

The Information in this document will help determine if the Address Change you requested has been approved or rejected.

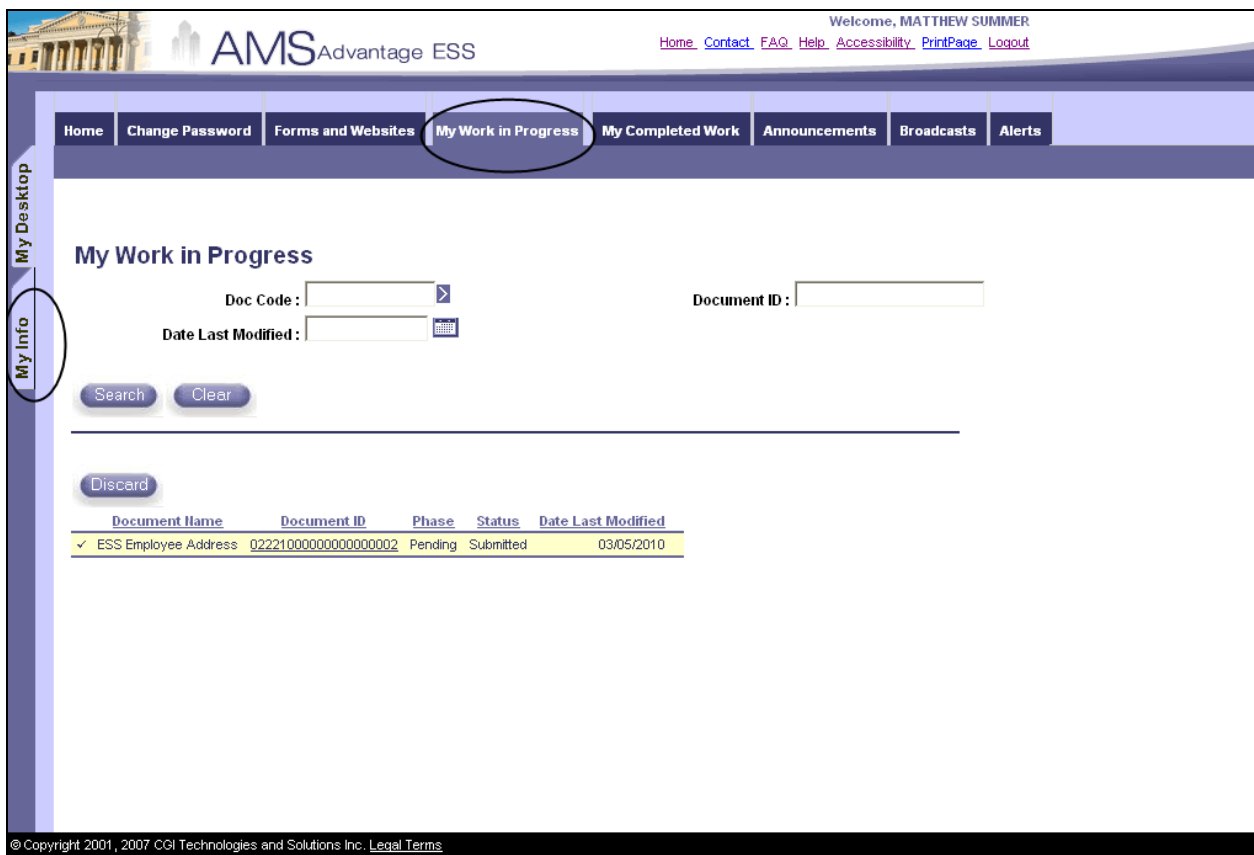
You'll learn about:

- My Work in Progress
- Document Comments
- My Completed Work

My Work in Progress

Once you've submitted an Employee Address Change request, an ESS Employee Address document is created. This document must be approved by Human Resources before your address change actually occurs.

You can view your submitted document on the **My Work in Progress** page of the **My Info** tab.



Your ESS Employee Address document will have a **Status** of 'Submitted', but a **Phase** of 'Pending'. This means that although you submitted the document, it's pending Human Resources approval.

