

AMS Advantage® Employee Self Service (ESS)  
COT Employee Instruction Manual



## Contents

Logging into ESS:	4
“Changing Your Password” Tab:	7
“Forms and Websites” Tab	8
“Forms and Websites” Tab	9
Download	9
The Attachments Button Functions:	9
View Attachments History:	10
“My Work in Progress” Tab	10
“My Completed Work” Tab	10
Announcements, Broadcasts, and Alerts	11
Announcements:	11
Announcements, Broadcasts, and Alerts	12
Broadcasts:	12
Announcements, Broadcasts, and Alerts	13
“My Info” Tab	14
“My Information” Tab	15
Jobs Tab	15
Personal Information Tab	16
Address Information Tab	17
Emergency Contact Tab	18
Tax Withholdings & Allowances	19
Garnishments	19
Tax Levies	20
Licenses and Certifications	20
Time and Attendance	21
“My Benefits” Tab	22
“My Compensation” Tab	23
“Pay Summary” Tab	24
Pay Summary <input type="text" value="Search"/> Function Features:	25
Deduction Summary Tab	26
Issued Checks/Advices	27
Example of a COT Pay check stub	28

Viewing Tax Forms	29
“Paycheck Calculator” Tab	30

## What is AMS Advantage<sup>®</sup> Employee Self Service?

The AMS Advantage<sup>®</sup> Employee Self Service (ESS) web site is a subset of the AMS Advantage<sup>®</sup> HRM system utilized by your organization's human resources professionals. This information is intended for the sole use of the individual employee. All information entered/submitted into ESS may require additional HR department approval before taking effect. Please contact your HR department if you have additional questions. Unauthorized access of an employee's information is prohibited.

## Logging into ESS:

### Basic Steps to Access your City of Tucson AMS Advantage ESS; Employee Information System:

User Name and Password will be required for login.

- Logging into ESS:
  - Open an Internet browser window.
  - Type in the URL Address: <https://azcot-ess.hostams.com/webapp/PRDESS1X1/ESS>
  - Type in your user name and password.
  - Press <Enter> or select the **Login**.



User Name: COT Employee Number with a Zero in front of it (e.g. 55555 = 055555)

Temporary Password: The new preset ESS passwords will follow the following convention:

MDDSSN4

MM = month of birth, e.g. Feb = 02, Nov = 11

DD = day of birth, e.g. 1<sup>st</sup> = 01, 22<sup>nd</sup> = 22

SSN4 = last four digits of the employee Social Security Number

**\*\*Do not forget to reset Temporary Password, under the "Changing Password" Tab Instructions\*\***

Press the Enter Key or the Login Button

## Logging Off: (always log out to keep others from viewing your information)

The screenshot shows the AMS Advantage ESS homepage. At the top right, the text "Welcome, Your Name" is displayed. Below this, a navigation bar contains links for "Home", "Contact Us", "Help", "Accessibility", and "Logout". The "Logout" link is highlighted with a blue box. A callout box with a black border and white background points to the "Logout" link, containing the text: "Select the Logout button located on the top right side of the Homepage by clicking once with your mouse".

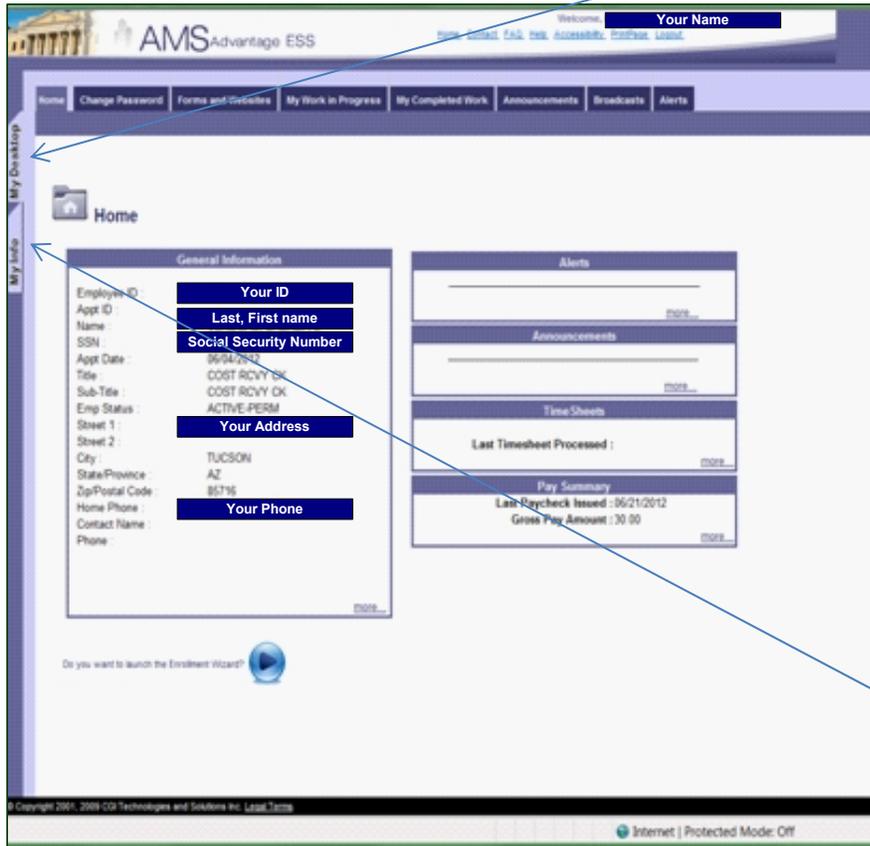
Below the navigation bar, the main content area is titled "Home" and features a "My Info" sidebar on the left. The sidebar contains a "General Information" section with the following fields:

Employee ID :	Your ID
Appt ID :	Last, First name
Name :	Social Security Number
SSN :	
Appt Date :	96/94/2012
Title :	COST RCYV CK
Sub-Title :	COST RCYV CK
Emp Status :	ACTIVE PERM
Street 1 :	Your Address
Street 2 :	
City :	TUCSON
State/Province :	AZ
Zip/Postal Code :	85716
Home Phone :	Your Phone
Contact Name :	
Phone :	

On the right side of the main content area, there are several sections: "Alerts", "Announcements", "Time Sheets", and "Pay Summary". The "Pay Summary" section shows "Last Paycheck Issued : 96/21/2012" and "Gross Pay Amount : 30.00".

At the bottom of the page, there is a copyright notice: "© Copyright 2001, 2009 CGI Technologies and Solutions Inc. Legal Terms". The browser status bar at the very bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

## “My Desktop” Tab:



Clicking on the “My Desktop” tab will bring you back to the Home page. This area provides you with the following business functions:

- Home Page provides you with a quick view of your:
  - General Employee Information
  - Alerts
  - Announcements
  - Last Time Sheet Processed
  - Pay Summary
- Changing Your Password
- Forms and Websites
- My Work in Progress
- My Completed Work
- Announcements
- Broadcasts
- Alerts

Clicking on the “My Info” tab will take you to your Personal Information page(s)

- My Information
- My Time and Attendance
- My Benefits
- Benefits Enrollment Wizard
- My Compensation
- Paycheck Calculator
- My Evaluations

## “Changing Your Password” Tab:

Instructions on how to change your password: (Case Sensitive)

The screenshot shows the 'Change Password' form in the AMS Advantage ESS system. The form is titled 'Change Password' and has a 'User Password' section with three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Below these fields are two buttons: 'Change User Password' and 'Cancel'. There is also an 'E-Mail Password' section which is currently collapsed. The page has a navigation bar at the top with 'Home', 'Change Password', 'Forms and Websites', 'My Work in Progress', 'My Completed Work', 'Announcements', 'Broadcasts', and 'Alerts'. A sidebar on the left has 'My Desktop' and 'My Info' tabs. The footer contains copyright information and a browser status bar.

Use Dropdown Menu to Access and Close the User Password feature:

Under “User Password”: (Tip: To create a strong password, use both Alpha and numerical digits, lower case and upper case letters; e.g. cin78Kel)

- Enter your Old Password
- Enter your New Password
- Verify New Password
- Press the “Change User Password” button
- Write down your New Password in a safe place
- If you decide not to change the Password, Press the “Cancel” Button

***E-Mail Password: Feature Not Available***

- ***Email will not be a component of the ESS System***

When you are done changing your password, Press the “My Desktop” tab to return to the “Home” page

## “Forms and Websites” Tab

- This area is designed to help you find “Downloadable Forms” for Human Resources, Taxes, etc.
- Documents are listed by Topic, Department, and Description.
- Highlight a **Topic**. By highlighting a topic, the form(s) available will be displayed under Forms Attachments below.
- Select the form you wish to download by clicking once with your mouse.

