



Department of Finance and Administration

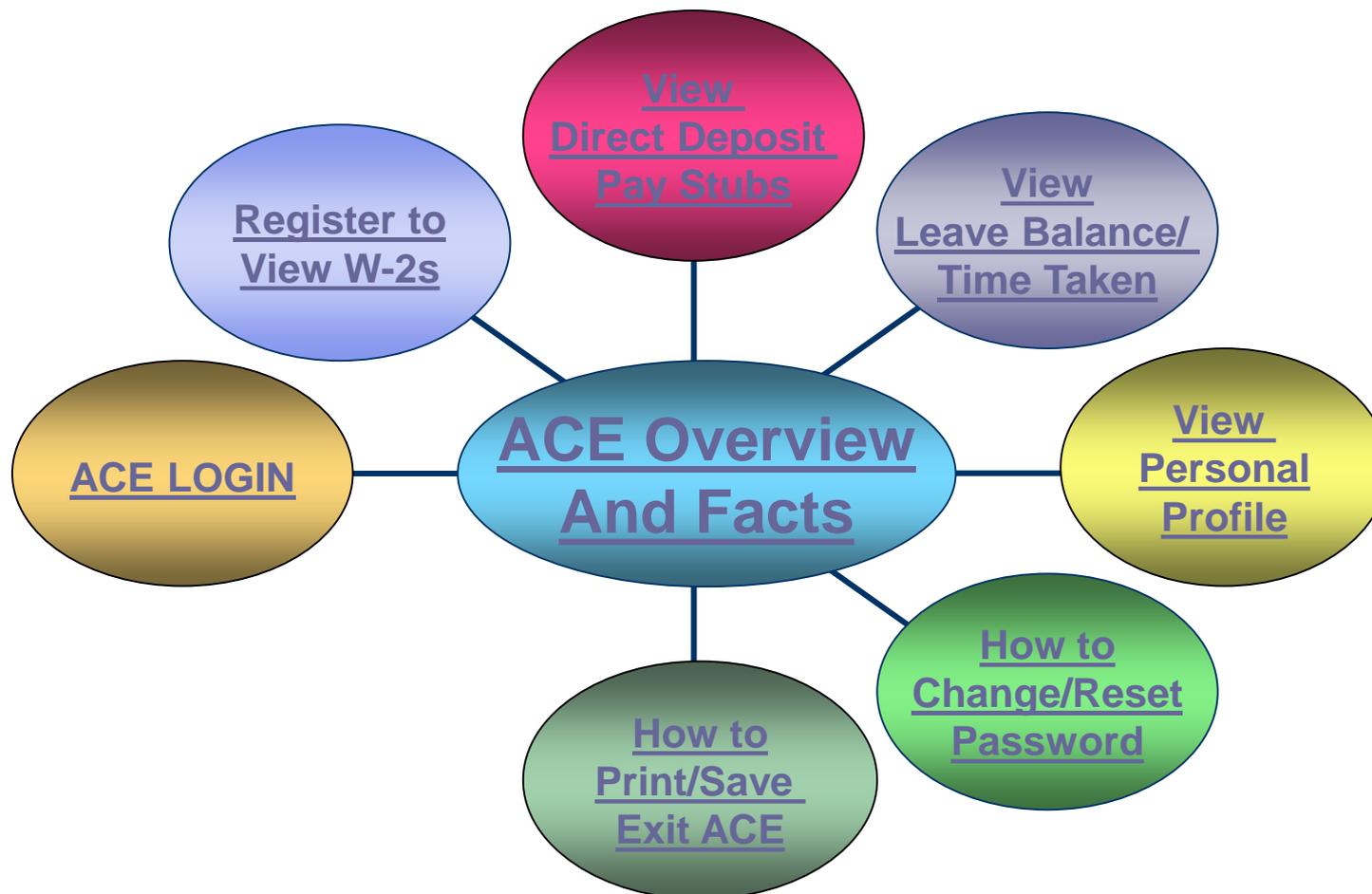
ACE : Access Channel for Employees

1901-ACE Web Tutorial

JULY 2018 V6

Click to begin.





Choose an option.



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. 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.



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.



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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. Upon 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 security questions and answers. 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.

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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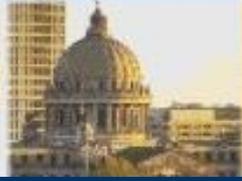
Electronic Pay-Stub (EFT) Advices – The electronic pay stub Electronic Funds Transfer (EFT) advice application provides state employees, who are paid by direct deposit (EFT), the ability to access their pay stub information via ACE. This application provides fast and easy access, as well as, a history of pay stub information for the last 12 months or the last 12 payments, whichever comes first.

To select another option click the “Return” button.



To exit press Esc.





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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ACE Login

In an internet browser, go to the 'MS Department of Finance and Administration', <http://www.dfa.ms.gov/>



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ARE YOU INTERESTED IN DOING BUSINESS WITH MISSISSIPPI? >>>

Site Search Go

HOME ABOUT US DFA OFFICES DIRECT LINKS CONTACT US TRANSPARENCY PPRB

WELCOME TO YOUR DFA

Welcome to the Mississippi Department of Finance & Administration's website. This site is designed to be a tool that will help you become more informed about your agency and its responsibilities throughout the state. If you're looking to do business with Mississippi, check out the link at the top of your screen. If you're looking for one of our offices, click on [DFA OFFICES](#). Here is our [CALENDAR OF EVENTS](#). Need to get in contact with DFA? Click on [CONTACT US](#). We'd love to hear from you!

