



EMPLOYEE SELF SERVICE USER GUIDE

MY INFORMATION

The **My Information Page** located under **My Info Tab** allows you to **access** your personal data recorded in the Payroll System. This information includes:

1. Jobs
2. Personal Information
3. Address
4. Emergency Contact
5. Tax Withholding/Allowances
6. Garnishments
7. Tax Levies
8. License and Certifications

1. Jobs

Click the **My Info Tab**; My Information will open the Jobs Page which lists your job history within Fulton County.

The screenshot shows the AMS Advantage ESS interface. At the top, there are navigation links: Home, Contact, FAQ, Help, Accessibility, PrintPage, Logout. Below this is a header with 'My Information' and 'My Compensation' tabs. Under 'My Information', there is a sub-menu with 'Jobs', 'Personal Information', 'Address', 'Emergency Contact', 'Tax Withholdings/Allowances', 'Garnishments', 'Tax Levies', and 'Licenses and Certifications'. The 'Jobs' tab is selected and highlighted with a red box. A red arrow points from a text box to this tab. The text box contains the instruction: 'Click on My Info Tab. The Jobs Page will display automatically and list your current and previous employment information within Fulton County.' Below the menu is a 'Jobs' section with a table header: Appt ID, Title, Sub-Title, Emp Status, Home Dept, Home Unit, Location, From, To, Pay Class, Payroll Number. At the bottom of the table are navigation buttons: First, Prev, Next, Last.

2. Personal Information

To view your personal information, click on **Personal Information** under My Information Tab.

The screenshot shows the AMS Advantage ESS interface with the 'Personal Information' page selected. The 'My Information' tab is active, and the 'Personal Information' sub-tab is highlighted with a red box. A red arrow points from a text box to this sub-tab. The text box contains the instruction: 'Select Personal Information, under My Information Tab, The Personal Information Page displays your Personal Information on file in the Payroll System.' Below the sub-menu, there are sections for 'Personal Information', 'Education Information', and 'Veteran Information'. The 'Personal Information' section is expanded, showing fields: Birth Date, Social Security Number, Place of Birth, Gender, Conviction, Disability, Citizenship Status, and Marital Status. A red arrow points from a text box to the down arrow next to the 'Personal Information' heading. The text box contains the instruction: 'To expand the sections, select the down arrow to expand all or select the arrow next to the heading to expand that section.' Below the 'Personal Information' section is the 'Education Information' section, which is partially expanded to show fields: Verify Degree, Degree, Major, School, and Year Completed.

3. Address

To view your address information currently on file, Select **Address** located under My Information Tab.

NOTE: The mailing address listed will be reflected on your W2 Form and Paycheck Stub.

Click on Address located under My Information Tab

Address

Street 1 City State/Province Zip/Postal Code Country From To

▼ General Information

Private Home :
Residency :

▼ Home Address

Street 1 :
Street 2 :
City : State/Province : Zip/Postal Code :
Country :
County :

▼ Mailing Address

Street 1 :
Street 2 :

The Address Page display your address information currently on file in the Payroll System

The mailing address listed will be reflected on your W2 Form and Paycheck Stub.

4. Emergency Contact

To view your Emergency Contact Information on file, Select **Emergency Contact** under the My Information tab.

AMS Advantage ESS Home Contact FAQ Help Accessibility PrintPage Logout

My Information My Compensation

Jobs Personal Information Address **Emergency Contact** Tax Withholdings/Allowances Garnishments Tax Levies Licenses and Certifications

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
Middle Name
Last Name
Name Suffix
Relationship

▼ First Contact Address

Street 1
Street 2
City State/Province : GA Zip/Postal Code :
Country
County :
Comments :

Select Emergency Contact located under My Information Tab

The Emergency Contact Page displays your emergency contact information on file in the Payroll System.

Updating Your Emergency Contact Information

- I. Click on the My Info Tab
- II. Select Emergency Contact
- III. Click **Create** if you do not have an existing emergency contact **OR** Click **Modify** to make changes

The screenshot shows the 'My Info' tab selected in the top navigation bar. The 'Emergency Contact' section is highlighted in the sub-navigation bar. A red box highlights the 'My Info' tab in the left sidebar. Another red box highlights the 'Emergency Contact' link in the sub-navigation bar. A third red box highlights the 'Create' and 'Modify' buttons at the bottom of the page. A fourth red box highlights the 'Create' button specifically.

1. Click on the **My Info Tab**
2. Select **Emergency Contact**

3. Click **Create** to add new Emergency Contact Information **OR**
Click **Modify** to make changes to existing information

The following screen will display:

- IV. Click on the **down arrow** to expand the screen. The ESS system allows you to enter a maximum of two emergency contacts.
- V. Enter the information for your emergency contact **or** make changes as necessary.
- VI. Review data entered for accuracy then click **Submit**.

