

## Madison Employee Self Service (ESS)

Advantage ESS is a subsystem of Advantage HRM which is utilized by Madison'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 **MADISON**.
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](mailto: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**”.



The screenshot shows the AMS Advantage ESS login interface. At the top left, the logo reads 'AMS Advantage ESS'. A yellow banner at the top of the form area displays the message 'Your password has expired.'. Below this, there are four input fields: 'User Name' (containing 'johndoe'), 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom of the form are two buttons: 'Login' and 'Reset'.

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:**

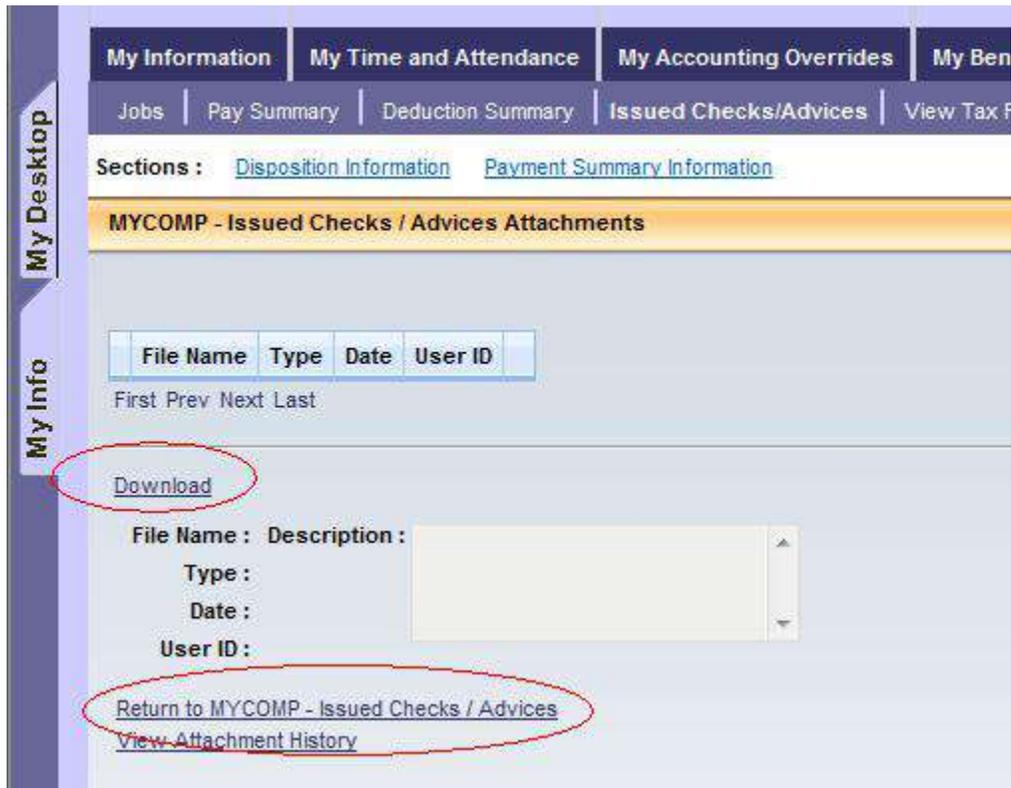
- User Ids are all lowercase
- Passwords are case sensitive
- Passwords expire every ninety (90) days
- Three (3) failed log in attempts lock the users account

