

Clarenceville Employee Self Service (ESS)

Advantage ESS is a subsystem of Advantage HRM which is utilized by Clarenceville's Human Resource and Payroll departments to record and process your human resource and pay information.

You can use this secure website, via a unique login, to view and update information related to your job, demographics, leave, compensation, and benefits. Some information entered in ESS may require HR department approval before taking effect.

For assistance with ESS, please enter a help desk ticket at <http://helpdesk.oakland.k12.mi.us> or contact the Help Desk at 248.209.2060.

LOG IN

1. In your internet browser's address bar, type **advantage.oakland.k12.mi.us** and press Enter.
 - There is no leading www or http.
 - Please do not click any old browsing history.
 - Please do not web search for this address (ie. Google or Bing). Simply type the address in the address bar and press Enter.
2. The result will be a screen that says "**Oakland Schools AMS Advantage Welcome**". You will also see school districts listed across the top.
3. Once you get to the correct screen, choose **CLARENCEVILLE**.
4. Next, choose **ESS**.
5. Enter your Username.
 - Usernames are lowercase and consist of your last name + first initial (ie John Smith's username would be *smithj*).
 - If your last name is 4 characters or less, we will use more letters from your first name to ensure that your Username is a minimum of 6 characters (ie. John Doe's username would be *doejoh*).
6. Enter your Password.
 - Passwords are case sensitive.
 - Your initial password will be your 6-digit birthdate + a dash + the last 4 digits of your SSN (ie. for February 1, 1975 your login will be *020175-9976*).
 - If you have accessed ESS in the past, use your most current password. If you do not know your current password, create a ticket as instructed above or contact the help desk at x2060 or via email at helpdesk@oakland.k12.mi.us.
7. If the ESS system gives a message that your password is expired, please refer to the instructions on expired passwords.

EXPIRED PASSWORD

1. Upon login to ESS, you may receive this message **“Your password has expired”**.



2. In the Old Password field, type the password that you typed on the previous screen.
3. In the New Password and Confirm New Password fields, type a new password. Please note the Password Requirement below.

CHANGE PASSWORD

1. Click the **My Desktop** tab on the left side.
2. Click **Change Password** from the top.
3. In the **Old Password** field, type the password that you used to login to this session.
4. In the **New Password** and **Verify New Password** fields, type a new password that you choose. Please note the Password Requirements below when selecting a new password.
5. Click **Change User Password**.

ESS PASSWORD REQUIRMENTS

In order to improve the security of your data, we require the following password rules:

- Must have at least six (6) characters Maximum length is sixteen (16) characters Must include at least one number (0-9)
- Must include at least one of the following symbols: @ - % \$. #
- Cannot include user id or the word 'password'
- May not be reused unless they are more than six passwords old

Also, please be aware that:

