

The Information in this document will guide you on accessing your personal information, such as your address, emergency contact, W-4, leave balances and activity, and compensation.

You'll learn about:

- My Information
 - Jobs
 - Personal Information
 - Address
 - Emergency Contact
 - Tax Withholdings/Allowances
- Leave Information
 - Leave Balances
 - Leave Activity by Date
 - Monthly Leave Accrual/Usage
- Compensation Information
 - Deduction Summary
 - Issued Checks/Advices
 - View your W-2

My Information

When you click on the **My Info** tab, the buttons across the top of the page change. The system automatically selects **My Information** and displays the **Jobs** page.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | **My Leave** | My Compensation

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	STRT MAINT WKR	STRT MAINT WKR	ACTIVE - REG	HRD	OD & TRAINING	HUMAN RESOURCES	10/01/2009	12/31/9999

Employee ID : HR2121
Appt ID :
Name : Summer, Matthew G
Social Security Number : ██████████
Appointment Date : 02/15/2007
Title : STRT MAINT WKR
Sub-Title : STRT MAINT WKR
Emp Status : ACTIVE - REG

From : 10/01/2009
To : 12/31/9999
Home Dept : HRD
Home Unit : OD & TRAINING
Pay Location : HUMAN RESOURCES
Location : HUMAN RESOURCES
Pay Class : POSITIVE PAID
Payroll Number : REG BIWEEKLY

Jobs

The **Jobs** page displays your current employment information.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | **My Leave** | My Compensation

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances

Jobs

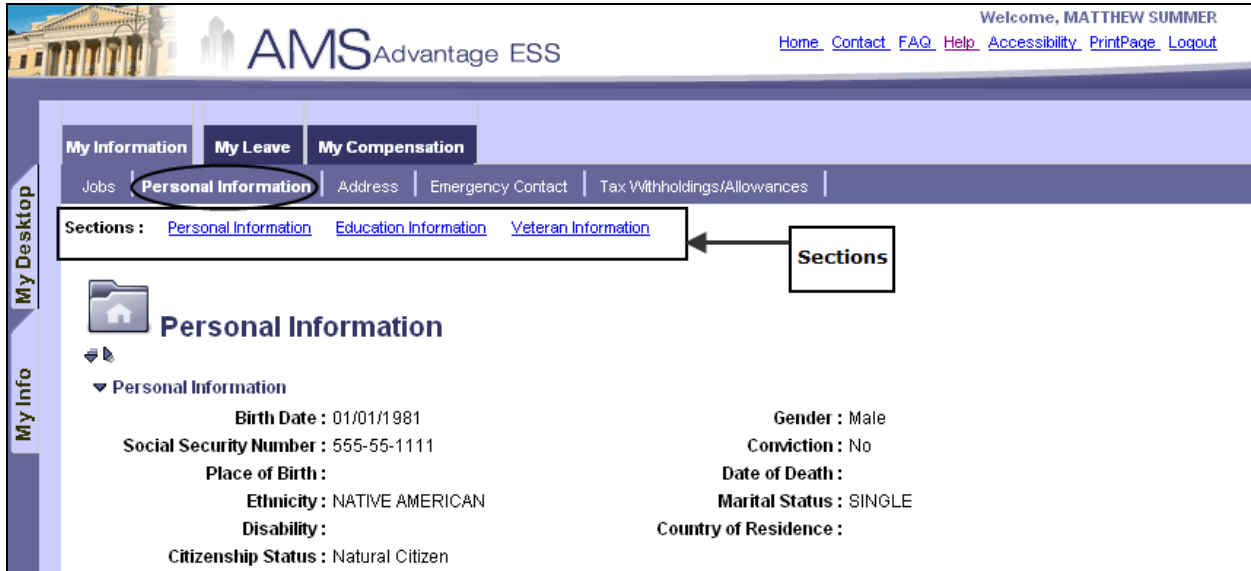
Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	STRT MAINT WKR	STRT MAINT WKR	ACTIVE - REG	HRD	OD & TRAINING	HUMAN RESOURCES	10/01/2009	12/31/9999

Employee ID : HR2121
Appt ID :
Name : Summer, Matthew G
Social Security Number : ██████████
Appointment Date : 02/15/2007
Title : STRT MAINT WKR
Sub-Title : STRT MAINT WKR
Emp Status : ACTIVE - REG

