



DEPARTMENT OF FINANCE
EMPLOYEE BENEFITS & PAYROLL DIVISION
141 PRYOR STREET, S.W., SUITE 7001
ATLANTA, GEORGIA 30303
TELEPHONE (404) 612.7605

Welcome to Employee Self Service Your Fulton County Employee Information At A Glance!

The Fulton County Finance Department is pleased to announce the new Employee Self Service (ESS) website for employees. ESS will allow employees to view, print, and save paycheck stubs, W-2 forms, pay summary, deduction summary, address, tax withholding/allowances, as well as payroll forms. You can also create or modify your Emergency Contact Information in ESS, and are encouraged to review the information on file and make any necessary changes immediately

ESS can be accessed at any time from any computer with an internet connection. ESS is a highly secure site, with security features similar to those used for online banking and tax e-filing.

Because ESS is a secure site you, the employee, should not share your log-in information with anyone. Supervisors, managers, and other employees in your department do not have access to your ESS Log-in information. If you need assistance with your personal login or suspect that your login credentials have been compromised, please contact the I.T. Helpdesk support during normal business hours at help.desk@fultoncountyga.gov or by phone at (404) 612-7334.

HOW TO LOG IN TO EMPLOYEE SELF-SERVICE

ESS will launch on November 15, 2013. After that date you can log on to <http://ess.fultoncountyga.gov>

USER NAME

Your **PERMANENT** User Name is your 10 digit Employee Identification Number ***including*** the leading zeros. This number can be found on your paycheck stub or direct deposit advice near the top right hand corner above the Year To Date (YTD) deduction totals. **You will need to store or remember your Employee ID number because 2 pay periods after the ESS system is launched, paper deposit advices will no longer be printed or distributed.**

AMS Advantage ESS

User Name :

Password :

Login Reset

Add AMS ADVANTAGE ESS to your Favorites

PASSWORD

Your Initial Login Password is _____.

Use your Initial Log-in Password to login into ESS system for the **FIRST** time only. **After you have logged in successfully for the first time, the system will prompt you to change your password.** You will need to enter your new password and then enter it a second time to confirm it. Passwords are case sensitive. Your new

AMS Advantage ESS

Your password has expired.

User Name : 999999999

Old Password : abc12345

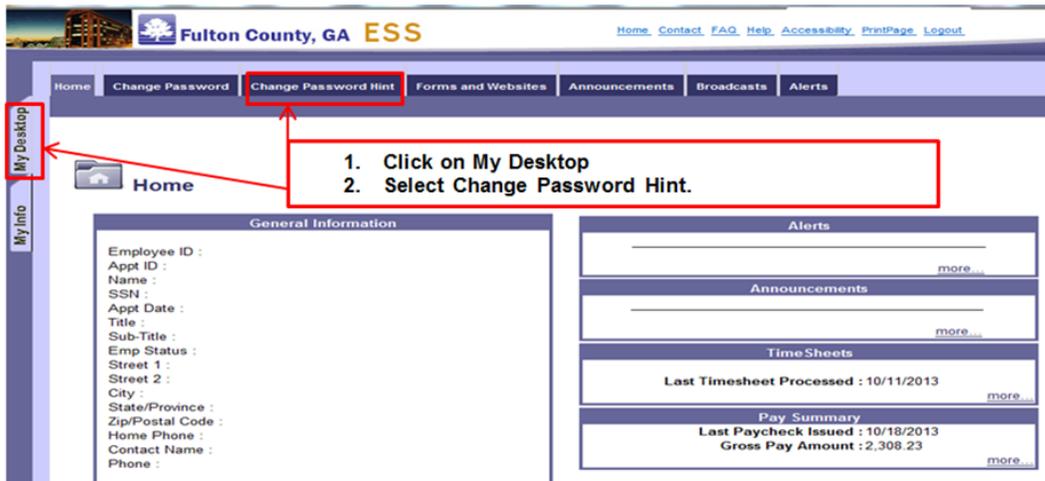
New Password : Train001

Confirm New Password : Train001

Login Reset

After logging in, the ESS Home Page will Display. Now, you will need to create a Password Hint for your profile:

- Click on **My Desktop**
- Select **Change Password Hint**



The following screen will display. Enter the required information.