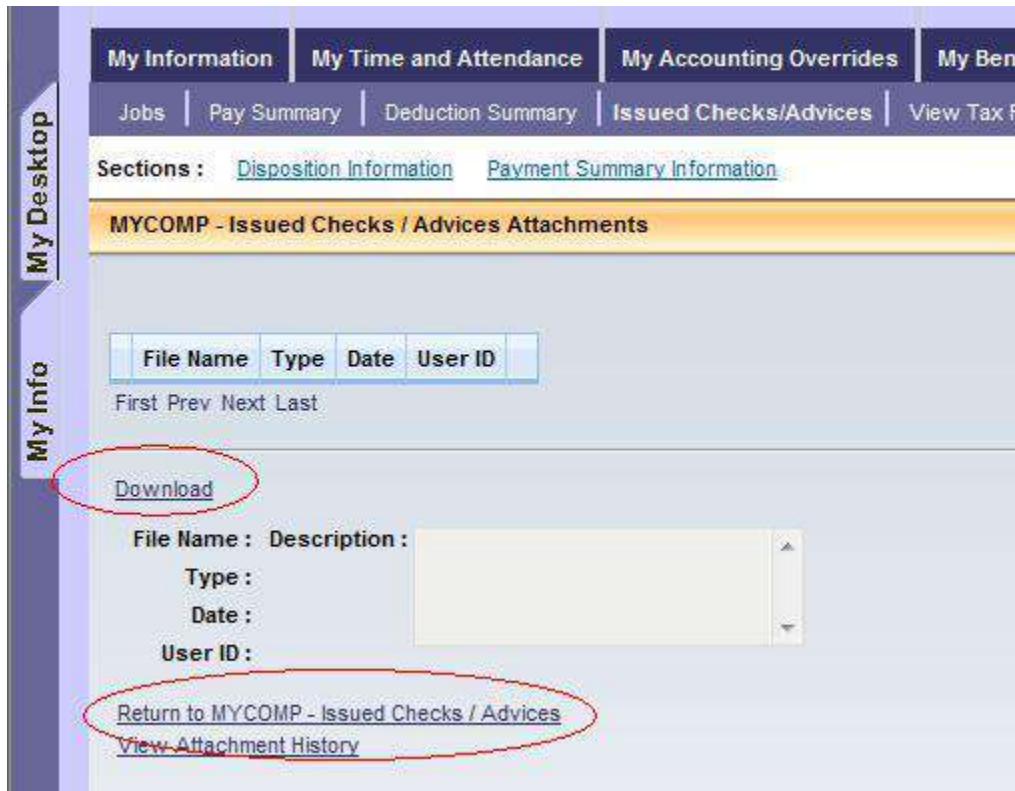
- User Ids are all lowercase
- Passwords are case sensitive
- Passwords expire every ninety (90) days
- Three (3) failed log in attempts lock the users account

TO VIEW YOUR PAY STUB

1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Compensation** from the top.
3. Next, choose **Issued Checks/Advices** from the top.
4. The result will be a listing of checks by check date.
5. Select the check that you want to view the stub for by clicking on the line.
6. Click **Attachments**



7. Click **Download**
8. This will open a .pdf file of the pay stub you selected in Step 5.
9. To view another pay stub, click **Return to MYCOMP – Issued Checks/Advices** and repeat steps 4-8.



My Desktop

My Info

My Information | My Time and Attendance | My Accounting Overrides | My Ben

Jobs | Pay Summary | Deduction Summary | Issued Checks/Advices | View Tax F

Sections : [Disposition Information](#) [Payment Summary Information](#)

MYCOMP - Issued Checks / Advices Attachments

| File Name | Type | Date | User ID |
|----------------------|------|------|---------|
| First Prev Next Last | | | |

[Download](#)

File Name : Description :

Type :

Date :

User ID :

[Return to MYCOMP - Issued Checks / Advices](#)

[View Attachment History](#)

TO VIEW YOUR W2 FORM

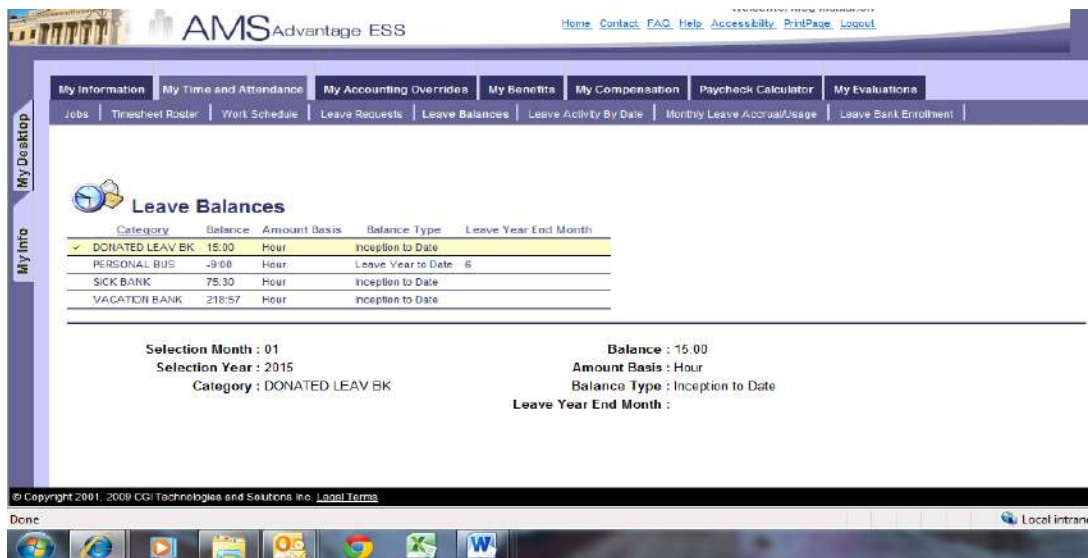
1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Compensation** from the top.
3. Next, choose **View Tax Forms** from the top.
4. The result will be a listing of forms on file for you.
5. Select the form that you want to view by clicking on the line.
6. Click **Attachments**