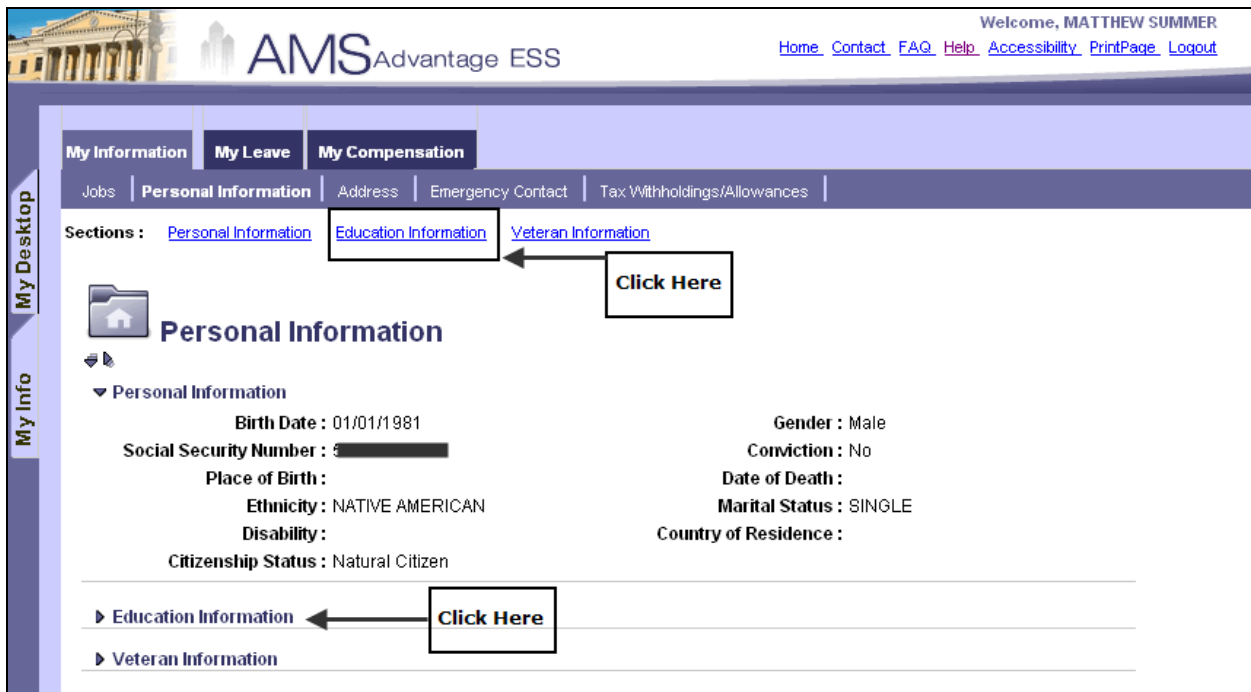
From : 10/01/2009
To : 12/31/9999
Home Dept : HRD
Home Unit : OD & TRAINING
Pay Location : HUMAN RESOURCES
Location : HUMAN RESOURCES
Pay Class : POSITIVE PAID
Payroll Number : REG BIWEEKLY

Personal Information

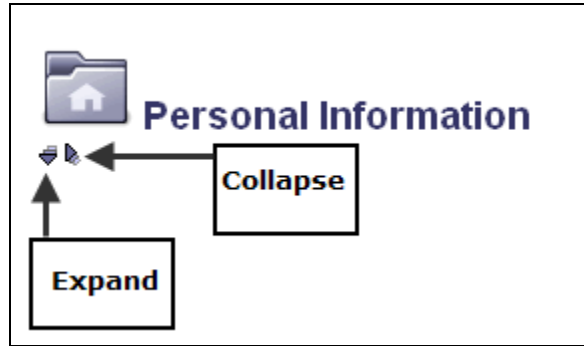
When you click on **Personal Information**, a third line of information is displayed. This line identifies the sections of the page. Sections are links to where the information can be found on the page.



You can go to a section by clicking one of the section links or you can select the topic you'd like to view within the page.



Navigation Tip: You can expand or collapse all sections by clicking on the following icons:



Address

The **Address** page displays your most current address on file with Human Resources.