Home Change Password Forms and Websites My Work in Progress My Completed Work Announcements Broadcasts Alerts

### Forms and Websites

Downloadable Forms

Topic	Department	Description
✓ Tax	ALL	W4 INST WKSHT

Attachments

Topic : Tax  
Department : ALL  
Description : W4 Form and Instructions

Additional Information Link :

### Form Attachments

 [W-4 Tax Worksheet 2012.pdf](#)

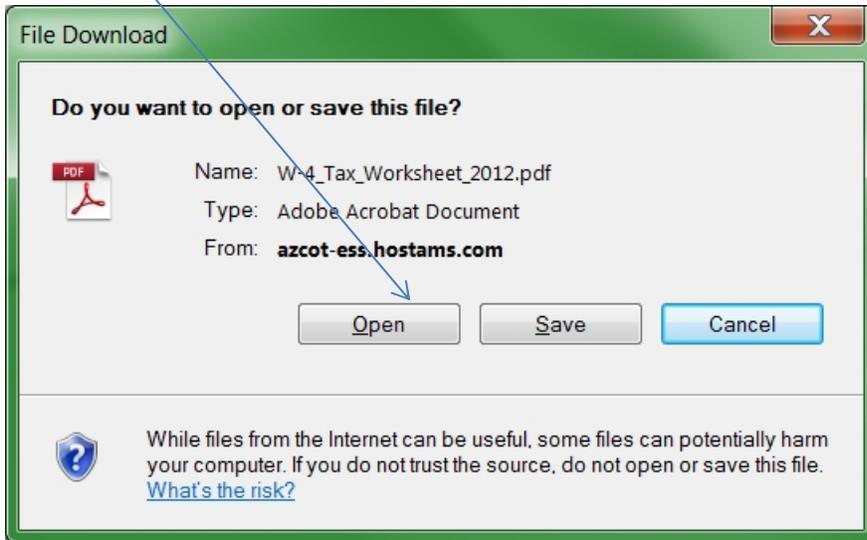
Copyright 2001, 2009 CGI Technologies and Solutions Inc. [Legal Terms](#)

Internet | Protected Mode: Off 125%

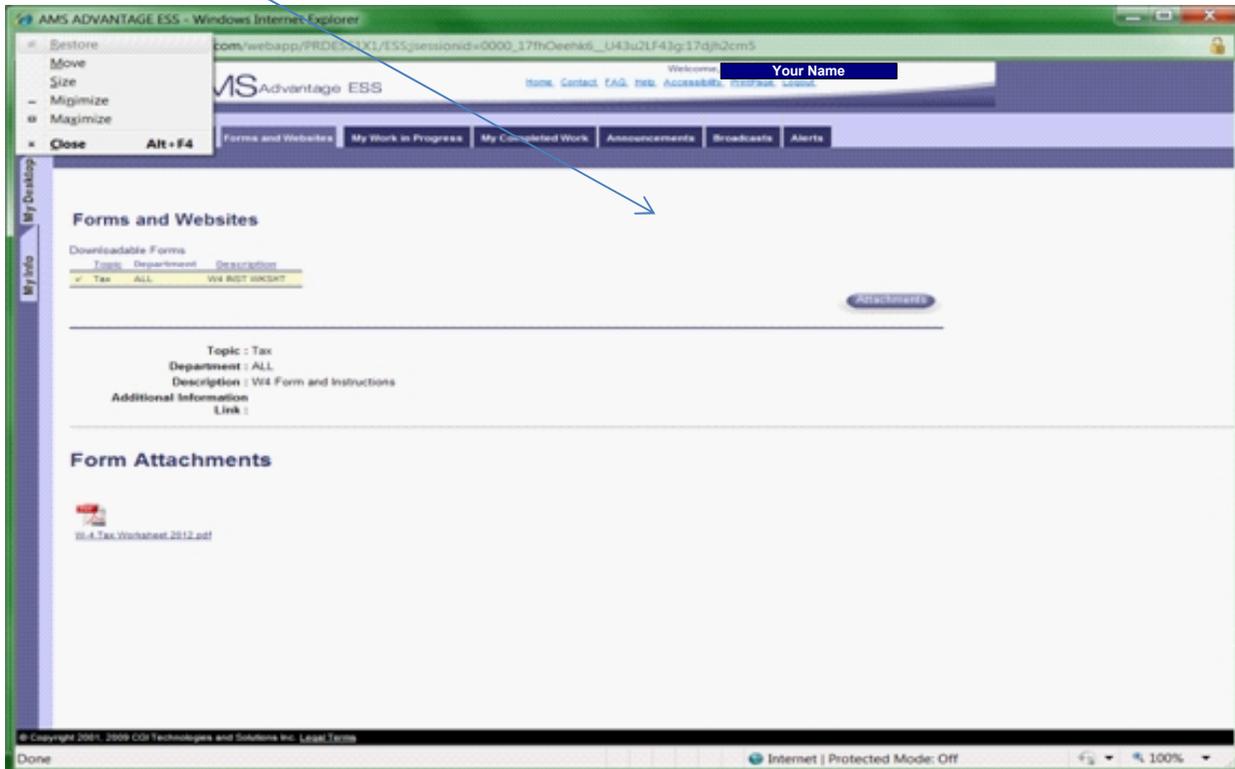
## “Forms and Websites” Tab

### Download

Press “Open” to download your document.



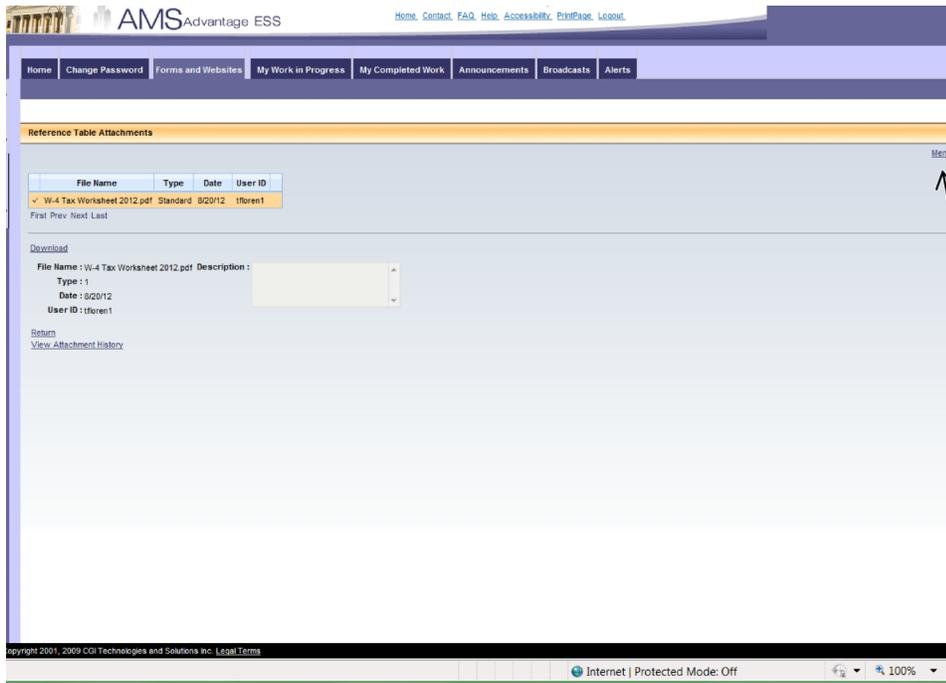
### The Attachments Button Functions:



## “Forms and Websites” Tab

### View Attachments History:

This page provides you with the ability to open, download, and view deleted history.