AMS Advantage ESS

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

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

My Work in Progress

Doc Code: Document ID:

Date Last Modified:

Search Clear

Discard

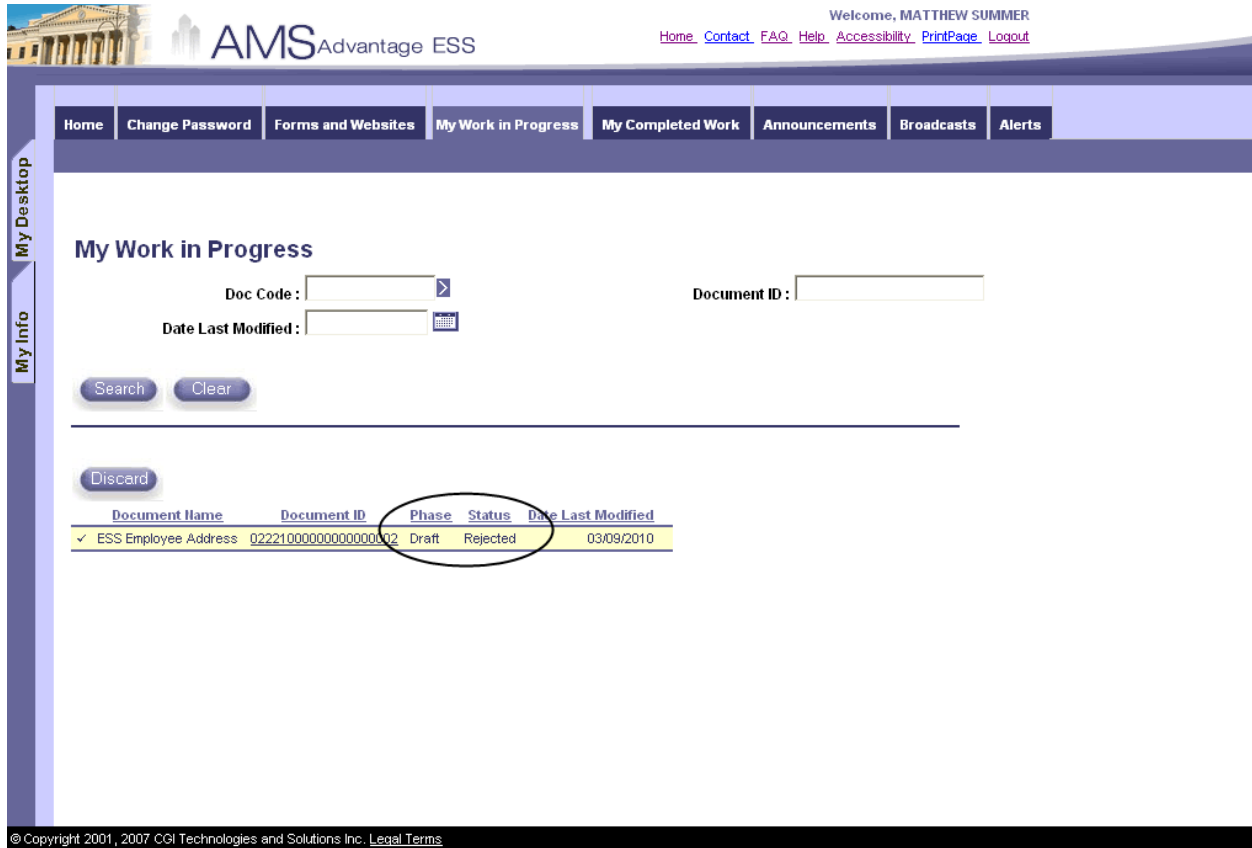
Document Name	Document ID	Phase	Status	Date Last Modified
✓ ESS Employee Address	02221000000000000002	Pending	Submitted	03/05/2010

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Human Resources can either **Approve** or **Reject** your ESS Employee Address document.

