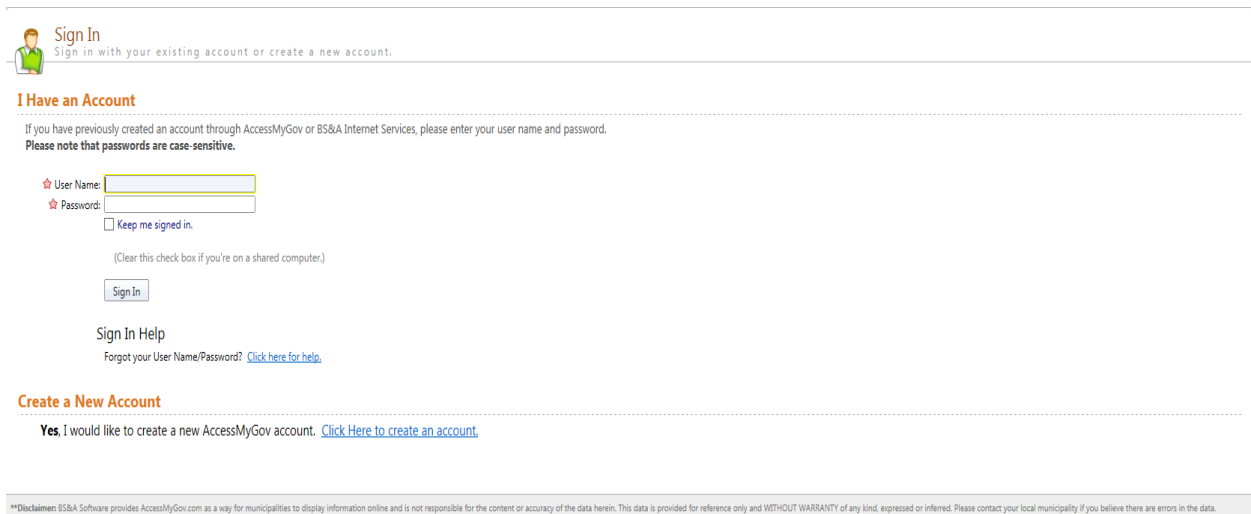


# Navigating BS&A Online Services (ESS)

BS&A Software, Inc. | [bsasoftware.com](http://bsasoftware.com) | 855 BSASOFT

1. Use your web browser to go to [www.accessmygov.com](http://www.accessmygov.com).
2. On the upper right side of the screen, click Currently Not Signed In, then click Sign In.
3. Enter your user name and password (this was provided by your payroll department), then click Sign In. If you are using a private computer, you may check the Keep Me Signed In box below the Password field.



The screenshot shows the 'Sign In' page. At the top left, there is a 'Sign In' header with a user icon and the text 'Sign in with your existing account or create a new account.' Below this, there is a section titled 'I Have an Account' with a note: 'If you have previously created an account through AccessMyGov or BS&A Internet Services, please enter your user name and password. Please note that passwords are case-sensitive.' There are two input fields: 'User Name:' and 'Password:'. Below the password field is a checkbox labeled 'Keep me signed in.' and a note '(Clear this check box if you're on a shared computer.)'. A 'Sign In' button is located below the checkbox. Underneath the button is a 'Sign In Help' section with the text 'Forgot your User Name/Password? [Click here for help.](#)' Below this is a section titled 'Create a New Account' with the text 'Yes, I would like to create a new AccessMyGov account. [Click Here to create an account.](#)' At the bottom of the page, there is a small disclaimer: '\*\*Disclaimer: BS&A Software provides AccessMyGov.com as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.'

4. On the left side of the screen, there is a section devoted to Self Service, divided into three subsections: Personal Employment Info; Personal Financial Info; YTD Info.