Functions:

[Download](#) - opens your document

[Return](#) – used for navigating back and forth between pages; it will take you back to the previous page you were viewing

[View Attachment History](#) – provides you with a quick view of your attached documents

[Menu](#) – Print function

## “My Work in Progress” Tab

*– Not in Use at this Time*

## “My Completed Work” Tab

*– Not in Use at this Time*

## Announcements, Broadcasts, and Alerts

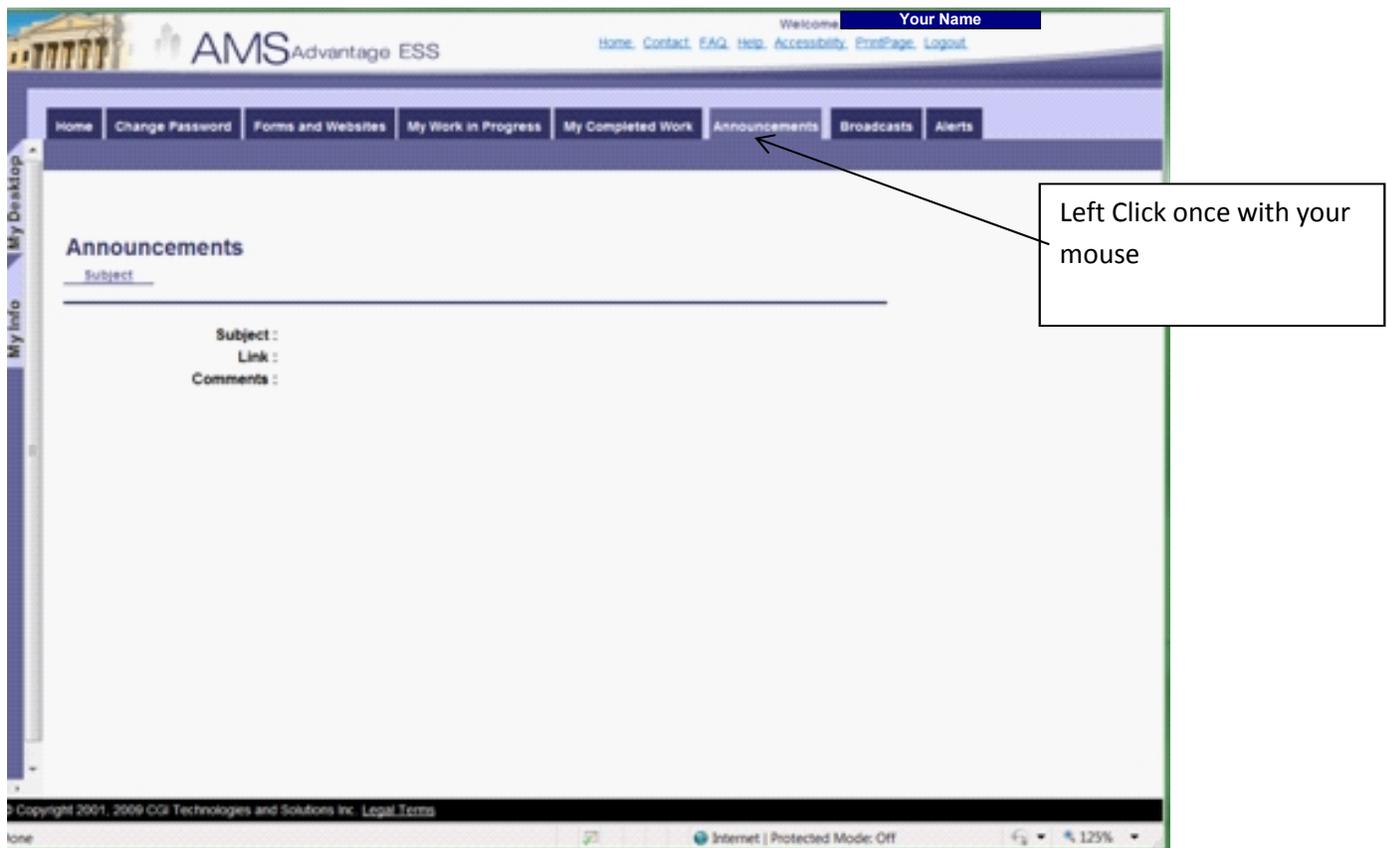
Announcements, Broadcasts, and Alerts notify all users of upcoming events or system messages, respectively. These types of messages are sent out by the system to all COT Employees.

### Announcements:

The Announcements page provides you with information your organization publishes for viewing by all employees. The announcements are displayed based on the effective dates the HRM administrator assigns them in the HRM application.

The following information will be provided:

- Subject – the subject of the announcement sent to all users in the system
- Link – field to put in a link to a website
- Comments – freeform comments to add detail to the subject of the upcoming event



## Announcements, Broadcasts, and Alerts

### Broadcasts:

The Broadcast page will notify all users of system broadcast messages. These types of messages are sent from the HRM system to ESS users. An example of this type of message would be “AMS Advantage will be coming down for maintenance at 6:00 PM tonight.” Users will be notified via a “New Broadcast” if there is a system broadcast message that needs to be viewed.

The following information will be provided:

- Message – the message that is broadcast to all users in the system



## Announcements, Broadcasts, and Alerts

### Alerts:

Alerts are messages targeted at specific users. The system can send the Alert message “Your password will expire in 12 days.” when a user logs in and his/her password is expiring. The following is required to send an alert message:

- User ID – the user id to whom the alert message is being sent
- Message – the message that is being sent to the user

The screenshot displays the AMS Advantage ESS web application interface. The browser title is "AMS ADVANTAGE ESS - Windows Internet Explorer" and the URL is "https://azcot-ess.hostams.com/webapp/PRDESS1X1/ESS". The page header includes a welcome message "Welcome Your Name" and navigation links: Home, Contact, FAQ, Help, Accessibility, PrintPage, Logout. A main navigation bar contains buttons for Home, Change Password, Forms and Websites, My Work in Progress, My Completed Work, Announcements, Broadcasts, and Alerts. The Alerts section is active, showing a table with columns for Date and Message. Below the table are navigation buttons: Back, Delete, Copy, First, Prev, Next, Last. A callout box with an arrow pointing to the Alerts menu item contains the text "Left Click once with your mouse". The footer includes copyright information: "© Copyright 2001, 2009 CGI Technologies and Solutions Inc. Legal Terms" and a status bar showing "Internet | Protected Mode: Off" and a zoom level of "125%".

## “My Info” Tab

This tab allows you to view information about yourself. Employees will not be able to update information, if you attempt to do so you will be met with an “ERROR” message.

The screenshot shows the 'My Info' tab in the AMS Advantage ESS system. The page features a navigation bar with tabs for 'My Information', 'My Time and Attendance', 'My Accounting Overrides', 'My Benefits', 'My Compensation', and 'Paycheck Calculator'. Below this, there are sub-sections for 'Jobs', 'Personal Information', 'Address', 'Emergency Contact', 'Tax Withholdings/Allowances', 'Garnishments', 'Tax Levies', and 'Licenses and Certifications'. The 'Jobs' section contains a table with the following data:

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	12/06/2012	12/31/9999
	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	07/01/2012	12/05/2012
	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	06/18/2012	06/30/2012
	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	06/04/2012	06/17/2012
	ADMIN ASST		SEPARATED	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	06/01/2012	06/03/2012
	ADMIN ASST		ACTIVE-NOPER	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	01/29/2012	05/31/2012
	SECRETARY		SEPARATED	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	01/28/2012	01/28/2012
	SECRETARY		ACTIVE-NOPER	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	12/19/2011	01/27/2012
	SECRETARY		ACTIVE-NPERM	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	01/28/2011	12/18/2011

Below the table, the following employee information is displayed:

- Employee ID: Your Employee ID
- Appt ID: [Redacted]
- Name: Your Name
- Social Security Number: Your SSN
- Appointment Date: 05/04/2012
- Title: Your Title
- Sub-Title: [Redacted]
- Emp Status: ACTIVE-PERM
- From: 12/06/2012
- To: 12/31/9999
- Home Dept: FIRE DEPT
- Home Unit: ALS TRANSPORT
- Pay Location: ALS TRANSPRT
- Location: ALS TRANSPRT
- Pay Class: B2WEEKLY
- Payroll Number: B2WEEKLY

The “My Info” tab has the following sections and subsections:

### My Information

- Jobs
- Personal Information
- Address
- Emergency Contact
- Tax Withholdings & Allowances
- Garnishments
- Tax Levies
- Licenses and Certifications

### My Time and Attendance

- Jobs
- Timesheet Roster (not in use)
- Work Schedule (not in use)
- Leave Requests (not in use)
- Leave Balances
- Leave Activity By Date
- Monthly Leave Accrual/Usage (pending)
- Leave Bank Enrollment (not in use)

### My Accounting Overrides (not in use)

My Benefits (BUCK is used for everything else)

- Jobs
- Dependents
- Dependent Benefits
- Employee Benefits and Deductions (not in use, use BUCK)
- Beneficiaries (not in use)
- Past Enrollments (not in use)
- Current Enrollments (not in use)
- Future Enrollments (not in use)

### My Compensation

- Jobs
- Pay Summary
- Deductions
- Issued Checks/Advices
- View Tax Forms

Paycheck Calculator (will be implemented at a later date)

My Evaluations (not in use)

## “My Information” Tab

**Jobs Tab** – View your appointments. Your appointment simply means the jobs you have held within an organization

This page will allow you to view:

- Your title and department
- Status
- Department (Unit, Location)
- Dates of Employment
- Pay Class
- Payroll Number
- Secondary appointments
  - To view each individual appointment, select it by clicking on it once
  - You will now be able to view details attached to this appointment
- Employee Name Change/SSN Correction Function (not in use)
  - Attempting to use it will result in an error message

The screenshot shows the 'Jobs' tab in the AMS Advantage ESS system. The table below lists several appointments, with the first one selected. Below the table, the details for the selected appointment are displayed.

