

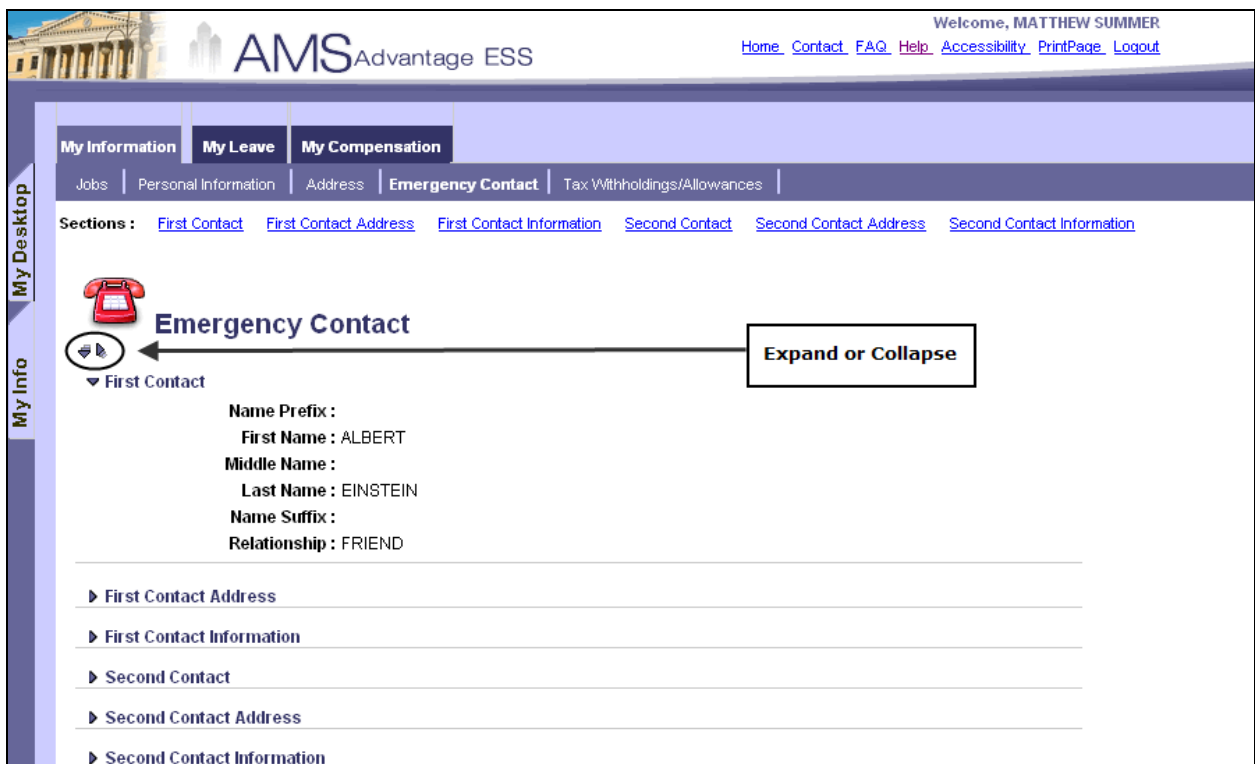
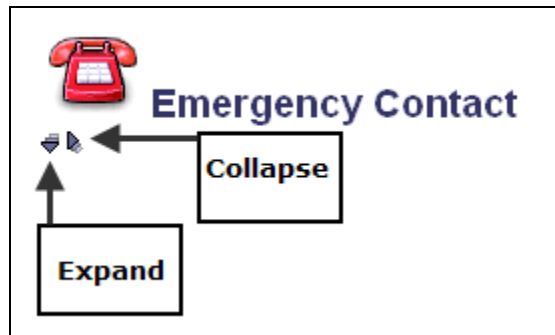
The Information in this document will help you navigate your way through ESS

You'll learn about:

- Expanding or Collapsing Sections
- Pick Lists and Calendar Tool
- Grids
- Download Attachments

Expanding or Collapsing Sections

Sections are links to where the information can be found on the page. You can expand or collapse all sections by clicking on the following icons at the top of the page.



Expand or collapse specific sections of a page.