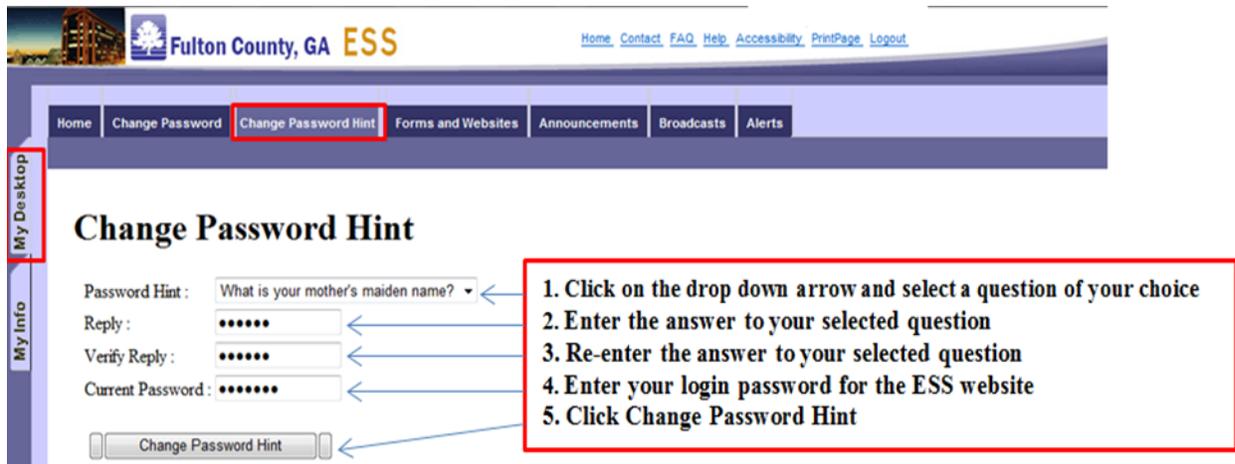
Password Hint: **Click on the drop down arrow and select a question of your choice**

Reply: **Enter the answer to your selected question**

Verify Reply: **Re-enter the answer to your selected question**

Current Password: **Enter your login password for the ESS website**

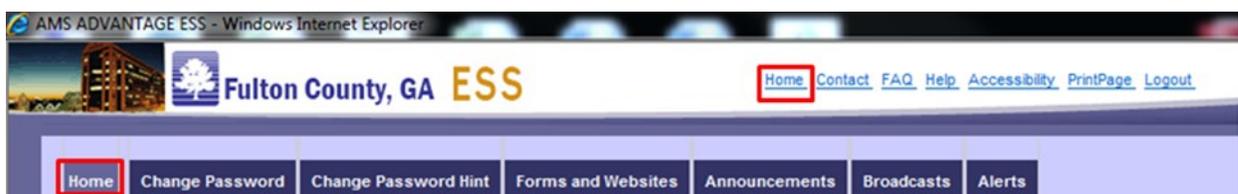
Click on **Change Password Hint**



You will now receive a message confirming that your password hint was successfully changed (see below).

1 of 1 | [View All](#) Password hint was successfully changed.

Click the **Home Tab** on the left or at the top right of the screen to return to Home Page.



VIEWING YOUR PAY STUB

1. Click on **My Info**Tab
2. Click on **My Compensation Tab** then select **Issued Checks/Advices**
3. Select the **Check Date** from Grid and Click on **Attachments**

Disposition:
Cleared Payment means direct deposit and
Outstanding Payment means paper check.

Under My Compensation Tab, Select Issued Checks/Advices

Use the Navigation Buttons to move to the next page

Click on Attachments

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Cheq	Description	Disposition	Disposition Date
✓	ADMIN ASST III	05/03/2013	1003.61	Regular	E4	Payroll-Control Disb	Cleared Payment	04/27/2013
	ADMIN ASST III	04/19/2013	1003.61	Regular	E4	Payroll-Control Disb	Cleared Payment	04/13/2013
	ADMIN ASST III	04/05/2013	1003.59	Regular	E4	Payroll-Control Disb	Cleared Payment	04/03/2013
	ADMIN ASST III	03/22/2013	1002.85	Regular	E4	Payroll-Control Disb	Cleared Payment	03/17/2013
	ADMIN ASST III	03/08/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	03/02/2013
	ADMIN ASST III	02/22/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	02/16/2013
	ADMIN ASST III	02/08/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	02/02/2013
	ADMIN ASST III	01/25/2013	1002.85	Regular	E4	Payroll-Control Disb	Cleared Payment	01/19/2013
	ADMIN ASST III	01/11/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	01/05/2013
	ADMIN ASST III	12/28/2012	1028.86	Regular	E4	Payroll-Control Disb	Cleared Payment	12/22/2012

4. Click **Open** to View your Paycheck Stub
5. Click **Open** to View your Paycheck Stub

Click on Download to download the attachment for the selected check date.

Open Save Cancel

File Name: 138736000_5483643.PDF
 Type: 1
 Date: 4/28/13
 User ID: jmcrae

6. Your Paycheck Stub Will Display in .pdf Format

FULTON CO BD OF COMMISSIONERS

Pay Location: Employee Department: 210
 Employee Unit: Total Gross Amt.: \$1,304.44
 YTD Gross Amt.: \$11,758.14
 Deductions Amt.: \$302.85
 Net Pay Amt.: \$1,001.59

Federal Exemptions: 07
 Tax Status Claimed: M
 State Exemptions: 01
 State Tax Status Claimed: S

EARNINGS			
Description	Pay Rate	Input Amount	Pay Amount
REGULAR PAY	33.98	31.15	\$1,059.53
VACATION PAY	33.98		\$1,059.53