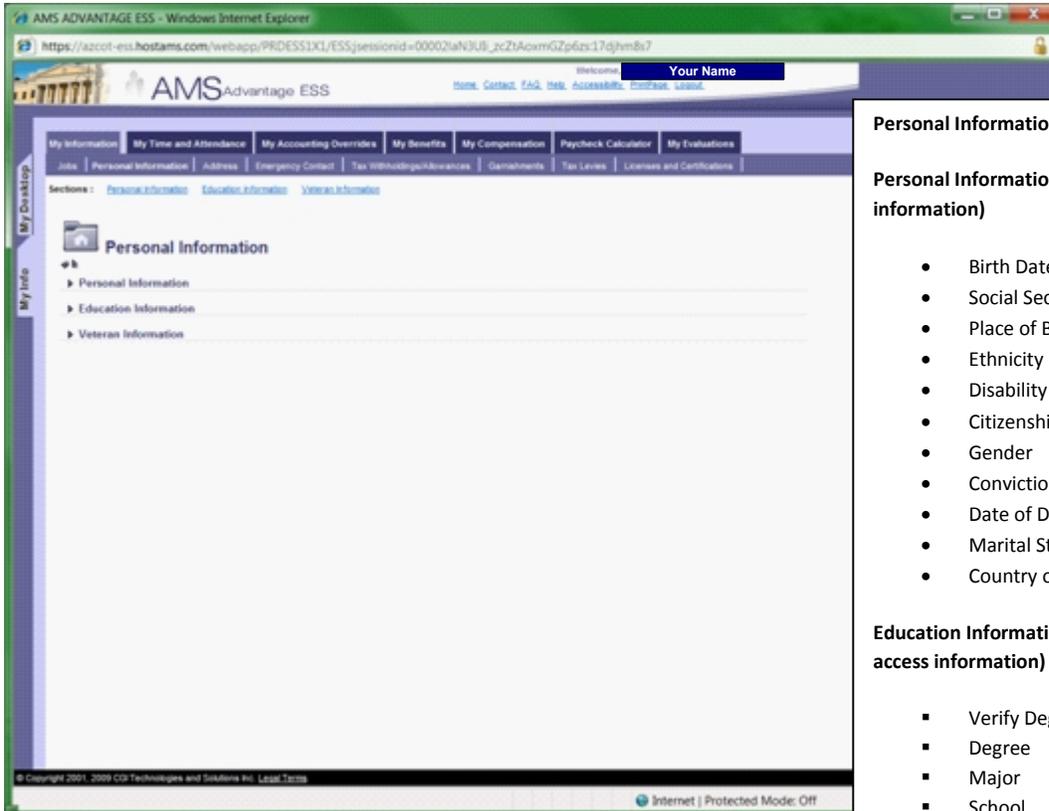
Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To	Pay Class	Payroll Number
✓	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	12/06/2012	12/31/9999	BIWEEKLY	BIWEEKLY
	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	07/01/2012	12/05/2012	BIWEEKLY	BIWEEKLY
	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	06/18/2012	06/30/2012	BIWEEKLY	BIWEEKLY
	COST RCVY CK		ACTIVE-PERM	FIRE DEPT	ALS TRANSPORT	ALS TRANSPRT	06/04/2012	06/17/2012	BEH TERM INC	BIWEEKLY
	ADMIN ASST		SEPARATED	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	06/01/2012	06/03/2012	ANNUALLY	NO PAYROLL
	ADMIN ASST		ACTIVE-NOPER	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	01/29/2012	05/31/2012	PT NO INCTV	BIWEEKLY
	SECRETARY		SEPARATED	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	01/29/2012	01/29/2012	ANNUALLY	NO PAYROLL
	SECRETARY		ACTIVE-NOPER	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	12/19/2011	01/27/2012	PT NO INCTV	BIWEEKLY
	SECRETARY		ACTIVE-NPERM	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESRCS	01/28/2011	12/18/2011	PT NO INCTV	BIWEEKLY

Employee ID:	Your Employee ID	From:	12/06/2012
Appt ID:		To:	12/31/9999
Name:	Your Name	Home Dept:	FIRE DEPT
Social Security Number:	Your SSN	Home Unit:	ALS TRANSPORT
Appointment Date:	06/04/2012	Pay Location:	ALS TRANSPRT
Title:	COST RCVY CK	Location:	ALS TRANSPRT
Sub-Title:		Pay Class:	BIWEEKLY
Emp Status:	ACTIVE-PERM	Payroll Number:	BIWEEKLY

Employee Name Change/SSN Correction

**Personal Information Tab** – Consists of three sections



**Personal Information Tab**

**Personal Information (left click once to access information)**

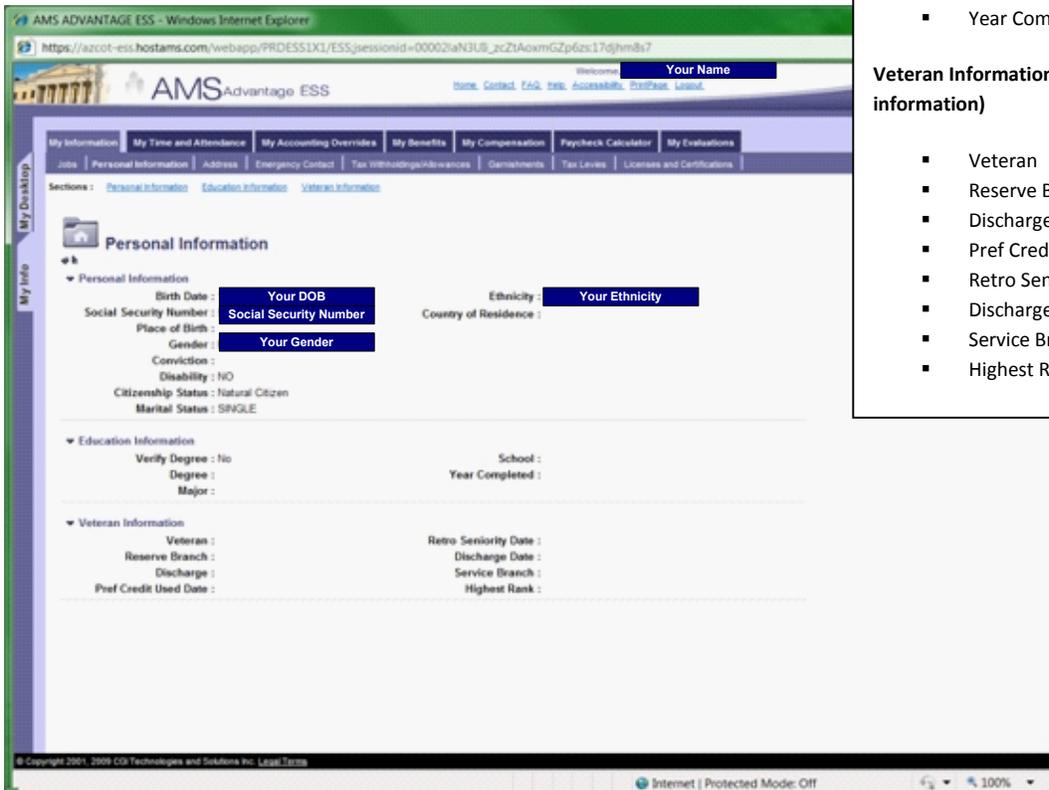
- Birth Date
- Social Security Number
- Place of Birth
- Ethnicity
- Disability
- Citizenship Status
- Gender
- Convictions
- Date of Death
- Marital Status
- Country of Residence

**Education Information (left click once to access information)**

- Verify Degree
- Degree
- Major
- School
- Year Completed

**Veteran Information (left click once to access information)**

- Veteran
- Reserve Branch
- Discharge
- Pref Credit Used Date
- Retro Seniority Date
- Discharge Date
- Service Branch
- Highest Rank