7. Click **Download**
8. This will open a .pdf file of the form you selected in Step 5.
9. To view another form, click **Return to MYCOMP – View Tax Forms**.

TO CHECK YOUR LEAVE BALANCES

1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Time and Attendance** from the top.
3. Next, choose **My Leave Balances** from the top.



The screenshot shows the AMS Advantage ESS web application interface. The top navigation bar includes links for Home, Contact, FAQ, Help, Accessibility, PrintPage, and Logout. The main navigation menu on the left includes My Information, My Time and Attendance, My Accounting Overrides, My Benefits, My Compensation, Paycheck Calculator, and My Evaluations. The sub-navigation menu under My Time and Attendance includes Jobs, Timesheet Roster, Work Schedule, Leave Requests, Leave Balances, Leave Activity By Date, Monthly Leave Accrual/Usage, and Leave Bank Enrollment. The main content area displays the 'Leave Balances' page with a table of leave categories and balances.

| Category | Balance | Amount Basis | Balance Type | Leave Year End Month |
|-------------------|---------|--------------|--------------------|----------------------|
| ✓ DONATED LEAV BK | 15.00 | Hour | Inception to Date | |
| PERSONAL BUS | -9.00 | Hour | Leave Year to Date | 6 |
| SICK BANK | 75.30 | Hour | Inception to Date | |
| VACATION BANK | 218.57 | Hour | Inception to Date | |

Selection Month : 01
Selection Year : 2015
Category : DONATED LEAV BK

Balance : 15.00
Amount Basis : Hour
Balance Type : Inception to Date
Leave Year End Month :

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4. The result will be a listing of your leave balances as of the end of the most recent pay period as shown on your most recent paycheck.

TO CHECK YOUR LEAVE ACTIVITY

1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Time and Attendance** from the top.
3. Next, choose **Leave Activity by Date** from the top.



AMS Advantage ESS

Home Contact FAQ Help Accessibility PrintPage Logout

My Information My Time and Attendance My Accounting Overrides My Benefits My Compensation Paycheck Calculator My Evaluations

Jobs Timesheet Roster Work Schedule Leave Requests Leave Balances Leave Activity By Date Monthly Leave Accrual/Usage Leave Bank Enrollment

My Desktop

My Info

Leave Activity By Date

| Event Date | Category | Entered Leave Type | Actual Leave Type | Accrual / Usage | Document ID | Process Date | Amount |
|--------------|---------------|--------------------|-------------------|-----------------|-------------|--------------|--------|
| ✓ 01/24/2015 | VACATION BANK | VAC ACCRUAL | VAC ACCRUAL | Accrual | 0000079909 | 01/27/2015 | 5:47 |
| 01/20/2015 | VACATION BANK | VACATION USE | VACATION USE | Usage | TE143029 | 01/26/2015 | 7:30 |
| 01/12/2015 | PERSONAL BUS | PERSONAL BUS | PERSONAL BUS | Usage | TE143023 | 01/26/2015 | 1:00 |
| 01/10/2015 | VACATION BANK | VAC ACCRUAL | VAC ACCRUAL | Accrual | 0000079535 | 01/13/2015 | 5:47 |
| 01/08/2015 | SICK BANK | SICK USAGE | SICK USAGE | Usage | TE142079 | 01/12/2015 | 1:15 |
| 12/27/2014 | VACATION BANK | VAC ACCRUAL | VAC ACCRUAL | Accrual | 0000079160 | 12/17/2014 | 5:47 |
| 12/19/2014 | VACATION BANK | VACATION USE | VACATION USE | Usage | TE141360 | 12/17/2014 | 7:30 |
| 12/17/2014 | SICK BANK | SICK USAGE | SICK USAGE | Usage | TE141359 | 12/17/2014 | 1:30 |
| 12/13/2014 | VACATION BANK | VAC ACCRUAL | VAC ACCRUAL | Accrual | 0000078786 | 12/11/2014 | 5:47 |
| 12/11/2014 | SICK BANK | SICK USAGE | SICK USAGE | Usage | TE141353 | 12/17/2014 | 5:00 |