Document Comments

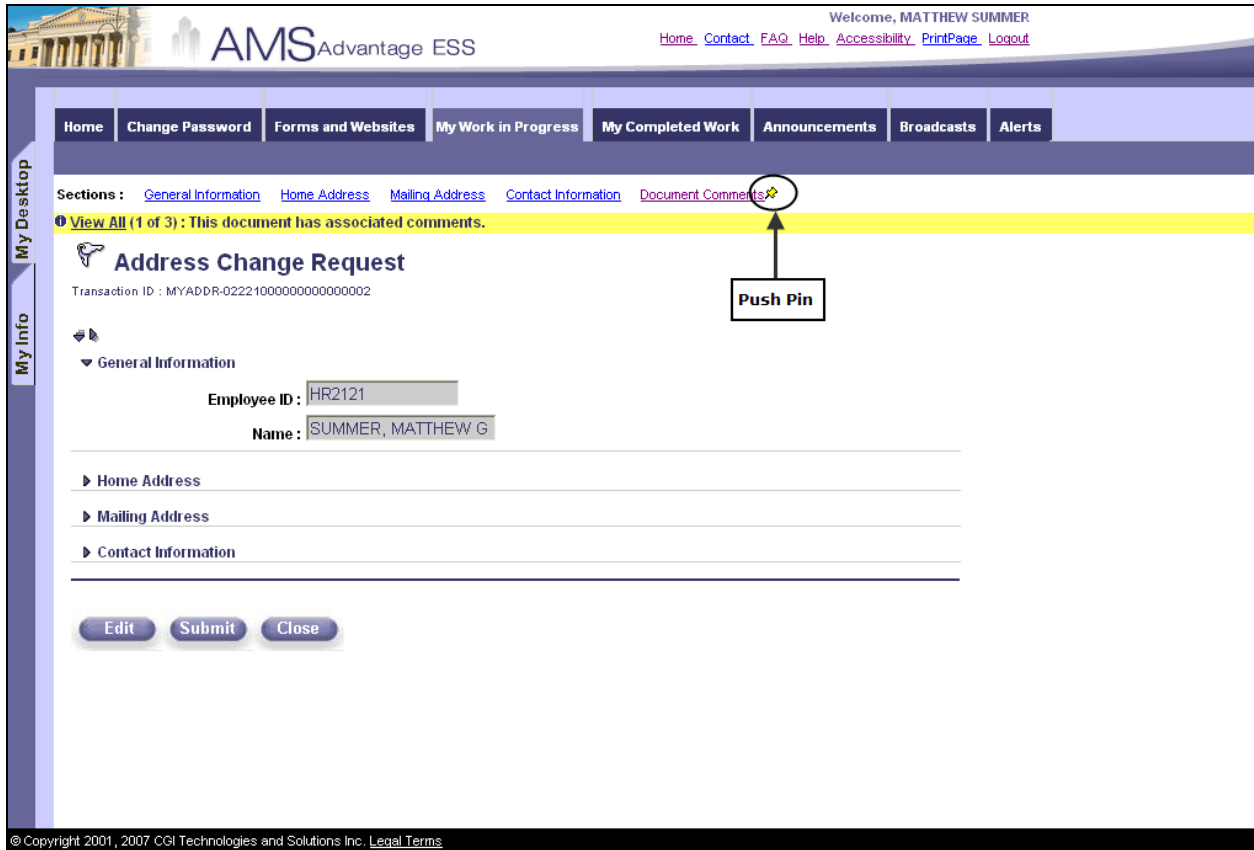
If Human Resources rejects your ESS Employee Address document, the document will be displayed on the **My Work in Progress** page with a **Status** of 'Rejected' and a **Phase** of 'Draft'.



To view the document, select the document ID.

Document Name	Document ID	Phase	Status	Date Last Modified
✓ ESS Employee Address	02221000000000000002	Draft	Rejected	03/09/2010

Selecting the Document Id will display the document. If there is an image of a Push Pin next to the **Document Comments** link, it means that Human Resources has left you a comment.



To view the comment, select the **Document Comments** link. The comment will be displayed.