The screenshot shows the 'Emergency Contact Information' form. A red box highlights the down arrow next to the 'General Information' section. Another red box highlights the 'First Emergency Contact' section, which is expanded to show fields for Name, Street, City, State/Province, Zip/Postal Code, and Country. A third red box highlights the 'Submit' button at the bottom of the page.

4. Click on the **Down Arrow** to expand the screen

5. Enter the data for your emergency contact(s)

6. Review data entered for accuracy then click **Submit**.

5. Tax Withholding/Allowances

Select **Tax Withholdings/Allowances** under the My Information Tab to view your Federal and State Tax Withholdings/Allowances information currently on file in the Payroll System.

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Jobs Personal Information Address Emergency Contact **Tax Withholdings/Allowances** Garnishments Tax Levies Licenses and Certifications

Sections: General Information Federal Tax Information State Tax Information

Tax Withholdings/Allowances

Appt ID Federal Tax Marital Status State Tax Marital Status Federal Tax Allowance State Tax Allowance Additional State Tax Allowance From To

General Information

Appt ID : FICA Class :
From : Last W-4 File Date :
To : Date of Last Electronic Submission :
Tax Class :

Federal Tax Information

Federal Tax Marital Status : Federal Tax Allowance :
Additional Federal Withholdings
Type Plan Amount Percent From To

State Tax Information

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

Your current Tax Withholding/ Allowance information is displayed.

6. Garnishments

Select Garnishments under My Information Tab to view any garnishment(s) on file in the Payroll System.

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Jobs Personal Information Address Emergency Contact Tax Withholdings/Allowances **Garnishments** Tax Levies 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 : Deduction Plan :
Amount Due : Deduction Percentage :
Amount Paid : Amount Per Pay Period :

Recipient Information

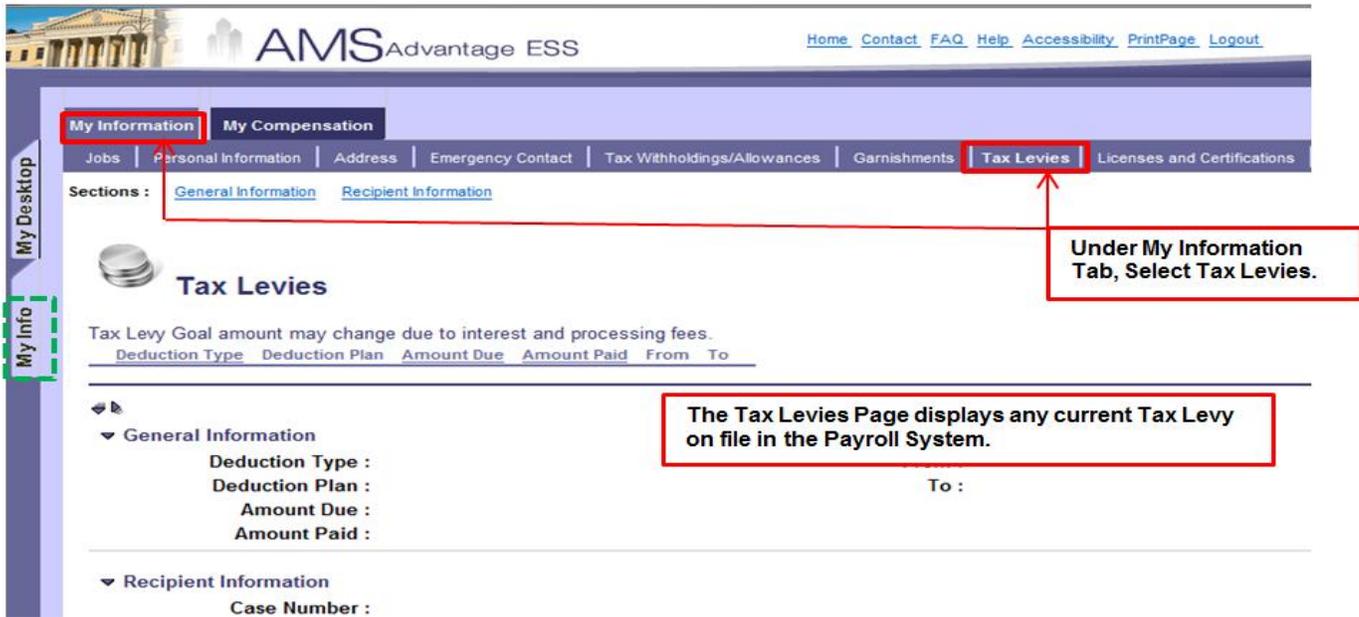
Case Number :
Creditor Name :
Levying Officer :

Under My Information Tab, Select Garnishments.

