Navigating BS&A Online Services (ESS)

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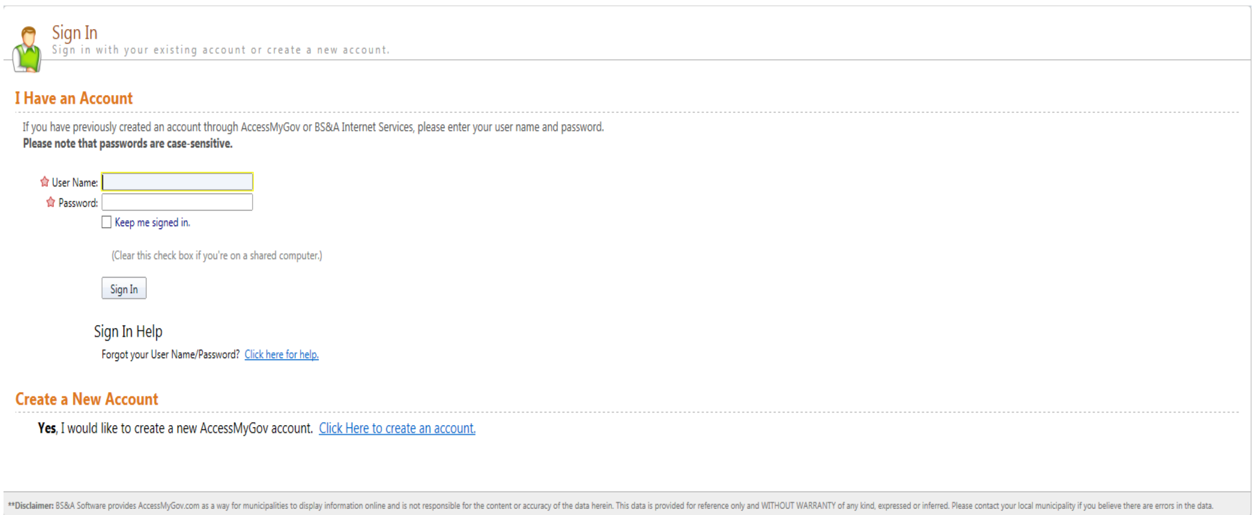
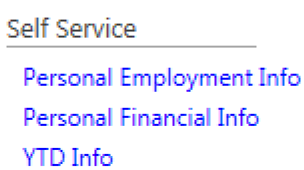
1. Use your web browser to go to www.accessmygov.com.
2. On the upper right side of the screen, click Currently Not Signed In, then click Sign In.
3. Enter your user name and password (this was provided by your payroll department), then click Sign In. If you are using a private computer, you may check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



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.