The screenshot shows the AMS Advantage ESS interface. At the top right, it says "Welcome, MATTHEW SUMMER" with links for Home, Contact, FAQ, Help, Accessibility, PrintPage, and Logout. The main navigation bar includes "My Information", "My Leave", and "My Compensation". Under "My Information", there are links for "Jobs", "Personal Information", "Address" (which is circled), "Emergency Contact", and "Tax Withholdings/Allowances". Below this, there are "Sections:" with links for "General Information", "Home Address", "Mailing Address", and "Contact Information". The "Address" section is active, showing a house icon and a table with one row of address data. Below the table is a "General Information" section with fields for "Private Home", "Residency", "From", "To", and "Same Mailing?". At the bottom, there are "Home Address", "Mailing Address", and "Contact Information" sections, each with a right-pointing arrow. At the very bottom, there are "Create" and "Modify" buttons.

Street 1	City	State/Province	Zip/Postal Code	Country	From	To
200 S ANAHEIM BLVD	ANAHEIM	CA	92805	USA	02/15/2007	12/31/9999

▼ General Information

Private Home : From : 02/15/2007
Residency : To : 12/31/9999
Same Mailing? : true

▶ Home Address
▶ Mailing Address
▶ Contact Information

Create Modify

Emergency Contact

The **Emergency Contact** page displays your most current emergency Contact on file with Human Resources.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

AMS Advantage ESS

My Information | My Leave | My Compensation

Jobs | Personal Information | Address | **Emergency Contact** | Tax/Withholdings/Allowances

Sections : [First Contact](#) [First Contact Address](#) [First Contact Information](#) [Second Contact](#) [Second Contact Address](#) [Second Contact Information](#)

Emergency Contact

▼ First Contact

Name Prefix :
First Name : ALBERT
Middle Name :
Last Name : EINSTEIN
Name Suffix :
Relationship : FRIEND

▶ First Contact Address

▶ First Contact Information

▶ Second Contact

▶ Second Contact Address

▶ Second Contact Information

Create Modify

Tax Withholdings/Allowances

The **Tax Withholdings/Allowances** page displays your tax withholdings and allowances on file with Payroll.

The screenshot shows the AMS Advantage ESS interface. At the top right, it says "Welcome, MATTHEW SUMMER" with links for Home, Contact, FAQ, Help, Accessibility, PrintPage, and Logout. The main navigation bar includes "My Information", "My Leave", and "My Compensation". Under "My Information", there are sub-links for Jobs, Personal Information, Address, Emergency Contact, and "Tax Withholdings/Allowances" (which is circled in red). Below this, there are sections for "General Information", "Federal Tax Information", and "State Tax Information".

The "Tax Withholdings/Allowances" section features a table with the following data:

Appt ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
✓ *	SINGLE	SINGLE	0	0		01/01/2008	12/31/9999

Below the table, there is a "General Information" section with the following details:

- Appt ID : *
- From : 01/01/2008
- To : 12/31/9999
- Tax Class : FED/ST TAX
- FICA Class : MEDICARE TAX
- Last W-4 File Date :
- Date of Last Electronic Submission :

There are also expandable sections for "Federal Tax Information" and "State Tax Information". At the bottom, a note states: "If you need to modify your Tax Withholdings and Allowances, please complete the applicable tax form and submit to Payroll. Tax Forms are available on the Forms and Websites tab on My Desktop."

My Leave

When you click on the **My Leave** tab, the system automatically displays the **Jobs** page.

The **Jobs** page displays your current employment information.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

AMS Advantage ESS

My Information | **My Leave** | My Compensation

Jobs | Leave Balances | Leave Activity By Date | Monthly Leave Accrual/Usage

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	STRT MAINT WKR	STRT MAINT WKR	ACTIVE - REG	HRD	OD & TRAINING	HUMAN RESOURCES	10/01/2009	12/31/9999

Employee ID : HR2121
Appt ID :
Name : Summer, Matthew G
Social Security Number : ██████████
Appointment Date : 02/15/2007
Title : STRT MAINT WKR
Sub-Title : STRT MAINT WKR
Emp Status : ACTIVE - REG

From : 10/01/2009
To : 12/31/9999
Home Dept : HRD
Home Unit : OD & TRAINING
Pay Location : HUMAN RESOURCES
Location : HUMAN RESOURCES

Leave Balances

Click on **Leave** Balances to view your leave balances. A grid listing your different types of leave appears at the top of the page.