The Garnishments Page displays current Garnishment(s) on file with the Employee Benefits & Payroll Division of the Finance

7. Tax Levies

Select Tax Levies under the My Information Tab to view any Levies on file in the Payroll System.



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My Information My Compensation

Jobs Personal Information Address Emergency Contact Tax Withholdings/Allowances Garnishments **Tax Levies** Licenses and Certifications

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

Tax Levies

Tax Levy Goal amount may change due to interest and processing fees.

| Deduction Type | Deduction Plan | Amount Due | Amount Paid | From | To |
|----------------|----------------|------------|-------------|------|----|
|----------------|----------------|------------|-------------|------|----|

▼ General Information

Deduction Type :
Deduction Plan :
Amount Due :
Amount Paid :

To :

▼ Recipient Information

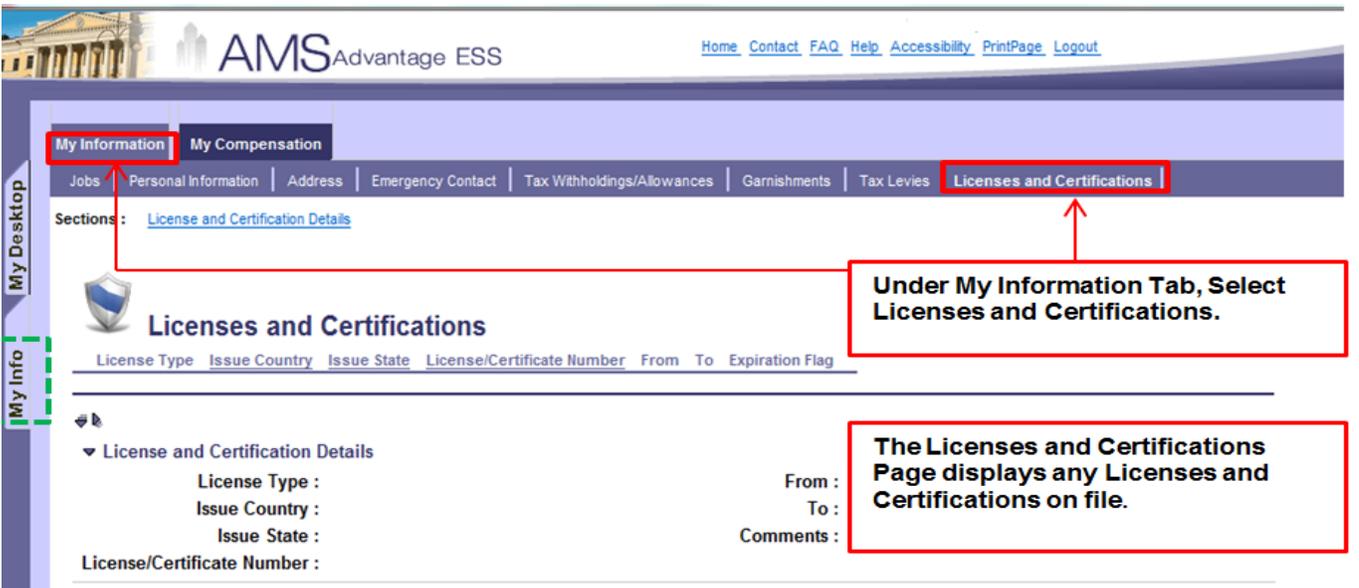
Case Number :

Under My Information Tab, Select Tax Levies.

The Tax Levies Page displays any current Tax Levy on file in the Payroll System.

8. Licenses and Certifications

Select Licenses and Certifications under the My Information tab to view any Licenses and Certifications on file in the Payroll System.



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My Information My Compensation

Jobs Personal Information Address Emergency Contact Tax Withholdings/Allowances Garnishments Tax Levies **Licenses and Certifications**

Sections : [License and Certification Details](#)

Licenses and Certifications

| License Type | Issue Country | Issue State | License/Certificate Number | From | To | Expiration Flag |
|--------------|---------------|-------------|----------------------------|------|----|-----------------|
|--------------|---------------|-------------|----------------------------|------|----|-----------------|

▼ License and Certification Details

License Type :
Issue Country :
Issue State :
License/Certificate Number :

From :
To :
Comments :

Under My Information Tab, Select Licenses and Certifications.

The Licenses and Certifications Page displays any Licenses and Certifications on file.