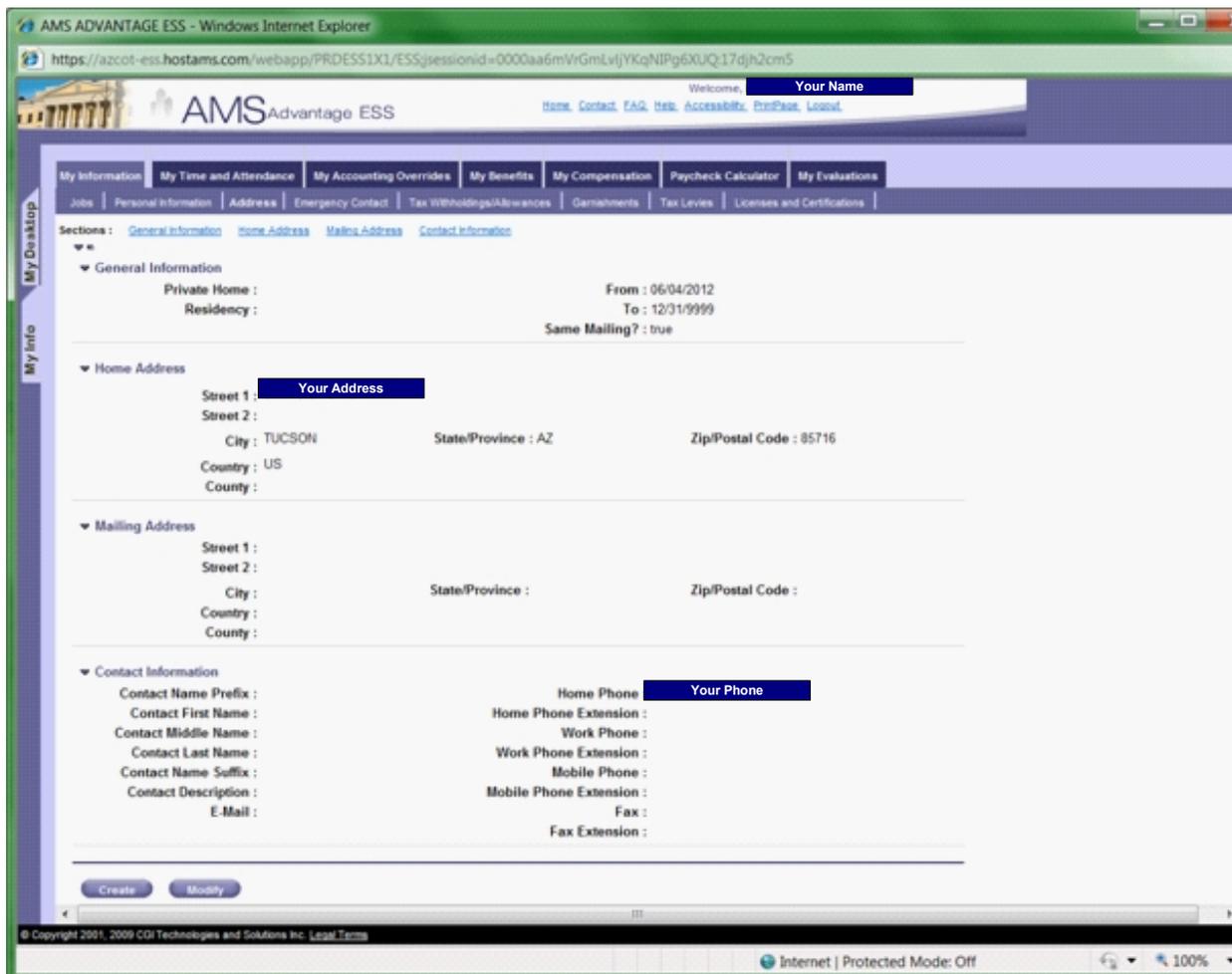


**Address Information Tab** – This page is divided into four sections. This page provides you with information regarding your address and contact information. In order to view each section, left click on each header.

- General Information
- Home Address
- Mailing Address
- Contact Information

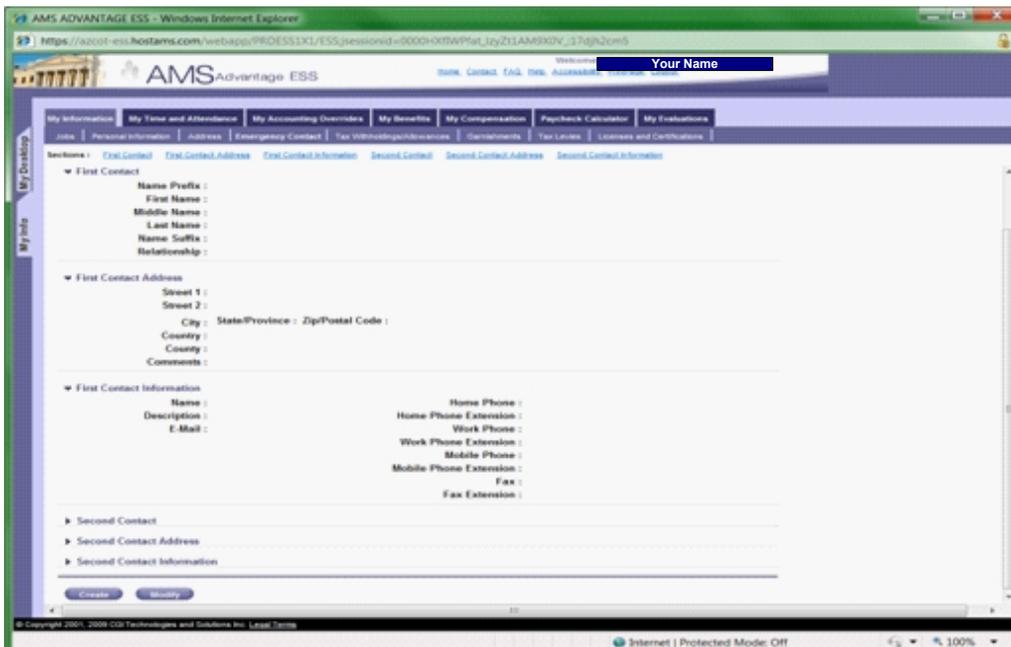
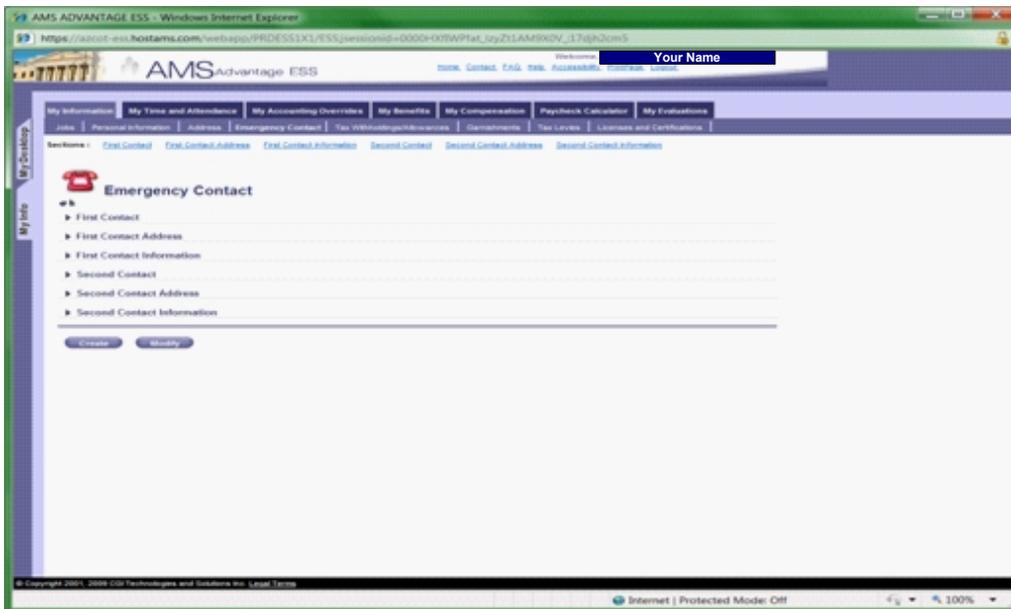
The “Create” and “Modify” functions are not in use at this time.

- Attempting to use it will result in an error message



**Emergency Contact Tab** – This page is divided into six sections. This page provides you with your emergency contact information in detail. In order to view each section, left click on each header.

- First Contact
- First Contact Address
- First Contact Information
- Second Contact
- Second Contact Address
- Second Contact Information



## Tax Withholdings & Allowances (View Only Access)

AMS Advantage ESS - Windows Internet Explorer

https://azccot-ess.hostams.com/webapp/PRODESS1X1/ESS?sessionId=0000-HXBWPfat\_jzyZt1AM9X0V\_17qjh2cm5

Welcome **Your Name**

Home Contact FAQ Help Accessibility Print/Print Layout

My Information | My Time and Attendance | My Accounting Overrides | My Benefits | My Compensation | Paycheck Calculator | My Evaluations

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances | Garnishments | Tax Leaves | Licenses and Certifications

Sections: [General Information](#) | [Federal Tax Information](#) | [State Tax Information](#)

### Tax Withholdings/Allowances

Appr ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
06/04/2012	SINGLE		4	0		06/04/2012	12/31/9999

General Information

Appr ID: 06/04/2012  
 From: 06/04/2012  
 To: 12/31/9999  
 Tax Class: FD TBL ST TX

FICA Class: SOCSEC MEMBR  
 Last W4 File Date:  
 Date of Last Electronic Submission:

Federal Tax Information

Federal Tax Marital Status: SINGLE  
 Federal Tax Allowance: 4

Additional Federal Withholdings

Type	Plan	Amount	Percent	From	To

State Tax Information

State Tax Marital Status:  
 State Tax Allowance: 0  
 Additional State Tax Allowance:

Additional State and Localities Withholdings

Type	Plan	Amount	Percent	From	To

Please refer to the Jobs tab to confirm your Name and Social Security Number and the Address tab to confirm your Address prior to creating the Form W4 document.