Select the type of leave that you want to view by using your mouse to click on the appropriate line on the grid. Information about the accrual and availability of the specified type of leave is displayed in the fields appearing on the lower portion of the page.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

AMS Advantage ESS

My Information | **My Leave** | My Compensation

Jobs | **Leave Balances** | Leave Activity By Date | Monthly Leave Accrual/Usage

Leave Balances

Category	Balance	Amount Basis	Balance Type	Leave Year End Month
SICK	203:00	Hour	Inception to Date	
✓ VACATION	124:30	Hour	Inception to Date	

Grid - Select the type of leave you want to view

More detailed information appears here

Selection Month : 03
Selection Year : 2010
Category : VACATION

Balance : 124:30
Amount Basis : Hour
Balance Type : Inception to Date
Leave Year End Month :

Leave Activity By Date

The **Leave Activity by Date** page provides detailed leave activity for each leave event within a specified leave category. This page also identifies the document on which the leave event was submitted and the date it was processed.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | My Compensation

Jobs | Leave Balances | **Leave Activity By Date** | Monthly Leave Accrual/Usage

Leave Activity By Date

Event Date	Category	Entered Leave Type	Actual Leave Type	Accrual / Usage	Document ID	Process Date	Amount
✓ 01/21/2010	SICK	SICK ACCRUE	SICK ACCRUE	Accrual	01131000000000000064	02/17/2010	3:00
01/21/2010	VACATION	VACATION ACCRUE	VACATION ACCRUE	Accrual	01131000000000000064	02/17/2010	4:00
11/26/2009	HOLIDAY BALANCE	HOL LV USAGE	HOL LV USAGE	Usage	113009000000000024181	11/30/2009	8:00
11/26/2009	SICK	SICK ACCRUE	SICK ACCRUE	Accrual	RHS0912010024	12/01/2009	-2:00
11/26/2009	SICK	SICK ACCRUE	SICK ACCRUE	Accrual	120109000000000036120	12/01/2009	3:00
11/26/2009	VACATION	VACATION ACCRUE	VACATION ACCRUE	Accrual	120109000000000036120	12/01/2009	4:00
11/12/2009	SICK	SICK ACCRUE	SICK ACCRUE	Accrual	RHS0911160001	11/16/2009	-2:00
11/12/2009	SICK	SICK ACCRUE	SICK ACCRUE	Accrual	111609000000000032694	11/16/2009	3:00
11/12/2009	VACATION	VACATION ACCRUE	VACATION ACCRUE	Accrual	111609000000000032694	11/16/2009	4:00
11/12/2009	VACATION	VACATION USE	VACATION USE	Usage	111009000000000020830	11/13/2009	9:00

First Prev Next Last

Event Date : 01/21/2010
 Entered Leave Type : SICK ACCRUE
 Category : SICK
 Employee ID if Transfer :

Accrual / Usage : Accrual
 Actual Leave Type : SICK ACCRUE
 Amount : 3:00
 Process Date : 02/17/2010
 Document Code : LEAV
 Document Department : HRD

Monthly Leave Accrual/Usage

The **Monthly Leave Accrual/Usage** page displays a summary of your leave by category, current balance, accruals, and usages by month for a selected year.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | My Compensation

Jobs | Leave Balances | Leave Activity By Date | **Monthly Leave Accrual/Usage**

Monthly Leave Accrual/Usage

Selection Year	Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ 2010	SICK	203:00	Hour	Inception to Date	
2010	VACATION	124:30	Hour	Inception to Date	

Leave Year	Month	Accrual Amount	Usage Amount
✓ 2010	December	00:00	00:00
2010	November	00:00	00:00
2010	October	00:00	00:00
2010	September	00:00	00:00
2010	August	00:00	00:00
2010	July	00:00	00:00
2010	June	00:00	00:00
2010	May	00:00	00:00
2010	April	00:00	00:00
2010	March	00:00	00:00
2010	February	00:00	00:00
2010	January	3:00	00:00

First Prev Next Last

My Compensation

When you click on the **My Compensation** tab, the system automatically displays the **Jobs** page.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | **My Compensation**

Jobs | Deduction Summary | Issued Checks/Advices | View Tax Forms (ex. W-2)

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	STRT MAINT WKR	STRT MAINT WKR	ACTIVE - REG	HRD	OD & TRAINING	HUMAN RESOUCES	10/01/2009	12/31/9999


Employee ID : HR2121
Appt ID :
Name : Summer, Matthew G
Social Security Number : ██████████
Appointment Date : 02/15/2007
Title : STRT MAINT WKR
Sub-Title : STRT MAINT WKR
Emp Status : ACTIVE - REG

From : 10/01/2009
To : 12/31/9999
Home Dept : HRD
Home Unit : OD & TRAINING
Pay Location : HUMAN RESOUCES
Location : HUMAN RESOUCES

Deduction Summary

The **Deduction Summary** page summarizes the deductions you've had each year you worked for the City.

