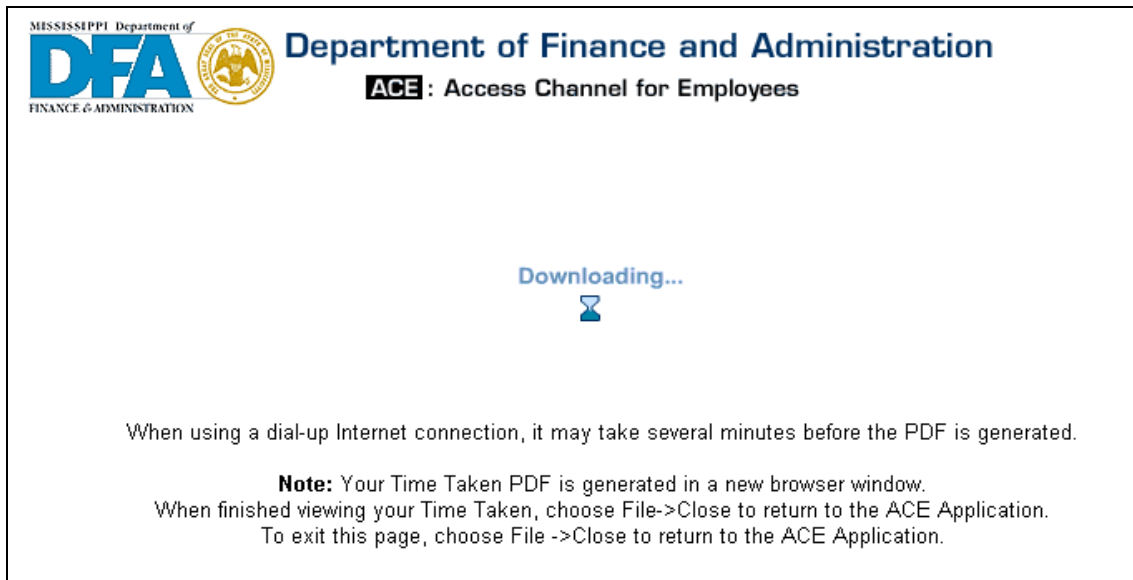
https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer

Employee Leave Balance Report

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

	Beginning Balance	Hours Earned	Hours Used	Ending Balance
<u>May 2004</u>				
Personal	510.00	14.00	0.00	524.00
Medical	347.00	7.00	0.00	354.00
Floating Holiday	12.50	0.00	0.00	12.50
Agency Comp Time	121.25	14.75	0.00	136.00
<u>April 2004</u>				
Personal	496.00	14.00	0.00	510.00
Medical	340.00	7.00	0.00	347.00
Floating Holiday	4.50	8.00	0.00	12.50
Agency Comp Time	104.75	16.50	0.00	121.25
<u>March 2004</u>				
Personal	482.00	14.00	0.00	496.00
Medical	333.00	7.00	0.00	340.00
Floating Holiday	8.00	0.00	3.50	4.50
Agency Comp Time	103.00	6.25	4.50	104.75
<u>February 2004</u>				
Personal	468.00	14.00	0.00	482.00
Medical	326.00	7.00	0.00	333.00
Floating Holiday	0.00	8.00	0.00	8.00
Agency Comp Time	96.50	6.50	0.00	103.00

10. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.
11. By selecting the 'View Time Taken' button by the month timeframe, the user will then be presented with a separate page depicting the time taken form for that month.
12. Time Taken is provided in ACE for a maximum of four months. The user will be able to access 4 months of time taken information as available in SPAHRS. The last date Time Taken information was loaded to ACE will be provided on the Employee Leave Balance/Time Taken Records page in the Employee Details box.
13. As the page is loading, the user will see the following message.