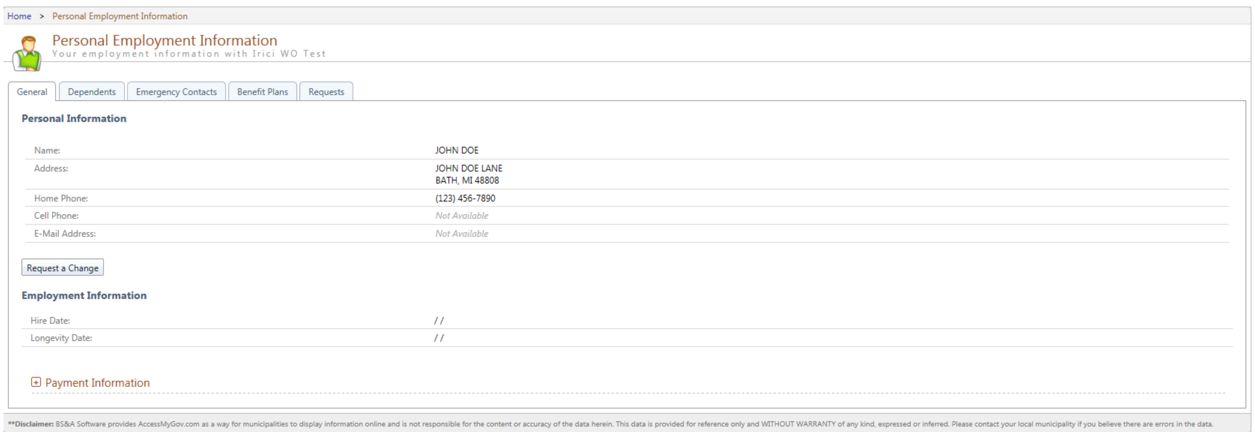
Personal Employment Info

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

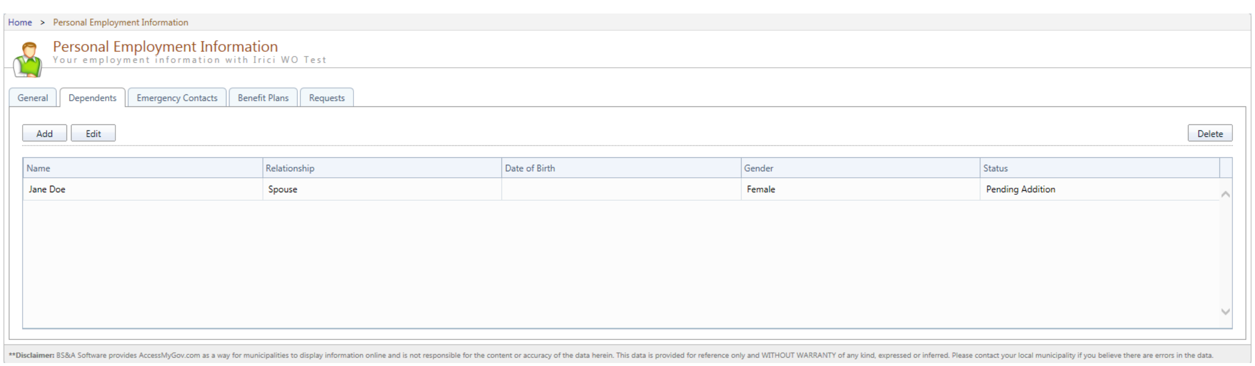
This tab contains basic information such as name, address, phone, and hire date. The section at the bottom, entitled Payment Information, can be expanded to show a sketch of how the employee is paid, including frequency (weekly, bi-weekly, etc.), pay method (hourly, salary, etc.), and main rate of pay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



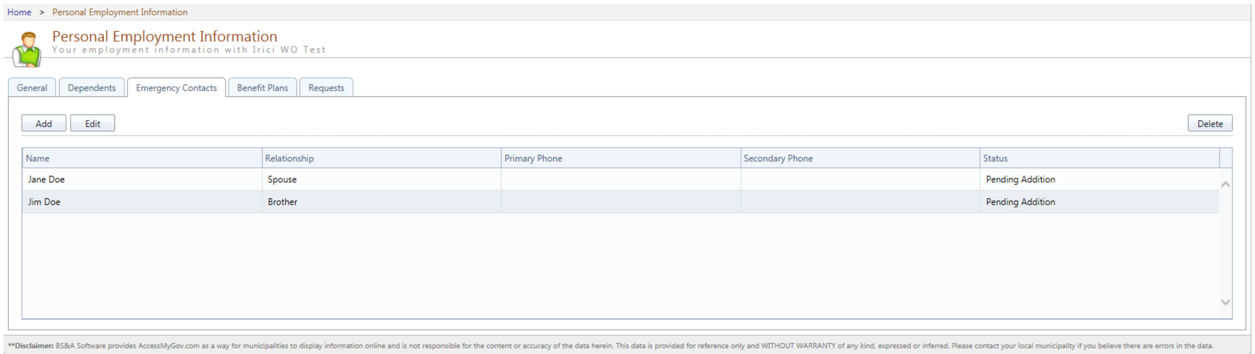
Dependents Tab

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.



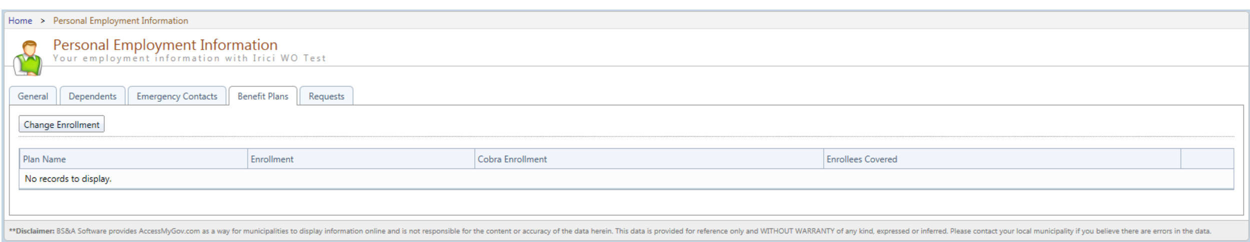
Emergency Contacts Tab

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.