The information is displayed by Deduction Category and amounts annualized, as well as, summarized by quarter.




Welcome, MATTHEW SUMMER

[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information
My Leave
My Compensation

Jobs
Deduction Summary
Issued Checks/Advices
View Tax Forms (ex. W-2)



Deduction Summary

Year	Tax Entity ID	Deduction Category	Annual Amount	First Quarter Amount	Second Quarter Amount	Third Quarter Amount	Fourth Quarter Amount	Category Cap	Annual Cap Amount
✓ 2009	M	AMEA DUES	354.28	94.02	84.88	100.53	74.85		0.0000
2009	M	DFC LV 1 EE	2,500.00	700.00	600.00	700.00	500.00	DEF COMP 16,500	16500.00
2009	M	DENTL-PRETAX EE	0.00	0.00	0.00	0.00	0.00		0.0000
2009	M	FEDERAL TAX	5,649.78	1,805.30	1,281.67	1,518.42	1,244.39		0.0000
2009	M	LIFE- PRETAX EE	0.00	0.00	0.00	0.00	0.00		0.0000
2009	M	LTD EMPLOYEE	0.00	0.00	0.00	0.00	0.00		0.0000
2009	M	MEDICAL-PRETAX	235.06	61.32	61.32	61.32	51.10		0.0000
2009	M	MEDICARE EE	635.28	174.86	149.59	175.88	134.95		0.0000
2009	M	PERS CST SHARE	169.21	33.38	30.12	58.96	46.75		0.0000
2009	M	PERS EMPLOYEE	438.26	116.30	105.00	124.36	92.60		0.0000

First Prev Next Last

Total Annual Amount : 13,814.14

Total Quarter 1 Amount : 3,799.27

Total Quarter 2 Amount : 3,213.13

Total Quarter 3 Amount : 3,803.11

Total Quarter 4 Amount : 2,998.63

Issued Checks/Advices

The **Issued Checks/Advices** page displays a list of issued checks.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | My Compensation
 Jobs | Deduction Summary | **Issued Checks/Advices** | View Tax Forms (ex. W-2)

Issued Checks/Advices

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account Description	Disposition	Disposition Date
✓	STRT MAINT WKR	12/04/2009	00000000306786	1570.14		01			12/01/2009
	STRT MAINT WKR	11/20/2009	00000000304093	1325.72		01			11/16/2009
	STRT MAINT WKR	11/06/2009	00000000301386	1325.72		01			11/02/2009
	STRT MAINT WKR	10/23/2009	00000000298692	1329.53		01			10/19/2009
	STRT MAINT WKR	10/09/2009	00000000296018	1329.53		01			10/05/2009
	STRT MAINT WKR	09/25/2009	00000000293317	1329.53		01			09/21/2009
	STRT MAINT WKR	09/11/2009	00000000290627	1275.32		01			09/08/2009
	STRT MAINT WKR	08/28/2009	00000000287968	1275.31		01			08/24/2009
	STRT MAINT WKR	08/14/2009	00000000285269	1359.43		01			08/10/2009
	STRT MAINT WKR	07/31/2009	00000000282613	1282.01		01			07/27/2009

First Prev Next Last Attachments

Navigation Tip: Use the First, Prev, Next, and Last buttons at the bottom of the screen to view additional paystubs.

See the **Printing your Pay Stub or W-2** reference guide to learn how to download or print your paystubs.

View Tax Forms (ex. W-2)

The **View Tax Forms** page displays a list of employee tax forms sorted by **Tax Year**, **Tax Form**, and **Federal Tax ID**.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | My Compensation | **View Tax Forms (ex. W-2)**

Jobs | Deduction Summary | Issued Checks/Advice

View Tax Forms (ex. W-2)

Tax Year	Tax Form	Federal Tax ID
✓ 2008	W2	956000666
2007	W2	956000666
2006	W2	956000666

Attachments

Tax Year : 2008
Tax Form : 1
Federal Tax ID : 956000666

Navigation Tip: See the *Printing your Pay Stub or W-2* reference guide to learn how to download or print copies of your W-2.