## Self Service

[Personal Employment Info](#)

[Personal Financial Info](#)

[YTD Info](#)

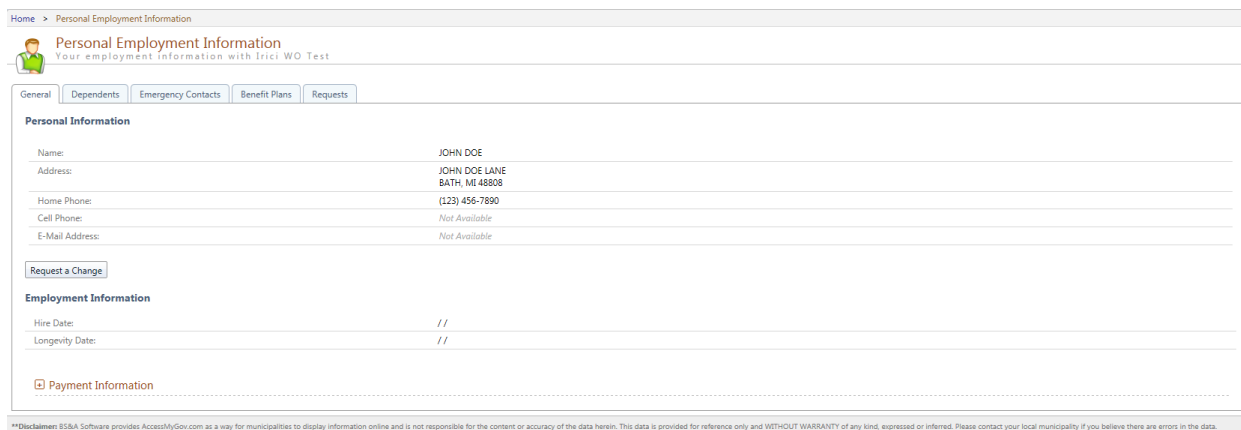
## Personal Employment Info

This section shows details relating to the employee, but no financial information. It is split into four tabs; five, if you use Human Resources.

### General Tab

This tab contains basic information such as name, address, phone, and hire date. The section at the bottom, entitled Payment Information, can be expanded to show a sketch of how the employee is paid, including frequency (weekly, bi-weekly, etc.), pay method (hourly, salary, etc.), and main rate of pay (hourly wage or annual salary).

There is also a Request a Change button on this screen. Click this button to submit a change request of some of this basic information. This can be useful if the employee moved or has changed phone numbers. The change request will be forwarded to the Payroll application for approval. Once approved, the change is then reflected here in ESS.



Home > Personal Employment Information

**Personal Employment Information**  
Your employment information with Inici WO Test

General | Dependents | Emergency Contacts | Benefit Plans | Requests

**Personal Information**

Name:	JOHN DOE
Address:	JOHN DOE LANE BATH, MI 48808
Home Phone:	(123) 456-7890
Cell Phone:	Not Available
E-Mail Address:	Not Available

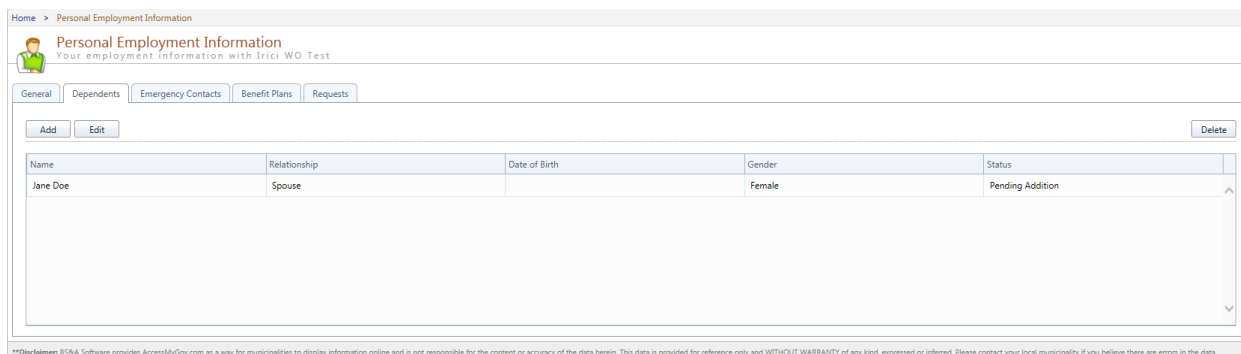
**Employment Information**

Hire Date:	//
Longevity Date:	//

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### Dependents Tab

This tab lists the employee's dependents. When adding or editing a dependent (which is submitted as a change request), required fields (denoted by a red star) are: First Name; Last Name; Social Security Number; Reason.