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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

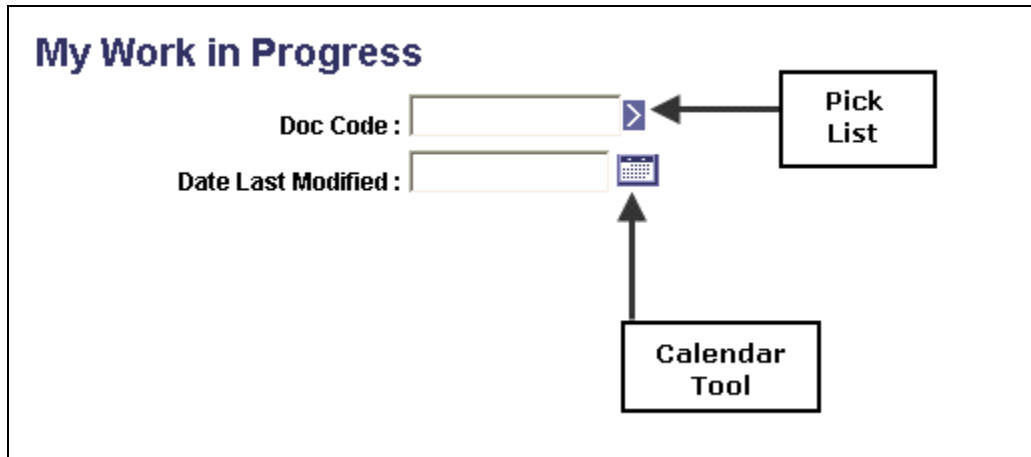
▼ First Contact Information

Name : EINSTEIN, ALBERT **Home Phone :** 626-555-5556
Description : **Home Phone Extension :**
E-Mail : **Work Phone :**
Work Phone Extension :
Mobile Phone :
Mobile Phone Extension :
Fax :
Fax Extension :

Click on the arrow or the section name to expand or collapse a section

Pick Lists and Calendar Tool

On some ESS pages, you will see the calendar tool or pick list icon next to certain fields. These tools help you to search for available values and to make field entries. To display the pick list or calendar tool (in fields where they are available), select the icon appearing beside the field.



A list of available values for the field is displayed. Select the desired entry from the list to populate the field by click the Select link. Use the First, Previous, Next, and Last buttons to navigate through the list. To return to the activity folder without selecting a value, click the Cancel button.

Available Values

Search Clear **Cancel**

Document Code :


	Document Code	Document Name
Select	ATIME	Anaheim Timesheet
Select	MYADDR	ESS Employee Address
Select	MYDL	ESS Donated Leave
Select	MYEICF	ESS Employee Identification Change Form
Select	MYEMER	ESS Employee Emergency Contact
Select	MYLBNRL	ESS Leave Bank Enroll
Select	MYLREQ	ESS Employee Leave Request
Select	MYW4C	Employee Tax Withholding Certificate
Select	TIMEI	Timesheet

Prev Next

The system returns to the prior page and populates the field with your selection.

My Work in Progress


Doc Code : >

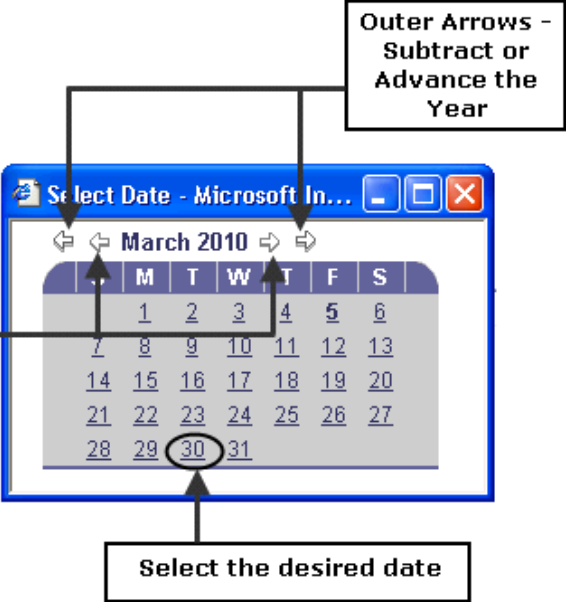
Date Last Modified : 

The **Calendar Tool** displays a calendar that can be used to populate the associated date field by simply clicking on the desired date. The calendar tool can be navigated by month or by year.

