

# AccessMyGov Employee Self Service

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## BS&A QUICK GUIDE

August 2015



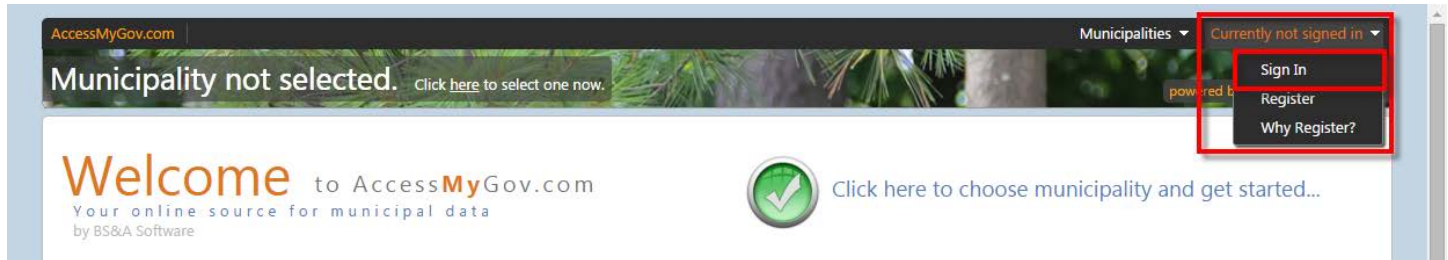
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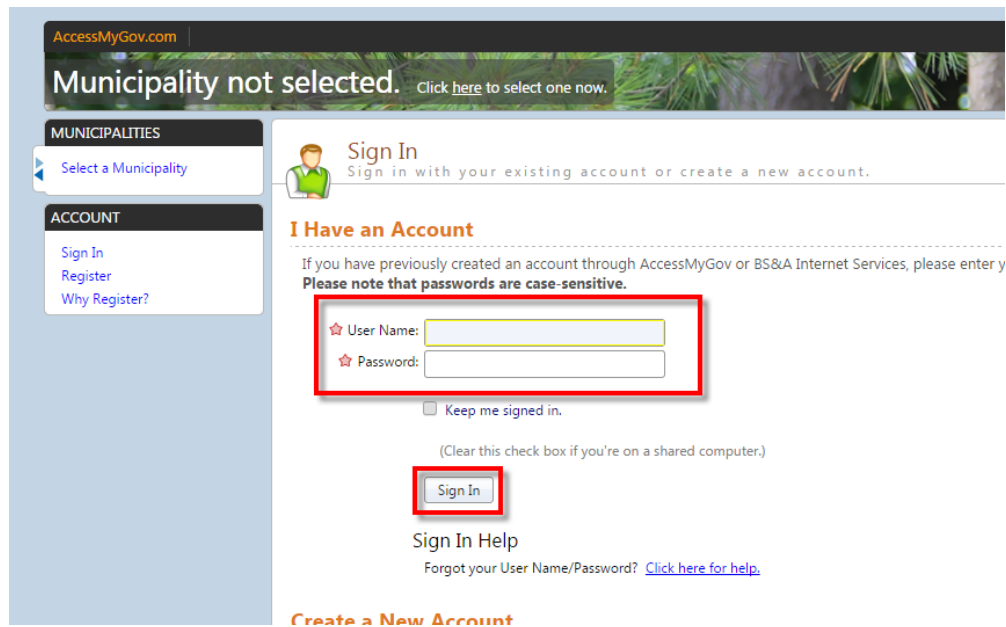
## Logging in to AccessMyGov

\*\*\*You must have an internet connection to use AccessMyGov\*\*\*

1. Visit [www.AccessMyGov.com](http://www.AccessMyGov.com) on any device with an internet browser (Computer, Smartphone, Tablet, Etc.).
2. On the AMG homepage, Click "Currently not signed in" in the top right corner and then click "Sign In."



3. Enter your user name and password and then click "Sign In."



## Employee Self Service

1. Once logged in, on the left side of the screen you will see a tab labeled “Employee Self Service.”
2. In this tab you will be able to view/edit personal employment and financial information.

The screenshot displays the AccessMyGov website interface. At the top, there is a navigation bar with links for 'AccessMyGov.com', 'Home', 'Online Services', 'Reports [0]', 'Employment Opportunities', 'Municipalities', 'Favorite Records', and 'amgjon'. Below this is a header banner for 'AMG-Training Jon' in 'BS&A County | MI | Unit in Testing', powered by 'BS&A SOFTWARE'. A search bar is present with a dropdown for 'All Records' and a 'By: Address' dropdown. The main content area is titled 'ONLINE SERVICES' and includes a sidebar with a tree view: 'Internet Services', 'Building Department', 'Employee Self Service' (highlighted with a red box), 'Personal Employment Info', 'Personal Financial Info', 'Year To Date Info', 'Employee Documents', 'Financials', and 'Citizens' Requests'. The main content area shows 'Currently Viewing: My AMG' and contains two widgets: 'Weather Forecast' for 'Lansing, MI' with a current temperature of 78°F and a 4-day forecast, and a 'Welcome' message with links to learn more about the page, basics, payments, and favorites.