Laura Jackson
Executive Director

Phil Bryant
Governor

ACE APPLICATIONS BID / RFP NOTICES BRICKS - CONSTRUCTION/RPM MAGIC RESERVATIONS WORK ORDER REQUEST SITE MAP

Click 'Ace' at the bottom of the screen.

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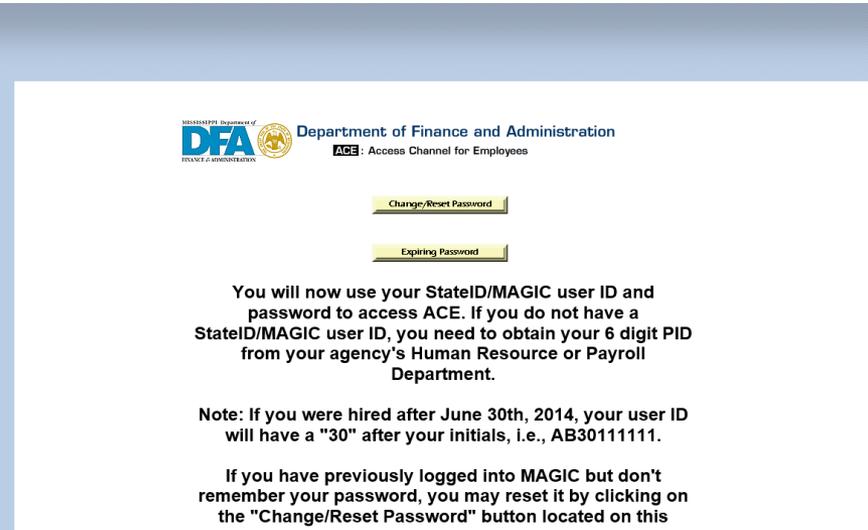


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User Login Instructions

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



If this is the first time you have logged into ACE, or you have never chosen Security Questions, you will need to log into MAGIC.

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When a user logs into MAGIC 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.

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 *



Passwords should be at least 8 – 14 characters in length, contain at least one number and one letter, contain at lease one lower and one upper letter, not made of the user name nor user ID and cannot equal any of the last 5 passwords.

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All users are required to answer at least 5 Security Questions allowing them to change/reset their password from the MAGIC log in page.

Submit Refresh

Security Questions

You MUST answer any 5 (or more) of the questions below

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 street did you grow up on?:

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?:

What is your maternal grandmother's maiden name?:

What is your youngest sibling's birthday - month and year? (e.g.: March 1903):

Select security questions and enter "Your Answer" in the box.
Click Submit.
Close your browser.



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Welcome to the ACE logon screen

Username

Password

Logon



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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, you need to obtain your 6 digit PID from your agency's Human Resource or Payroll Department.

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 "Change/Reset Password" button located on this screen and answering the security questions.

After completing the security questions, you can log into ACE using the User ID and password.

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- [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](#)
- [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
Logon” page:

MISSISSIPPI'S OFFICIAL STATE WEBSITE
ms.gov

Welcome to the ACE logon screen

Username

Password

Logon

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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, you need to obtain your 6 digit PID from your agency's Human Resource or Payroll Department.

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 "Change/Reset Password" button located on this screen and answering the security questions.

Click on Change Reset/Password

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Password Reset

Help

Previous Next

1 2 3

Identify Verify Identity Set Password

Enter User Identification

Unique ID:



Enter your User ID
Unique ID:
Click Next

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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.



New Password:

Your Password is case-sensitive



Confirm New Password:

Enter a new Password and Confirm it.
Click Submit.

Password rules: Minimum of 8 – 14 characters in length, contain at least one number and one letter, contain at least one lower and one upper letter, not made of the user name nor user ID and cannot equal any of the last 5 passwords. 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.



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



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

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



- ▶ [ACE Main Menu](#)
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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.

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 \(TOU\)](#).

Step 3: Certify

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



▶ Cancel

▶ Register

Click on the box to certify your information.

Click on 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.



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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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				

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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	
	5 Medicare wages and tips	6 Medicare tax withheld	
Employer's name, address, and ZIP code STATE OF MISSISSIPPI MS DEPT. OF FINANCE AND ADMIN PO BOX 1060 JACKSON, MS 39215			
Employee's social security number 999-88-8777			
Employee's name, address, and ZIP code JOHN DOE 111 MAIN STREET JACKSON MS 39201			
Social security tips	8 Allocated tips	9 Advance EIC payment	
0 Dependent care benefits	11 Nonqualified plans		
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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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 Dept. of the Treasury - IRS			

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)”



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Welcome

Please select an application.

Employee Applications

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

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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.

Click on View Pay Stub

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](#)

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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, 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	
2004-10-30	T	 <input type="button" value="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
Period End Date	07/15/2004	Federal Tax Exempt	1
Pay Date	07/15/2004	Federal Add'l Tax	0.00
Pay Rate	18,000.00	State Marital Status	N
State Hire Date	12/04/2003	State Tax Exempt	12000.00
PIN Entry Date	12/04/2003	State Add'l Tax	0.00
			TRIP NUMBER
			TRIP FROM
			TRIP TO
			000205000001
			07/08/2004
			07/08/2004
			ELECTRONIC FUND TRANSFER TRANSACTIONS:
			Amount Deposited into #0001640240
			185.90
			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	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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Leave Balance/Time Taken Instructions

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ACE : Access Channel for Employees

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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.

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.

[Report Error](#)

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



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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Leave Balance Report

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

Agency Number : 0161 Name : JOHN DOE
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>				
		14.00		00
		7.00		00
		0.00		50
		6.25		75

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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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- 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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Employee Applications

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