My Work in Progress

Doc Code : >

Date Last Modified : 



Inner Arrows - Subtract or Advance the Month

Outer Arrows - Subtract or Advance the Year

Select the desired date

	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Grids

Some ESS pages display a group of information in a grid at the top of a page. Additional information about a selected record in a grid is displayed at the bottom of the page.

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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	11300900000000024181	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	12010900000000036120	12/01/2009	3:00
11/26/2009	VACATION	VACATION ACCRUE	VACATION ACCRUE	Accrual	12010900000000036120	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	11160900000000032694	11/16/2009	3:00
11/12/2009	VACATION	VACATION ACCRUE	VACATION ACCRUE	Accrual	11160900000000032694	11/16/2009	4:00
11/12/2009	VACATION	VACATION USE	VACATION USE	Usage	11100900000000020830	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

Download Attachments

The Attachment link allows you to view any attachments that have been added to a record. When you click on the **Attachments** button, a new page is opened that displays all of the attachments associated with that page.

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Forms and Websites

Topic	Department	Description
✓ Benefit	ALL	457 BNFCRY ICMA
Benefit	ALL	457 BNFCRY PERS
Benefit	ALL	CALPERS BNFCRY
Miscellaneous	ALL	AFA FLSA
Miscellaneous	ALL	PAY SCHEDULE
Pay Check	ALL	CREDIT UNION
Pay Check	ALL	E-STUB
Enrollment	ALL	457 ENRLMT ICMA
Enrollment	ALL	457 ENRLMT PERS
Enrollment	ALL	LIFE ENRLMT-MGT

First Prev Next Last

Attachments

From there you can choose to download the attachment.

Reference Table Attachments

[Menu](#)

File Name	Type	Date	User ID
✓ Hartford Life Ins. Enrollment-Non-Mgmt.pdf	Standard	2/18/10	jlaszlohr

First Prev Next Last

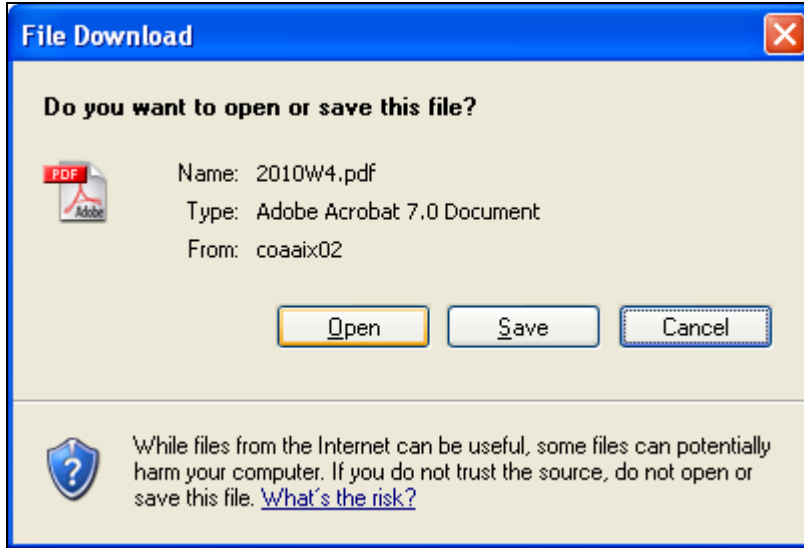
[Download](#)

File Name : Hartford Life Ins. Enrollment-Non-Mgmt.pdf
 Type : 1
 Date : 2/18/10
 User ID : jlaszlohr

Description : Hartford Life Insurance Enrollment - Non Management

[Return](#)
[View Attachment History](#)

The File Download window is displayed. Click on Open or Save depending on what you'd like to do with the form.



Click on the Return link to get back to your previous page.

Reference Table Attachments

[Menu](#)

File Name	Type	Date	User ID
✓ Hartford Life Ins. Enrollment-Non-Mgmt.pdf	Standard	2/18/10	jlaszlohr

First Prev Next Last

[Download](#)

File Name : Hartford Life Ins. Enrollment-Non-Mgmt.pdf
Type : 1
Date : 2/18/10
User ID : jlaszlohr

Description :

[Return](#)
[View Attachment History](#)