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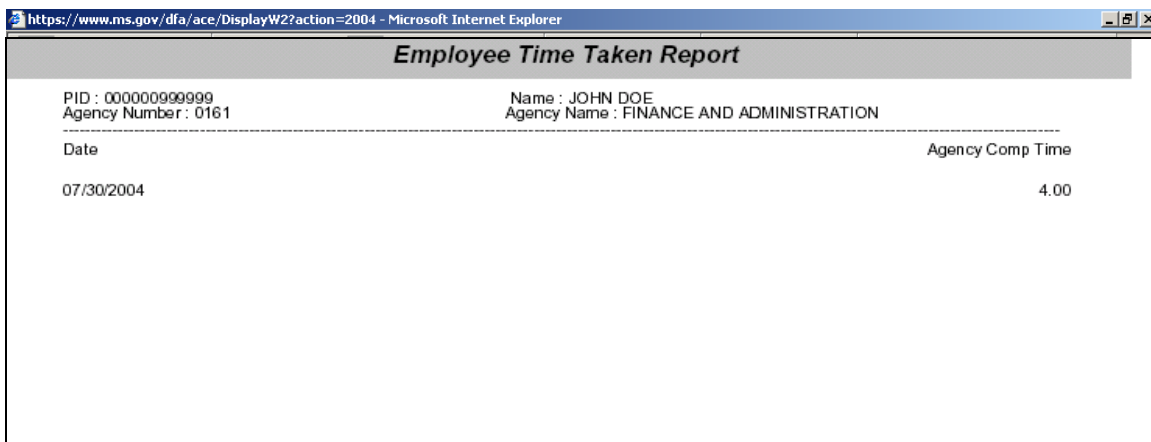
Department of Finance and Administration
ACE : Access Channel for Employees

Downloading...

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

Note: Your Time Taken PDF is generated in a new browser window.
When finished viewing your Time Taken, choose File->Close to return to the ACE Application.
To exit this page, choose File ->Close to return to the ACE Application.

14. The user will then be presented with a separate page depicting the Employee Time Taken Report.
15. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.



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

Employee Time Taken Report


PID : 000000999999	Name : JOHN DOE
Agency Number : 0161	Agency Name : FINANCE AND ADMINISTRATION

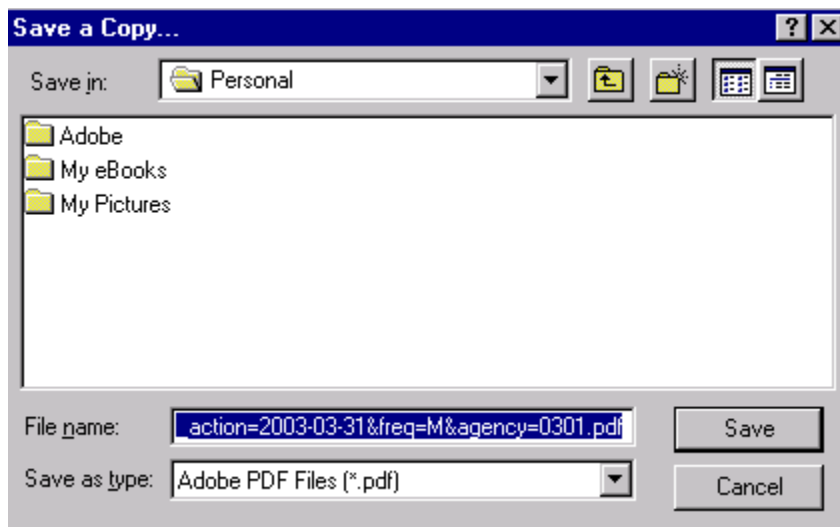
Date	Agency Comp Time
07/30/2004	4.00

16. If the user has more than seven types of time taken, the time taken categories across the top of the report will be abbreviated and a legend providing the full description of the time taken will appear at the bottom.

F. User Printing Instructions:

The W-2s, pay stubs, leave balances, and time taken reports are presented to the user as an Adobe Portable Document Format (PDF). Adobe PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with the Adobe Acrobat Reader software. Users may save off their W-2s, pay stubs, leave balances, or time taken to their own computer using the following steps:

1. Select the 'Save' button .
2. The user will then be prompted to 'Save a copy'.



3. At this time, the user can rename the file to be more descriptive, *i.e.*, Pay Stub March 2003.
4. Once the 'Save' button is selected, the user has completed the process of saving the document to their computer.

G. Exit ACE Instructions

Once the user determines that they no longer need additional information from ACE, it is very important that they select the 'Exit ACE' option from the side bar menu. Otherwise, if a user does not fully exit ACE, they may leave their personal information open and accessible by others who may use the computer after them.