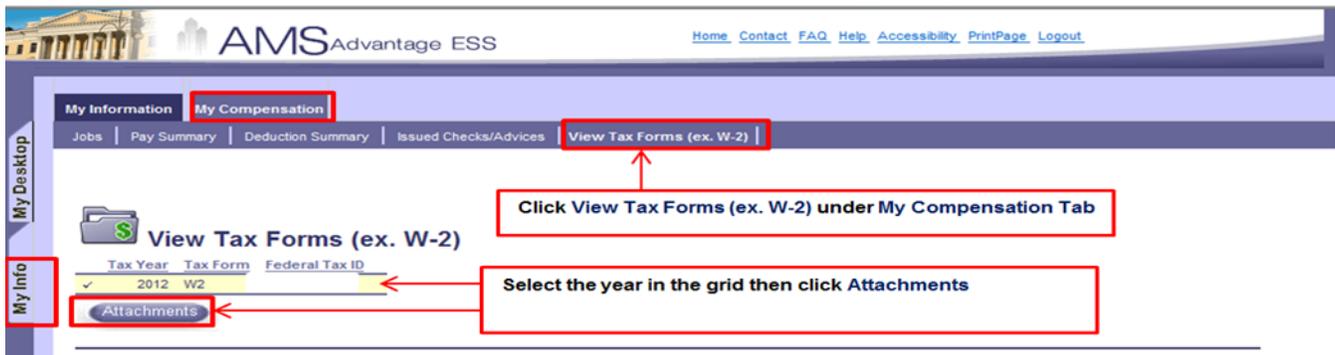
DEDUCTIONS			
Description	Deduction Amount	YTD Deduction Amount	
STATE TAX	\$24.74	\$24.74	
FICA TAX	\$24.74	\$24.74	
MEDICAL TAX	\$24.74	\$24.74	
401A DC PLAN	\$24.74	\$24.74	
STATE EMP	\$24.74	\$24.74	
LONG TERM CARE	\$24.74	\$24.74	
VICTIM Exp	\$24.74	\$24.74	

LEAVE			
Description	CURR ACCR	CURR USAGE	CURR BAL
COMP LEAVE	00.00	00.00	00.00
REGULAR LEAVE	00.00	00.00	00.00
VAC LEAVE	00.00	00.00	00.00
VAC LV	00.00	00.00	00.00

PENSION BENEFITS			
Description	Amount	YTD Amount	
401A DEFERRED	\$24.74	\$24.74	
401A ROLLOVER	\$24.74	\$24.74	
401A MATCH	\$24.74	\$24.74	
401A DEFERRED	\$24.74	\$24.74	
401A MATCH	\$24.74	\$24.74	
401A DEFERRED	\$24.74	\$24.74	
401A MATCH	\$24.74	\$24.74	

VIEWING YOUR W-2 FORM

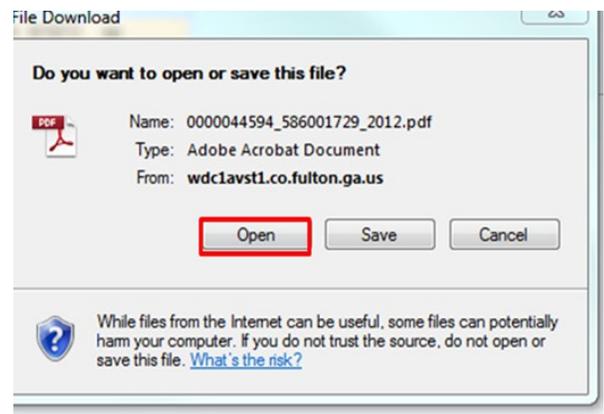
1. Click on **My Info**Tab
2. Click on **My Compensation Tab** then select **View Tax Forms (ex. W-2)**
3. Select the **Tax Year** from Grid and Click on **Attachments**



4. Click **Download** to View your W-2 Form



5. Click **Open** to View your **W-2 FORM**



6. Your W-2 Form Will Display in .pdf Format

a Employee's social security number		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
b Employer identification number (EIN)		18091.16		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code		19722.77		3 Social security wages		4 Social security tax withheld	
FULTON COUNTY 141 PRYOR STREET ATLANTA GA 30303		19722.77		5 Medicare wages and tips		6 Medicare tax withheld	
d Control number		0.00		7 Social security tips		8 Allocated tips	
e Employee's first name and initial		0.00		9		10 Dependent care benefits	
Last name		0.00		11 Nonqualified plans		12a See instructions for box 12	
f Employee's address and ZIP code		0.00		13 Statutory employee Retirement plan Third-party sick pay		12b DD 2619.00	
15 State		16 State wages, tips, etc.		17 State income tax		12c G 375.67	
GA		18091.16		227.91		12d	
Employer's state ID number		0.00		18 Local wages, tips, etc.		19 Local income tax	
		0.00		0.00		0.00	
						20 Locality name	

Form **W-2** Wage and Tax Statement
Copy C — For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

2012

Department of the Treasury — Internal Revenue Service
Safe, accurate FAST! Use

LOGGING OUT OF ESS

When you are finished with the website, always click the Logout Link at the top right of the screen to exit the system. Always use the Logout Link to exit rather than clicking X at the top right corner page.