Home > Personal Employment Information

**Personal Employment Information**  
Your employment information with Inici WO Test

General | Dependents | Emergency Contacts | Benefit Plans | Requests

Name	Relationship	Date of Birth	Gender	Status
Jane Doe	Spouse		Female	Pending Addition

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## Emergency Contacts Tab

This tab lists the employee's emergency contacts. When adding or editing an emergency contact (which is submitted as a change request), required fields (denoted by a red star) are: Name; Reason.

Home > Personal Employment Information

Personal Employment Information  
Your employment information with Irizi WO Test

General Dependents Emergency Contacts Benefit Plans Requests

Add Edit Delete

Name	Relationship	Primary Phone	Secondary Phone	Status
Jane Doe	Spouse			Pending Addition
Jim Doe	Brother			Pending Addition

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## Benefit Plans Tab (Optional)

This tab is only available if you are also using Benefit Plan administration in the Human Resources program. It provides a list of all benefit plans to which the employee is attached. Shown are enrollment status, COBRA enrollment, and a View Details button; click this button to view dependents. The Change Enrollment button lets the employee begin the process of an enrollment change based on a qualifying life event, or during open enrollment periods.

Home > Personal Employment Information

Personal Employment Information  
Your employment information with Irizi WO Test

General Dependents Emergency Contacts Benefit Plans Requests

Change Enrollment

Plan Name	Enrollment	Cobra Enrollment	Enrollees Covered
No records to display.			

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## Requests Tab

This tab compiles requests made on the previous tabs. Again, all requests are submitted to the Payroll database for approval. Shown are the requests' status and a View button for each. For requests still pending, the employee may withdraw the request.

Home > Personal Employment Information

Personal Employment Information  
Your employment information with Irizi WO Test

General Dependents Emergency Contacts Benefit Plans Requests

View

Request Date	Status	Approve / Deny Date	Request
9/30/2013	Pending		Brother
9/30/2013	Pending		Emergency Contact
9/30/2013	Pending		Help Guide

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## Personal Financial Info

This section compiles the employee's financial information. It is split into four tabs.

### Check History

This tab lists all checks the employee has received (that are recorded in the Payroll database). Checks are ordered by check date, with the most recent checks listed first. At the bottom of the tab, a navigation section lets the employee view multiple pages of checks. A View Check link to the right of each check lets the employee see a copy of the check, either as a web page or as a PDF (check the Display Checks as PDF box located above the table). Employees can print these copies.

Check Number	Check Date	Gross	Net	
128	10/02/2013	\$500.00	\$439.93	<a href="#">View Check</a>
129	10/02/2013	\$300.00	\$269.93	<a href="#">View Check</a>

Displaying items 1 - 2 of 2

### Direct Deposit

This tab lists all bank accounts that have been set up on the employee for direct deposit purposes. It includes information about the way deposits are made to each account. As a security precaution, account numbers are not shown. Direct deposit information cannot be edited here, nor can change requests be submitted, as they are on other areas of ESS. Instead, a link is provided at the top, allowing the employee to print a direct deposit sign up sheet.

Order	Active?	Routing Number	Account Number	Deposit Method	Percent	Flat Amount
1	Yes	041000124	Account Ending in 0404	Flat Amount	0%	\$100.00
2	Yes	041000124	Account Ending in 5050	Ded/Exp Amount	0%	\$0.00

## Tax/W-4 Info

This tab shows the currently-elected withholding status, as well as any allowances claimed or extra amounts/percentages requested. There is also a section that shows which taxes the employee is subject to (Federal; State; Local; Social Security; Medicare). This tab includes a Request Change button, which works the same as it does elsewhere, but with added functionality: the employee is prompted that an official W-4 form must still be submitted; a link to the IRS website is included so that the employee may print the form.