Create W4

© Copyright 2001, 2009 COI Technologies and Solutions Inc. Legal Terms

Internet | Protected Mode: Off

## Garnishments (View Only Access)

AMS Advantage ESS - Windows Internet Explorer

https://azccot-ess.hostams.com/webapp/PRODESS1X1/ESS?sessionId=0000-HXBWPfat\_jzyZt1AM9X0V\_17qjh2cm5

Welcome **Your Name**

Home Contact FAQ Help Accessibility Print/Print Layout

My Information | My Time and Attendance | My Accounting Overrides | My Benefits | My Compensation | Paycheck Calculator | My Evaluations

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances | Garnishments | Tax Leaves | Licenses and Certifications

Sections: [General Information](#) | [Recipient Information](#)

### Garnishments

Garnishment Goal amount may change due to interest and processing fees.

Deduction Type	Deduction Plan	Amount Due	Amount Paid	Deduction Percentage	Amount Per Pay Period	From	To

General Information

Deduction Type: From:  
 Deduction Plan: To:  
 Amount Due: Deduction Percentage:  
 Amount Paid: Amount Per Pay Period:

Recipient Information

Case Number:  
 Creditor Name:  
 Levying Officer:

© Copyright 2001, 2009 COI Technologies and Solutions Inc. Legal Terms

Internet | Protected Mode: Off

## Tax Levies (View Only Access)

The screenshot shows the 'Tax Levies' page in the AMS Advantage ESS system. The page title is 'Tax Levies' and it includes a sub-header: 'Tax Levy Goal amount may change due to interest and processing fees'. Below this is a table with columns: 'Deduction Type', 'Deduction Plan', 'Amount Due', 'Amount Paid', 'From', and 'To'. The table is currently empty. There are two expandable sections: 'General Information' and 'Recipient Information'. The 'General Information' section contains fields for 'Deduction Type', 'Deduction Plan', 'Amount Due', and 'Amount Paid', along with 'From' and 'To' fields. The 'Recipient Information' section contains a 'Case Number' field. The page is displayed in a Windows Internet Explorer browser window with the URL: https://azccot-ess.hostams.com/webapp/PRDESS/DX/ESS?sessionId=000H0X0WPfAt\_IzyZ1AM9X0V\_17gh2cm5. The browser's address bar shows the URL and the user's name 'Your Name' is visible in the top right corner. The page footer includes the copyright notice: '© Copyright 2001, 2009 CQ Technologies and Solutions Inc. Legal Terms'.

## Licenses and Certifications (View Only Access)

The screenshot shows the 'Licenses and Certifications' page in the AMS Advantage ESS system. The page title is 'Licenses and Certifications' and it includes a sub-header: 'Licenses and Certification Details'. Below this is a table with columns: 'License Type', 'Issue Country', 'Issue State', 'License/Certificate Number', 'From', 'To', and 'Expiration Flag'. The table is currently empty. There are two expandable sections: 'License and Certification Details' and 'Comments'. The 'License and Certification Details' section contains fields for 'License Type', 'Issue Country', 'Issue State', and 'License/Certificate Number', along with 'From', 'To', and 'Comments' fields. The 'Comments' section is currently empty. The page is displayed in a Windows Internet Explorer browser window with the URL: https://azccot-ess.hostams.com/webapp/PRDESS/DX/ESS?sessionId=000H0X0WPfAt\_IzyZ1AM9X0V\_17gh2cm5. The browser's address bar shows the URL and the user's name 'Your Name' is visible in the top right corner. The page footer includes the copyright notice: '© Copyright 2001, 2009 CQ Technologies and Solutions Inc. Legal Terms'.

**Time and Attendance** – The section **“Leave Balances”** is the only function available to employees at this time under the **“Time and Attendance”** Tab.

- This section will allow you to view your leave balances.

AMS ADVANTAGE ESS - Windows Internet Explorer

https://azcot-ess.hostams.com/webapp/PRDESS1X1/ESSjsessionid=0000HXTWPFat\_lzyZt1AM9XOV\_17djh2cm5

Welcome **Your Name**

Home Contact FAQ Help Accessibility PrintPage Logout

My Information My Time and Attendance My Accounting Overrides My Benefits My Compensation Paycheck Calculator My Evaluations

Jobs Timesheet Roster Work Schedule Leave Requests Leave Balances Leave Activity By Date Monthly Leave Accrual/Usage Leave Bank Enrollment

### Leave Balances

Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ SICK LEAVE	4.00	Hour	Inception to Date	
VAC LEAVE	4.00	Hour	Inception to Date	

Selection Month : 04      Balance : 4.00  
Selection Year : 2013      Amount Basis : Hour  
Category : SICK LEAVE      Balance Type : Inception to Date  
Leave Year End Month :

© Copyright 2001, 2009 CCI Technologies and Solutions Inc. Legal Terms

Internet | Protected Mode: Off      100%

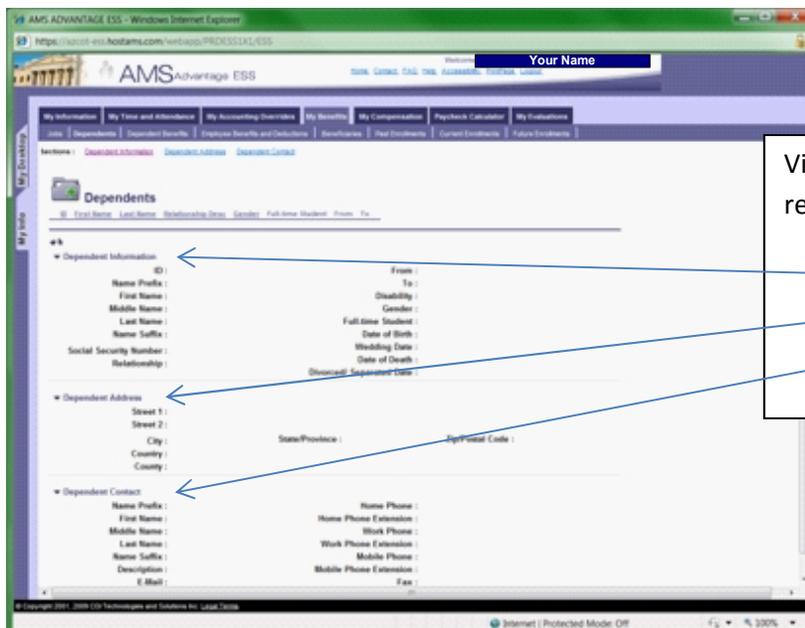
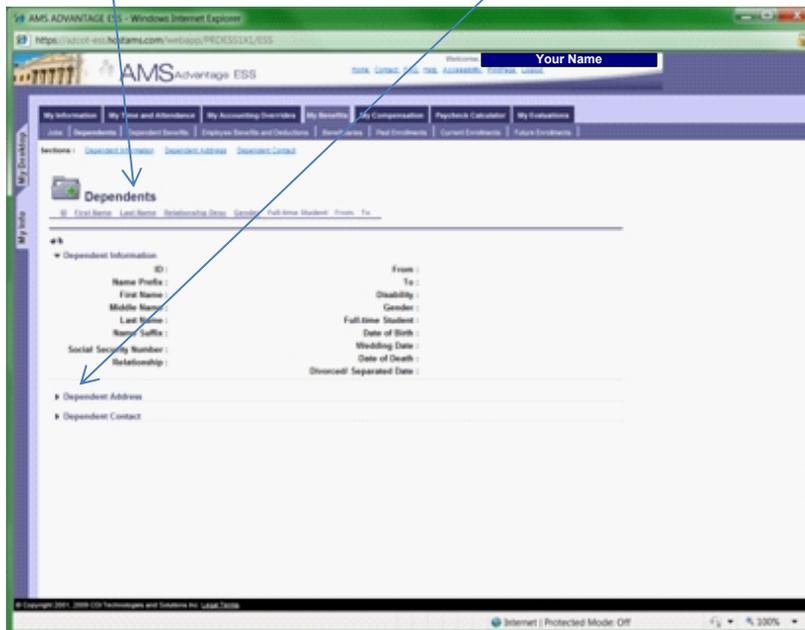
## **“My Accounting Overrides” Tab**

**- Not in Use at this Time**

## “My Benefits” Tab

Dependents tab is the only function available on this page at this time (all other information regarding Benefits can be accessed through BUCK)