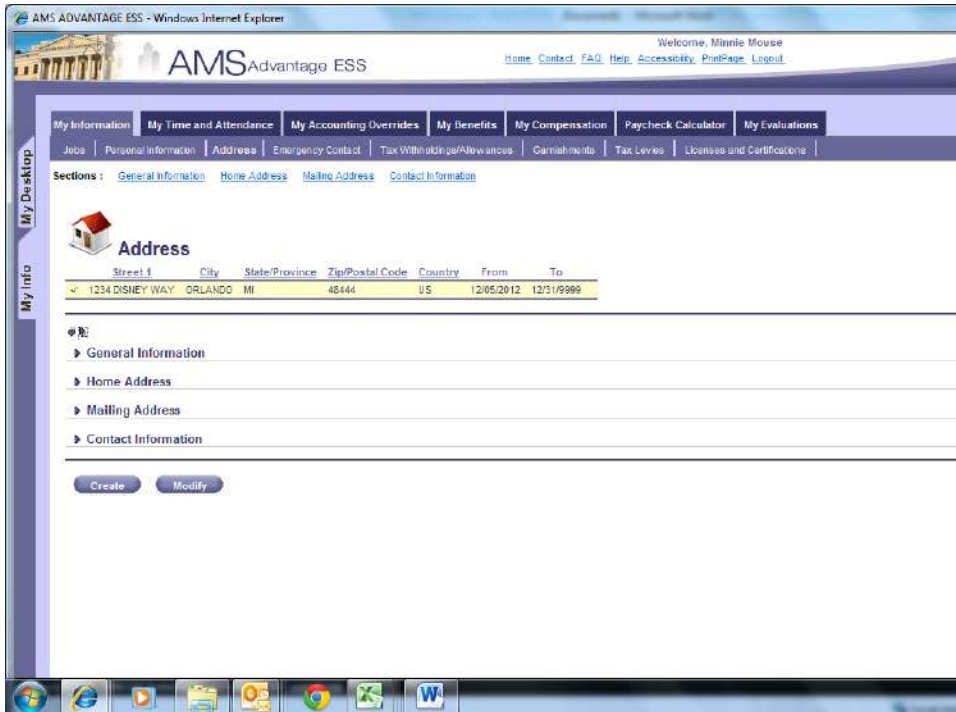
First Prev Next Last

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4. The result will be a listing of your leave balances as of the end of the most recent pay period as shown on your most recent paycheck.

TO CHANGE YOUR ADDRESS

1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Information** from the top.
3. Next, choose **Personal Information** from the top.
4. Next, choose the **Modify** button.



AMS ADVANTAGE ESS - Windows Internet Explorer

Welcome, Minnie Mouse

Home Contact FAQ Help Accessibility PrintPage Logout

My Information My Time and Attendance My Accounting Overrides My Benefits My Compensation Paycheck Calculator My Evaluations

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

Sections: General Information Home Address Mailing Address Contact Information

Address

| Street 1 | City | State/Province | Zip/Postal Code | Country | From | To |
|-------------------|---------|----------------|-----------------|---------|------------|------------|
| ✓ 1234 DISNEY WAY | ORLANDO | MI | 48444 | US | 12/05/2012 | 12/31/9999 |

▶ General Information
 ▶ Home Address
 ▶ Mailing Address
 ▶ Contact Information

Create Modify

5. Enter your updated information in the required fields noted with an asterisk (*). You must use ALL CAPS when updating your information.
6. Next, choose the **Submit** button.