In the example below, the comment from Human Resources indicates that the **From** date of the Employee Address Change document is in the past. Address Changes can not have a historical date, therefore, you would have to update the **From** date of your document for it to be approved.

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

Document Comments
 MYADDR - 107 - 0222100000000000002 [Menu Back](#)

Version	Date/Time	User	Phase	Subject
✓ 1	3/9/2010 4:41:48 PM	jlaszlohr	Pending	Reject Reason

First Prev Next Last

Save Undo Insert Copy Paste Search

Document Code : MYADDR

Document Dept. Code : 107

Document ID : 0222100000000000002

Version : 1

User : jlaszlohr

Phase : Pending

*Subject : Reject Reason

*Comment :
 The From date of this address change occurs in the past.
 Address changes can occur in the present.

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Please Note: Human Resources will review your Employee Address change document within two business days. You will be contacted by phone or email if there is a problem with your document.

Select the **Back** link to get back to your Employee Address document.

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

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

Document Comments

MYADDR - 107-02221000000000000002

[Menu Back](#)

Version	Date/Time	User	Phase	Subject
1	3/9/2010 4:41:48 PM	jlaszlohr	Pending	Reject Reason

First Prev Next Last

Save Undo Insert Copy Paste Search

Document Code: MYADDR

Document Dept. Code: 107

Document ID: 02221000000000000002

Version: 1

User: jlaszlohr

Phase: Pending

*Subject: Reject Reason

*Comment: The From date of this address change occurs in the past. Address changes can occur in the present.

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Your document is displayed.

AMS ADVANTAGE ESS - Microsoft Internet Explorer

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

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

Sections: [General Information](#) [Home Address](#) [Mailing Address](#) [Contact Information](#) [Document Comments](#)

View All (1 of 2): Failed to send an email notification to the original submitter

Address Change Request

Transaction ID : MYADDR-02221000000000000002

General Information

Employee ID: HR2121

Name: SUMMER, MATTHEW G

Home Address

Mailing Address

Contact Information

In this example, the **From** date must be changed.

The screenshot shows the 'Address Change Request' form in the AMS Advantage ESS system. The form is divided into sections: General Information and Home Address. The 'From' date field is highlighted with a callout box that says 'Change the From date to today's date'. The 'From' date is currently set to 01/01/2009. The form also includes fields for Employee ID, Name, Private Home, Street 1, Street 2, City, State/Province, Zip/Postal Code, Country, County, Residency Code, Home Phone, Home Phone Extension, Work Phone, Work Phone Extension, Mobile Phone, and Mobile Phone Extension. A 'Same Mailing?' checkbox is checked.

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Once the change is made, select the **Submit** button.



My Completed Work

You can view your submitted approved/final documents on the **My Completed Work** page of the **My Info** tab.

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

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

My Completed Work

Doc Code:

Date Last Modified:

Document ID:

Document Name	Document ID	Phase	Status	Date Last Modified
✓ ESS Employee Address	02221000000000000002	Final	Submitted	03/09/2010
ESS Employee Emergency Contact	03061000000000000016	Final	Submitted	03/09/2010
ESS Employee Address	03061000000000000003	Final	Submitted	03/08/2010
ESS Employee Emergency Contact	02221000000000000001	Final	Submitted	03/05/2010

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If Human Resources approves your ESS Employee Address document, the document will be on the **My Completed Work** page with a **Status** of 'Submitted' and a **Phase** of 'Final'.

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

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

My Desktop
My Info

My Completed Work

Doc Code: Document ID:

Date Last Modified:

Document Name	Document ID	Phase	Status	Date Last Modified
✓ ESS Employee Address	022210000000000000000000	Final	Submitted	03/09/2010
ESS Employee Emergency Contact	030610000000000000000016	Final	Submitted	03/09/2010
ESS Employee Address	030610000000000000000003	Final	Submitted	03/08/2010
ESS Employee Emergency Contact	022210000000000000000001	Final	Submitted	03/05/2010

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Once the document is approved, your address has been changed with Human Resources.