## 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 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

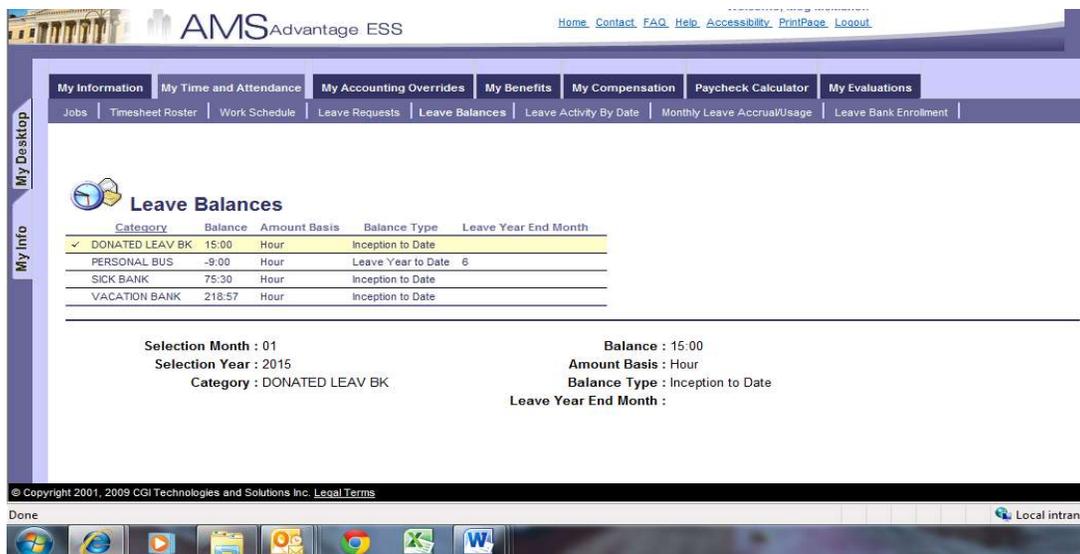
1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Compensation** from the top.
3. Next, choose **View Tax Forms** from the top.
4. The result will be a listing of forms on file for you.
5. Select the form that you want to view by clicking on the line.
6. Click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



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

**Leave 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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Done Local intranet

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

### 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	00000079909	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	TE143028	01/26/2015	1:00
01/10/2015	VACATION BANK	VAC ACCRUAL	VAC ACCRUAL	Accrual	00000079535	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	00000079160	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	00000078786	12/11/2014	5:47
12/11/2014	SICK BANK	SICK USAGE	SICK USAGE	Usage	TE141358	12/17/2014	5:00

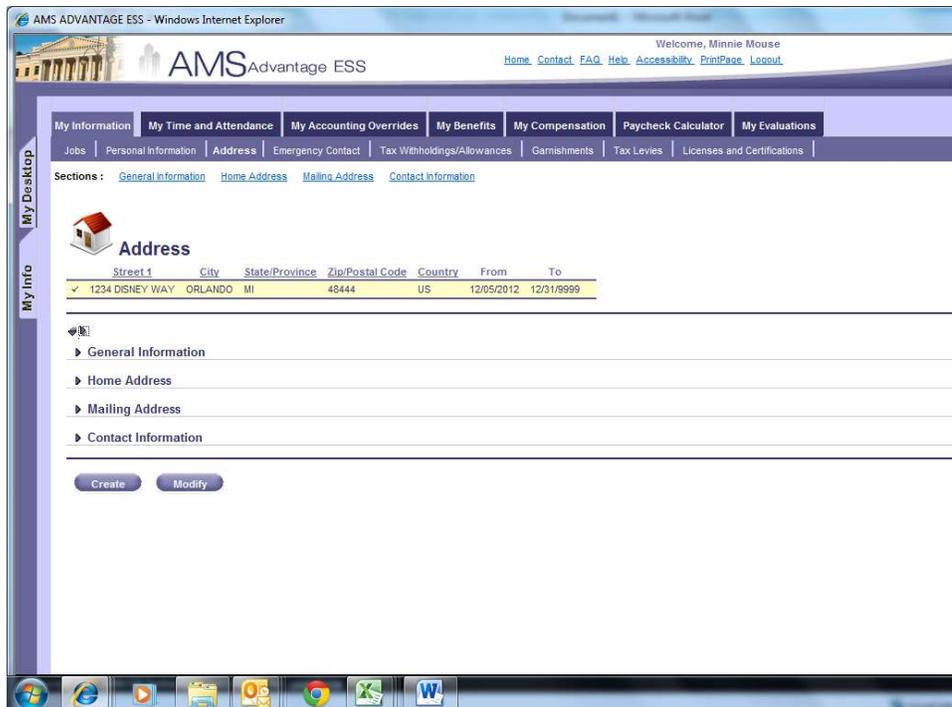
First Prev Next Last

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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.



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.