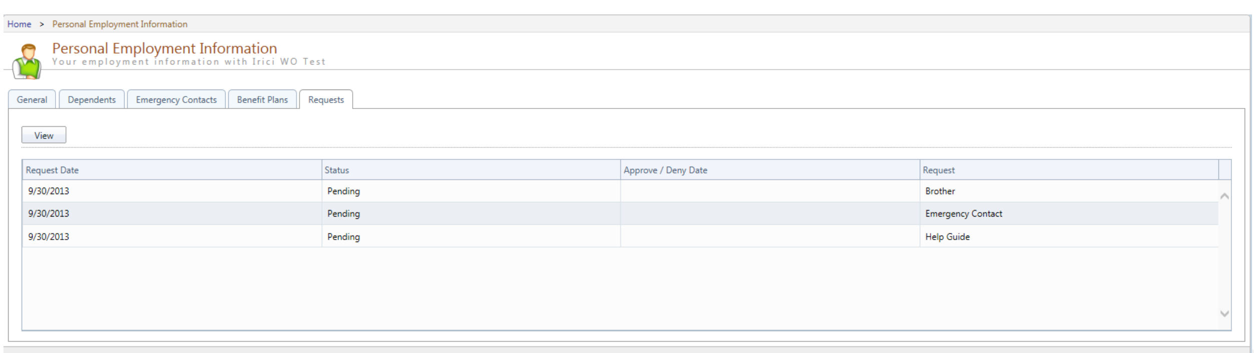
Benefit Plans Tab (Optional)

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.



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.

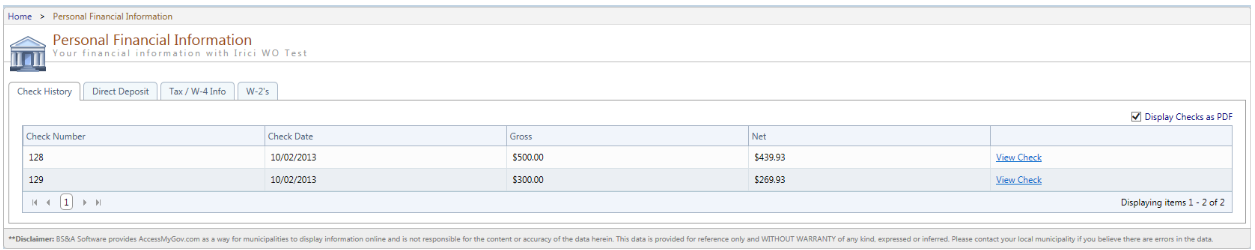


Personal Financial Info

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

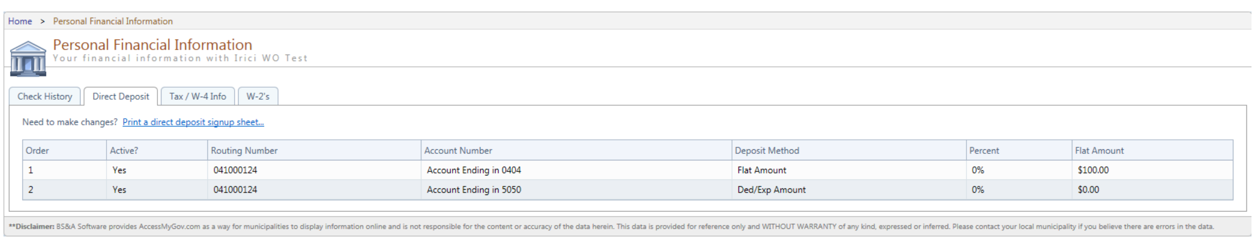
Check History

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.