AccessMyGov.com Home Online Services Reports [0] Employment Opportunities Municipalities Favorite Records amgjon

AMG-Training Jon | BS&A County | MI | Unit in Testing powered by BS&A SOFTWARE

Search: All Records By: Address Use Advanced Address Search

ONLINE SERVICES

- Internet Services
- Building Department
- Employee Self Service
  - Personal Employment Info
  - Personal Financial Info
  - Year To Date Info
  - Employee Documents
- Financials
- Citizens' Requests

Currently Viewing: My AMG Add Widgets | Display | Layout

Weather Forecast EDIT X

Forecast For: Lansing, MI

78°F Current: Mostly Cloudy  
Wind: 11 mph West  
Humidity: 45

Monday	Tuesday	Wednesday	Thursday
Mostly Clear	Partly Sunny	Mostly Cloudy	Partly Sunny
77°   59°	77°   54°	78°   58°	79°   58°

Welcome EDIT X

Welcome to AccessMyGov powered by BS&A Software. This page is filled with customizable widgets that allow you to interact with the data provided by AccessMyGov and BS&A desktop applications.

[Click here to learn more about this AccessMyGov page and widgets](#)

[Click here to learn more about AccessMyGov basics](#)

[Click here to learn more about free lookups on AccessMyGov](#)

[Click here to learn more about AccessMyGov online payments](#)


[Click here to learn more about AccessMyGov favorites](#)

## Personal Employment Info

1. Click [Personal Employment Info](#) to view/edit your personal employment info.
2. Here you will see 4 tabs (5 with HR.Net) across the top of the screen.
  - a. General – address, phone numbers, email address, hire/longevity date, and primary pay rate
    - i. You can make changes by clicking the ‘Request a Change’ button
  - b. Dependents – Adding/Editing dependents
  - c. Emergency Contacts – Adding/Editing emergency contacts
  - d. Requests – Any changes you make/request will be viewable here
  - e. Benefit Plans (with HR.Net only) – Shows what benefit plans you are enrolled in

## Personal Financial Info

1. Click [Personal Financial Info](#) to view your financial information.
2. Here you will see 4 tabs across the top of the screen.
  - a. Check History – View check history and print check stubs
  - b. Direct Deposit – View the account information for your direct deposit account(s)
  - c. Tax / W-4 Info – View/edit your W-4 information (with a signed hardcopy of W-4)
  - d. W-2's – View past year W-2's and a preview of the current year

 **Personal Financial Information**  
Your financial information with AMG-Training Jon

**A.** **B.** **C.** **D.**

Check History | Direct Deposit | Tax / W-4 Info | W-2's

Display Checks as PDF


Check Number	Check Date	Gross	Net	
DD4452	05/15/2015	\$3,443.38	\$2,938.79	<a href="#">View Check</a>
DD4451	05/06/2015	\$4,183.24	\$2,933.86	<a href="#">View Check</a>
DD4451	02/27/2015	\$3,818.28	\$2,793.38	<a href="#">View Check</a>
DD4447	01/29/2015	\$2,336.16	\$1,304.87	<a href="#">View Check</a>
DD4434	01/23/2015	\$1,797.41	\$1,182.74	<a href="#">View Check</a>
DD4033	01/09/2015	\$1,753.53	\$1,134.42	<a href="#">View Check</a>
DD4032	11/26/2014	\$1,745.41	\$1,139.75	<a href="#">View Check</a>
DD4031	11/12/2014	\$1,745.41	\$1,132.15	<a href="#">View Check</a>
DD4030	11/05/2014	\$300.00	\$255.00	<a href="#">View Check</a>
DD4029	11/06/2014	\$1,745.41	\$1,139.75	<a href="#">View Check</a>

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Displaying Items 1 - 10 of 224

## Year To Date Info

1. Click [Year To Date Info](#) to see your Year To Date Info.
2. You will see 6 tabs across the top of the screen. Each tab summarizes various check details throughout the year. You can view additional details by clicking the 'View Details' button.

 **Year to Date Information**  
Your YTD employment information with AMG-Training Jon

Year: 2015

Payments | Deductions | Hours | Leave Balances | Taxable Gross | Direct Deposit

Pay Code	Amount	
ANNUAL APTCHGE	\$250.00	<a href="#">View Details</a>
COMP NON WAGINT	\$0.00	<a href="#">View Details</a>
FITNESS	\$0.00	<a href="#">View Details</a>
HOLIDAY	\$179.76	<a href="#">View Details</a>
LIFE	\$8.82	<a href="#">View Details</a>
OVERTIME	\$0.00	<a href="#">View Details</a>
PERSONAL	\$0.00	<a href="#">View Details</a>
REGULAR	\$16,808.34	<a href="#">View Details</a>
SICK	\$0.00	<a href="#">View Details</a>
SUPPLEMENTAL	\$0.00	<a href="#">View Details</a>
WELLNESS	\$0.00	<a href="#">View Details</a>
<b>Total: \$17,296.02</b>		