

Pontiac Schools Employee Self Service (ESS)

Advantage ESS is a subsystem of Advantage HRM which is utilized by your district'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. Open your web browser and navigate to **advantage.oakland.k12.mi.us**.
2. Click on the Pontiac District tab and choose "ESS" on the right side under Production.
3. Enter your ESS Username. ESS Usernames are all lowercase and consist of your first initial and last name. (Note: User name must be at least 6 characters in length. Therefore, John Smith username would be **jsmith**.)
4. Enter your ESS Password. Your default ESS Password will be emailed to you on September 6, 2012.

HOME PAGE

PRIMARY NAVIGATION PANEL

Home: return to the Home page from anywhere within ESS

Contact: if you are having a problem with the system you can utilize this email or put in a Help Desk ticket

FAQ: link to frequently asked questions about ESS

Help: link to Advantage reference materials

Accessibility: link to all the features available in Advantage

Print Page: print the current page you are viewing

Logout: logout of the Advantage ESS application

WORKSPACE TABS

My Desktop: access **Home, Change Your Password, Forms and Websites, My Work in Progress, My Completed Work, Announcements, Broadcasts, Alerts, YAHOO, and Meridian Global.**

MY Info: access **My Information, My Time and Attendance, My Accounting Overrides, My Benefits, My Compensation, Paycheck Calculator, and My Evaluations.**

NOTE – at this time the Employee Self Service is view only. The ability to create forms, update information and the paycheck calculator will be forth coming.

HOME PAGE

AMS Advantage ESS

Home Contact FAQ Help Accessibility PrintPage Logout

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

My Desktop

Workspace Tabs

Home

Primary Navigation Panel

My Info

General Information	
Employee ID :	4551F
Appt ID :	
Name :	F, 4551
SSN :	
Appt Date :	01/01/2007
Title :	MY TITLE
Sub-Title :	MY SUB TITLE
Emp Status :	ACTIVE
Street 1 :	
Street 2 :	
City :	
State/Province :	
Zip/Postal Code :	
Home Phone :	
Contact Name :	
Phone :	

more...

Announcements	
ALL-HANDS MEETING	
DISPLAY TEST	
SKI CHALET-BRATION	
TOWN HALL MEETING	
COMPANY INFO SESSION	

more...

Time Sheets	
Last Timesheet Processed :	12/04/2008

more...

Pay Summary	
Last Paycheck Issued :	
Gross Pay Amount :	

more...

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COMMON VIEWS & DOWNLOADS

CHECK STUBS/REMITTANCE ADVICES:

To view check stubs/remittance advices, select **My Info** tab, **My Compensation, Issued Checks/Advices**. Choose the paycheck you wish to view from the top grid. To download this check stub/remittance advice, select **Attachments, Download**. Result: The selected paycheck will open in a .pdf format. Click **Return to MY COMP – Issued Checks/Advices**, to return to your list of issued checks.

TAX FILING STATUS & ALLOWANCES:

To view your Federal and State tax filing status, allowances and additional withholding, select **My Info** tab, **My Information, Tax Withholdings/ Allowances**.

GARNISHMENT INFO:

Select **My Info** tab, **My Information, Garnishments**.

TAX LEVY INFO:

Select **My Info** tab, **My Information, Tax Levies**.

LEAVE BALANCES:

Select **My Info** tab, **My Time & Attendance, Leave Balances**.

LEAVE ACTIVITY:

Select **My Info** tab, **My Time & Attendance, Leave Activity by Date**.

BENEFITS & DEDUCTIONS INFO:

Select **My Info** tab, **My Benefits, Employee Benefits and Deductions**.