Home > Personal Financial Information

**Personal Financial Information**  
Your financial information with Irici WO Test

Check History | Direct Deposit | Tax / W-4 Info | W-2's

**Request a Change**

Federal Withholding Rate: \_\_\_\_\_ Single  
 State Withholding Rate: \_\_\_\_\_ Single  
 Local Withholding Rate: \_\_\_\_\_ Single

Federal Information	
Exempt from Federal Withholding	No
Allowances	0
Extra Withholding Amount	0
Extra Withholding Percent	0

Local Information	
Exempt from Local Withholding	No
Allowances	0
Extra Withholding Amount	0
Extra Withholding Percent	0

State Information	
Exempt from State Withholding	No
Allowances	0
Extra Withholding Amount	0
Extra Withholding Percent	0

Tax Eligibility	
Federal Income Tax	Yes
State Income Tax	No
Local Income Tax	No
Social Security	No
Medicare	No

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## W-2s

This tab lists W-2s for all years that are currently stored for the employee in the Payroll database. There will also be an entry for the current year, available as a preview based on current information. Each line contains a View W-2 link at the right. When viewing a W-2, the information is displayed in a format intended to mimic the W-2 form. The most notable omission is the employee's social security number. This is a security precaution.

Home > Personal Financial Information

**Personal Financial Information**  
Your financial information with Irici WO Test

Check History | Direct Deposit | Tax / W-4 Info | W-2's

\*\*This information is a preview only and may not match the numbers you reported to the IRS.  
For an official copy of your past W2s, please contact the appropriate payroll personnel.

Year	Correction	Correction Number	Wages, Tips, and Other Compensation	
2013 (Preview)	No	0	\$0.00	<a href="#">View W2</a>

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## YTD Info

This section compiles the employee's year to date information. A Year selector in the upper right lets the employee view information for a specific year. It is split into six tabs.

### Payments

This tab lists all pay codes currently set up on the employee, as well as the YTD total for each. When viewing prior years, the YTD total is the total for the whole year. Each line includes a View Details link that will show a breakdown. A View Check link to the right of each check lets the employee see a copy of the check, either as a web page or as a PDF (check the Display Checks as PDF box located above the table). Employees can print these copies. Finally, employees can hide zero-amount checks from the display.

Pay Code	Amount	
30_POLICE_CLERK	\$520.00	<a href="#">View Details</a>
REGULAR	\$300.00	<a href="#">View Details</a>
<b>Total: \$820.00</b>		

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### Deductions

This tab is nearly identical to the Payments tab in looks and functionality.

Deduction/Expense Code	Amount	
FTW	\$0.00	<a href="#">View Details</a>
<b>Total: \$0.00</b>		

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### Hours

This tab is nearly identical to the Payments tab in looks and functionality.

Hours	Amount	
30_POLICE_CLERK	20.00	<a href="#">View Details</a>
REGULAR	12.00	<a href="#">View Details</a>
<b>Total: 32.00</b>		

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## Leave Balances

This tab is nearly identical to the Payments tab in looks and functionality. Key differences:

- Leave balances are displayed as available balance, rather than YTD total.
- The View Details link provides more information:
  - Prior Balance
  - Balance Adjustment(s)
  - Accrued
  - Used
  - Lost
  - Bought Out

Year to Date Information  
Your YTD employment information with Irici WO Test

Year: 2013

Payments Deductions Hours Leave Balances Taxable Gross Direct Deposit

Show Time In: Hours

Leave Code	Hours
COMP_POLICE_CLE	0.00
<b>Total: 0.00</b>	

[View Details](#)

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## Taxable Gross

This tab is nearly identical to the Payments tab in looks and functionality. Key differences:

- Taxable gross is displayed by tax type (Federal; State; Local; etc.).
- The View Details link provides more information:
  - Applicable Pay
  - Third Party Sick Pay
  - Pre-Tax Deductions

Year to Date Information  
Your YTD employment information with Irici WO Test

Year: 2013

Payments Deductions Hours Leave Balances Taxable Gross Direct Deposit

Code	Amount
Federal	\$820.00
State	\$20.00
Local	\$20.00
Social Security	\$20.00
Medicare	\$20.00

[View Details](#)

[View Details](#)

[View Details](#)

[View Details](#)

[View Details](#)

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## Direct Deposit

This tab is nearly identical to the Payments tab in looks and functionality.

 **Year to Date Information**  
Your YTD employment information with Irici WO Test

Year: 2013

Payments | Deductions | Hours | Leave Balances | Taxable Gross | **Direct Deposit**

Account	Amount
041000124 - Account Ending in 0404	\$0.00 <a href="#">View Details</a>
041000124 - Account Ending in 5050	\$0.00 <a href="#">View Details</a>
<b>Total: \$0.00</b>	

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