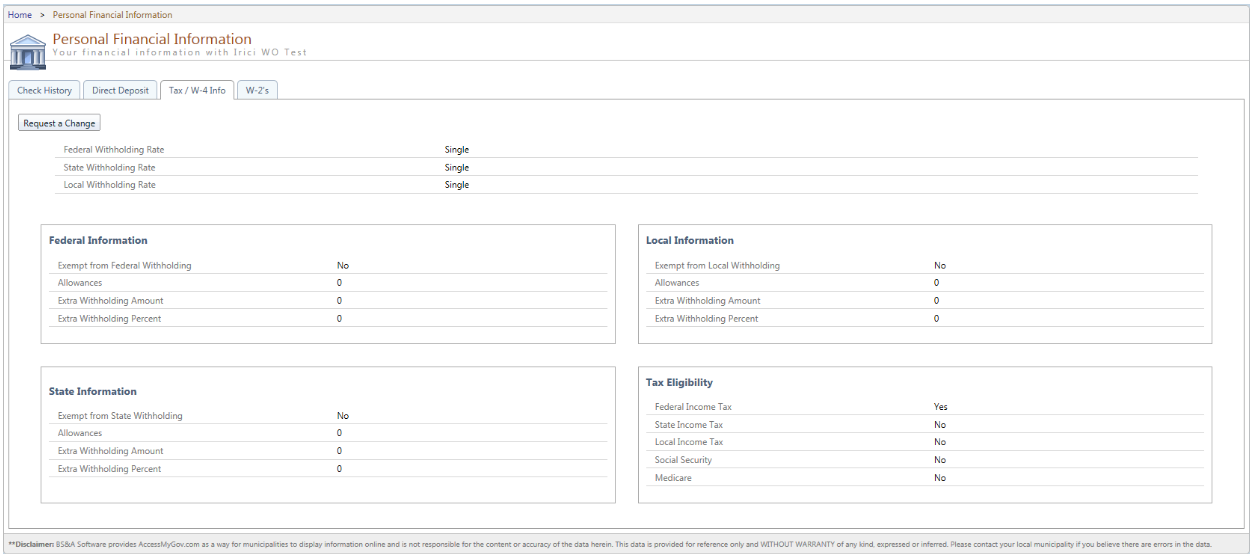
Direct Deposit

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.



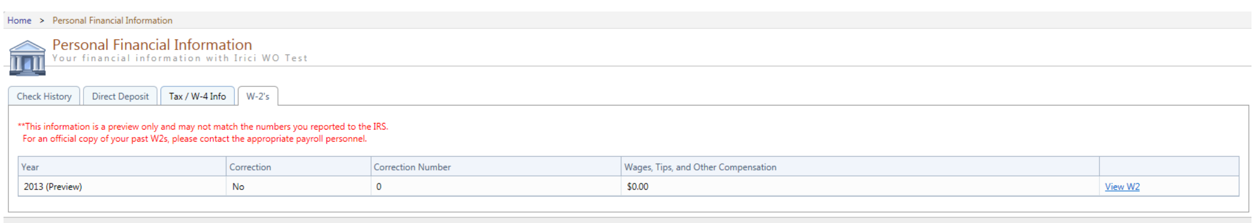
Tax/W-4 Info

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.



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.



YTD Info

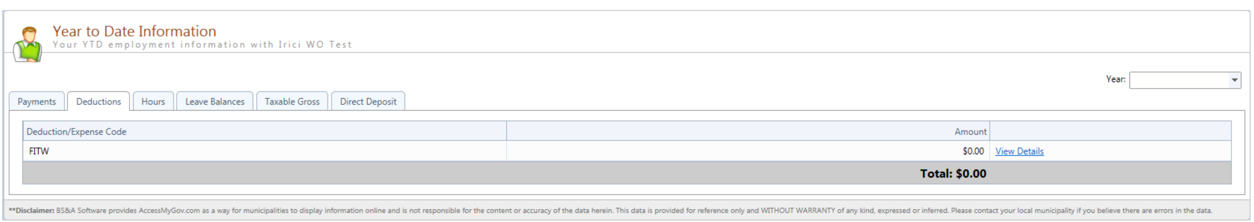
This section compiles the employee's year to date information. A Year selector in the upper right lets the employee view information for a specific year. It is split into six tabs.

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.

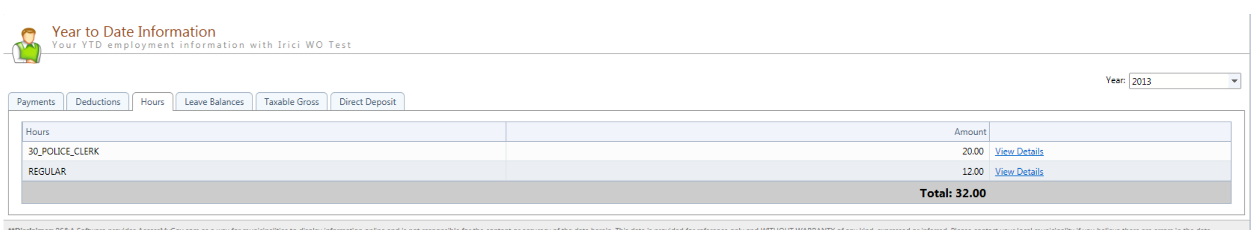
Deductions

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



Hours

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



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

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

Direct Deposit

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