- One dependent will display on each grid line and details on the dependent can be viewed by expanding each section
- If there is more than one dependent, select (highlight in yellow) the dependent listed on the grid line by left clicking once and details on each dependent can be viewed by expanding each section by using your mouse to click on the arrow



Viewing your Dependent's Profiles recorded in the system

- Dependent Information
- Dependent Address
- Dependent Contact

## “My Compensation” Tab

This tab allows you to view your appointments (job title/assignment), pay and deduction summaries, disbursed paychecks, and employee tax forms (ex. W-2)

To view your Appointment(s), left click on the “Jobs” tab

- If there is only one appointment, details about your appointment will be displayed in the lower portion of the page
- If there are multiple appointments, select the appointment you want to view by left clicking once on the grid line, details will be displayed in the lower portion of the page

AMS ADVANTAGE ESS - Windows Internet Explorer  
https://accot-ess.hortfams.com/webapp/PROCESS1/ESS

AMS Advantage ESS  
Your Name

My Information | My Time and Attendance | My Accounting Overrides | My Benefits | My Compensation | Paycheck Calculator | My Deductions

Jobs | Pay Summary | Deduction Summary | Award Check/Advices | View Tax Forms (ex. W-2)

Jobs

Job ID	Title	Sub Title	Emp Status	Home Dept	Home Unit	Location	From	To
COOP RCVY OK	ACTUS PERM	FIRE DEPT	ALLS TRANSPORT	ALLS TRANSPORT	12/06/12	12/31/9999		
COOP RCVY OK	ACTUS PERM	FIRE DEPT	ALLS TRANSPORT	ALLS TRANSPORT	01/01/12	12/31/12		
COOP RCVY OK	ACTUS PERM	FIRE DEPT	ALLS TRANSPORT	ALLS TRANSPORT	01/01/12	06/30/12		
ADMIN ASST	SERIALIZED	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESOUR	06/10/12	06/30/12		
ADMIN ASST	ACTUS ACRES	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESOUR	01/26/12	07/31/12		
SECRETARY	SERIALIZED	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESOUR	01/26/12	01/26/12		
SECRETARY	ACTUS ACRES	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESOUR	12/18/11	01/26/12		
SECRETARY	ACTUS ACRES	HUMAN RESOUR	HUMAN RESOURCES	HUMAN RESOUR	01/26/11	12/18/11		

Employee ID: Your Employee ID  
Appt ID: [blank]  
Name: Your Name  
Social Security Number: Your SSN  
Appointment Date: 06/04/2012  
Title: Your Title  
Sub Title: [blank]  
Emp Status: ACTIVE-PERM

From: 12/06/2012  
To: 12/31/9999  
Home Dept: FIRE DEPT  
Home Unit: ALLS TRANSPORT  
Pay Location: ALLS TRANSPORT  
Location: ALLS TRANSPORT

© Copyright 2011, 2009 CIB Technologies and Solutions Inc. Legal Notice

Done Internet | Protected Mode: Off 100%

## “Pay Summary” Tab

The purpose of the Pay Summary grid line allows you to view the following items by Year and Quarterly break down by entering your information into the **Search** feature (see instructions below):

- Pay Type
- Tax Entity ID
- Fringe Pay Type
- Pay Category
- Annual Amount
- First Quarter Amount
- Second Quarter Amount
- Third Quarter Amount
- Fourth Quarter Amount

**Search** function:

Enter the year you would like to view

- Year From:
- Year To:

Press the **“Ok”** Button

# Pay Summary Search Function Features:

The screenshot shows the AMS Advantage ESS web application interface. The main content area displays a 'Pay Summary' section with a search bar and a table of pay data. The table has columns for Year, Tax Entity ID, Pay Type, Fringe Pay Type, Pay Category, Annual Amount, and quarterly amounts. The first row is highlighted in yellow. Below the table, there is a search bar and a summary of total amounts by quarter.

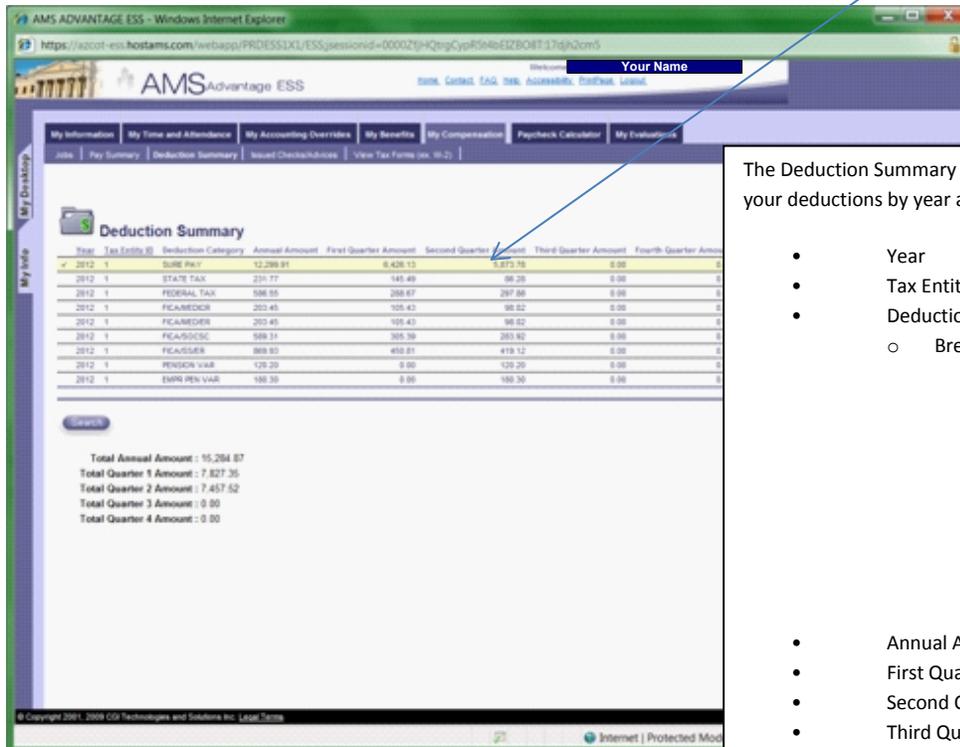
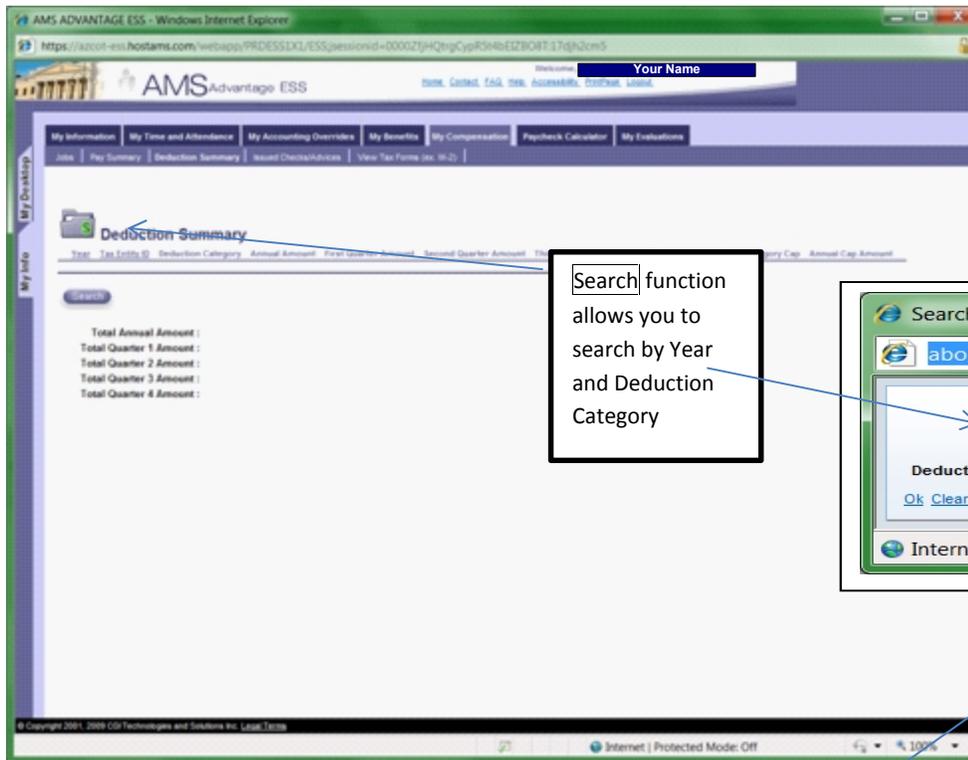
Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	First Quarter Amount	Second Quarter Amount	Third Quarter Amount	Fourth Quarter Amount
2012	1	Pay Type	No	REGULAR PAY	13,666.15	7,124.53	6,541.62	0.00	0.00
2012	1	Pay Type	No	OVERTIME	335.04	146.56	188.46	0.00	0.00
2012	1	Pay Type	No	2ND LANGUAGE	30.00	0.00	30.00	0.00	0.00
2012	1	Pay Type	Yes	FICA	1,573.38	556.24	517.14	0.00	0.00
2012	1	Pay Type	Yes	TSRS PENSION	180.30	0.00	180.30	0.00	0.00

Search

Total Annual Amount : 15,284.87  
Total Quarter 1 Amount : 7,827.35  
Total Quarter 2 Amount : 7,457.52  
Total Quarter 3 Amount : 0.00  
Total Quarter 4 Amount : 0.00

Search Function allows you to view your Pay Summary (highlighted yellow grid line) in detail and also provides a breakdown of your Annual Amount by Quarter

# Deduction Summary Tab



- Year
- Tax Entity ID
- Deduction Category
  - Breakdown of categories include:
    - Sure Pay (Direct Deposit)
    - State Tax
    - Federal Tax
    - FICA/MED/ER
    - FICA/MED/ER
    - FICA/SOCSC
    - FICA/SS/ER
    - PENSION VAR
    - EMPR PEN VAR
- Annual Amount
- First Quarter Amount
- Second Quarter Amount
- Third Quarter Amount
- Fourth Quarter Amount
- Category Cap
- Annual Cap Amount

## Issued Checks/Advices

The Issued Checks/Advices page allows you to view in detail your check summary/deposits (similar to viewing your bank statement online). It provides you the ability to view your Disposition Information, Payment Summary Information, Pay Details (breakdown of deductions per check number), Deduction Details, and Fringe Details (by scrolling down) with the mouse. To bring up a copy of a paycheck stub, left click on the Attachment Button.

By Right clicking on the Download button you will be able to view and print a copy of selected (highlighted) check stub.

Example of a COT Pay check stub:



**YOUR X NAME**  
 Employee ID : 0000100145 Employee Dept. : 123 YTD Gross Amt: \$10,235.67  
 Pay Location : 1234 Employee Unit : 1234 Tot Gross Amt: \$2,558.92  
 Payroll Number : BWKLY Federal Exemptions : 00 Total Ded Amt: \$686.50  
 Pay Period End Dt. : 02-09-2013 Marital Tax Status : 0 Net Pay Amt : \$1,872.42  
 Check Date : 02-14-2013 State Exemptions : 1  
 Check Number : 09091234568 State Tax Status : E

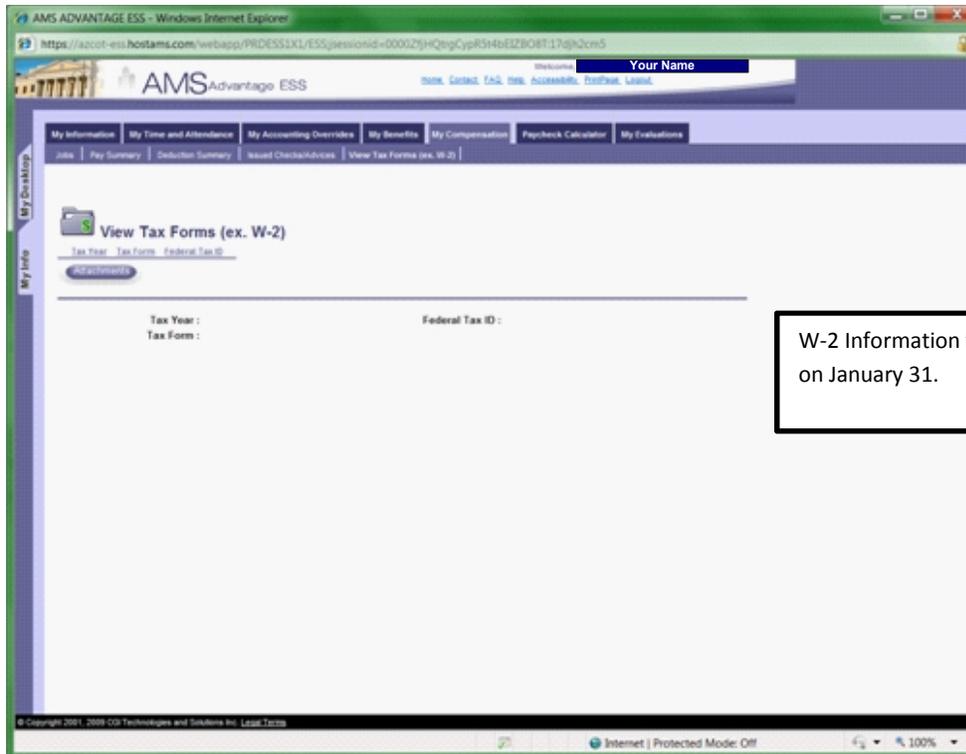
EARNINGS			
Description	Pay Rate	Input Amt	Pay Amount
DOWNTOWN ALW	31.9864	11.54	\$11.54
SICK PAY	31.9864	8:00	\$255.89
VACATION PAY	31.9864	8:00	\$255.89
REGULAR PAY	31.9864	80:00	\$2,558.92
REGULAR PAY	31.9864	-16:00	\$-511.78

DEDUCTIONS		
Description	Ded Amt	YTD Ded Amt
POSTAX COLLF	\$13.66	\$54.64
STATE TAX	\$80.00	\$320.00
DEFERD COMP	\$10.00	\$40.00
DENTAL INSUR	\$3.34	\$13.36
FEDERAL TAX	\$160.00	\$520.00
FICA/MEDICR	\$40.00	\$160
FICA/SOCSC	\$120.00	\$480.00
MEDICAL INSR	\$125.94	\$503.76
PENSION	\$123.56	\$494.24
ECAP	\$10.00	\$40.00

LEAVE			
Description	Accrual	Usage	Balance
PERSONAL LV	00:00	00:00	00:00
SL ALTERNATE	00:00	00:00	00:00
SICK LEAVE	4:00	00:00	1234:00
VAC LEAVE	6:10	00:00	237:50

CITY PAID BENEFITS		
Description	Amount	YTD Amt
DNTL EMPLOYER	\$41.20	\$164.80
FICA/MED/ER	\$57.29	\$229.16
FICA/SS/ER	\$244.96	\$979.86
LIFE INSUR R	\$1.80	\$7.20
LONG TERM EM	\$1.32	\$5.28
MD EMPLR REP	\$503.65	\$2,014.60
EMPLOYER PENS	\$1,018.20	\$4,072.80

## Viewing Tax Forms (ex. W-2)



W-2 Information typically becomes available on January 31.

## “Paycheck Calculator” Tab (The paycheck calculator is not functional at this time; notification will be sent out to users when it becomes available)

- Two Major Functions:
  - Start New Paycheck Calculation (paycheck calculations are estimates)
  - View Previous Paycheck Calculation

AMS ADVANTAGE ESS - Windows Internet Explorer

https://azcot-ess.hostams.com/webapp/PRDESS1X1/ESSjsessionid=0000Adb08Q3j65rW0H4xMG8iob.17djh4j

Welcome, BRENDA VENEGAS

Home Contact FAQ Help Accessibility PrintPage Logout

My Information My Time and Attendance My Accounting Overrides My Benefits My Compensation Paycheck Calculator My Evaluations

### Paycheck Calculator

Paycheck calculations are hypothetical only.

Appointment ID	Title	From	To
✓ ADMIN ASST		12/06/2012	12/31/9999

#### Start New Paycheck Calculation

\*Pay Period End Date :

Check Date :

Calculation Desc :

Calculate Paycheck

#### View Previous Paycheck Calculation

Calculation ID	Calculation Desc	Pay Period End Date	View Check Calc	Delete Check Calc
✓ 0630000000000001	TEST	06/30/2012	<a href="#">View Check Calc</a>	<a href="#">Delete Check Calc</a>
0630000000000002	TEST	06/30/2012	<a href="#">View Check Calc</a>	<a href="#">Delete Check Calc</a>
0630000000000003	TEST	06/30/2012	<a href="#">View Check Calc</a>	<a href="#">Delete Check Calc</a>
0908000000000001	CHNG WH	09/08/2012	<a href="#">View Check Calc</a>	<a href="#">Delete Check Calc</a>
1217000000000001		12/17/2011	<a href="#">View Check Calc</a>	<a href="#">Delete Check Calc</a>
0116000000000001		01/16/2021	<a href="#">View Check Calc</a>	<a href="#">Delete Check Calc</a>

Paycheck calculator is used to assist employees in determining future earnings

Steps:

- Select your Appointment ID for which you are calculating
- Enter a “Pay Period End Date”
- The “Check Date” will auto-fill
- Press the “Calculate Paycheck” Button

© Copyright 2001, 2009 CGI Technologies and Solutions Inc. Legal Terms

Internet | Protected Mode: Off 100%