A360

Basic Navigation in Employee Self Service

Kent County Training Manual

Go Live 2018

Table of Contents

1. Basic Navigation in A360

1.1. Instructions for first time login to Advantage 360

1. You will receive an email from noreply@adv360.com with the subject line: **ADVMAIL: Welcome to CGI Advantage360**

   This email will contain your user ID. You will soon receive an additional email containing instructions on how to activate your account.

   Your user ID will be the same as your Active Directory - typically your *first initial + middle initial + first 6 letters of your last name* @kentcountymi.gov (If you do not have a middle name, use "*x*")

2. You will next receive an email from noreply@adv360.com with the subject line: **ADVMAIL: Your Advantage360 User Activation Email** to set up security questions and create a password.

   This email will contain a link to activate your account where you will be able to set up your password and security questions.

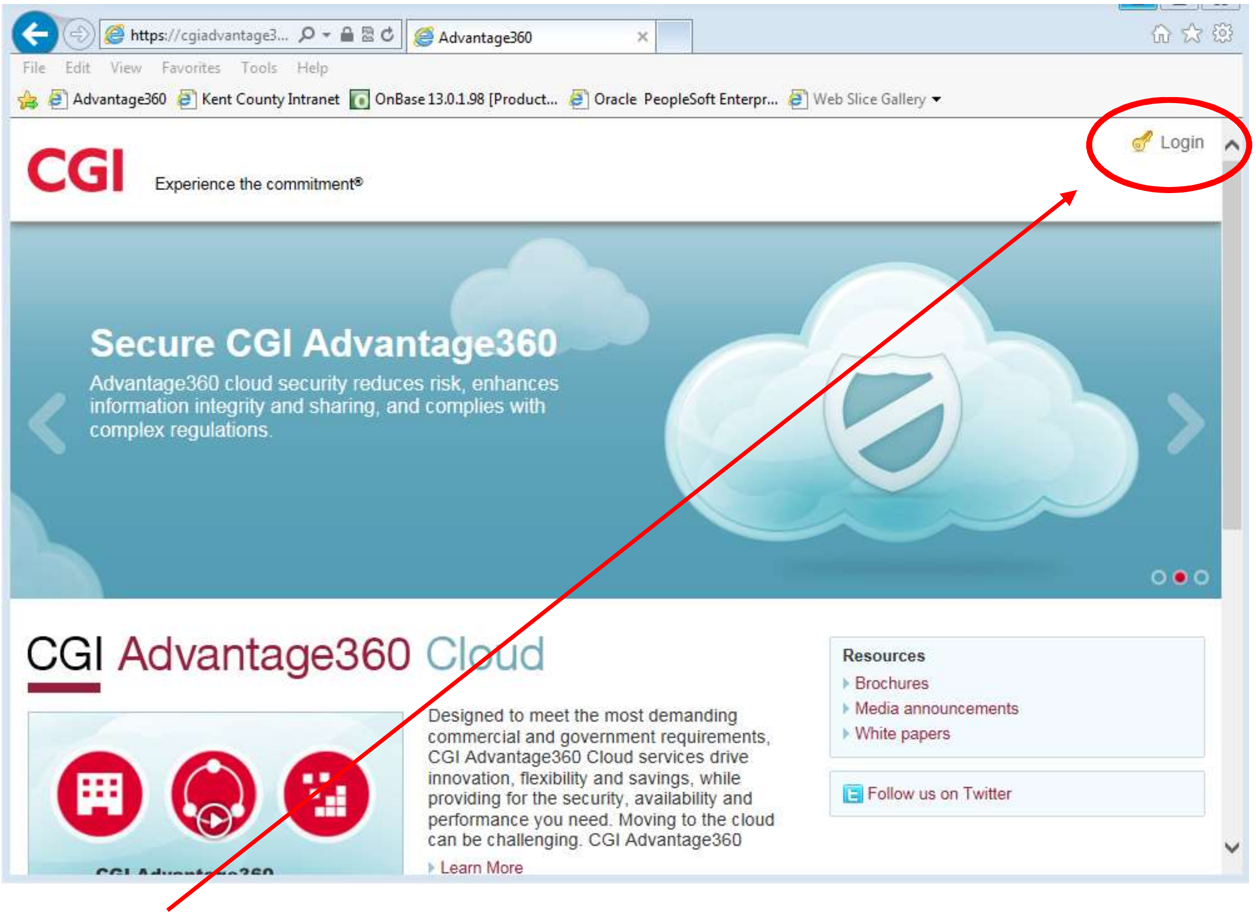
3. Your password must be a minimum of 10 characters and contain characters from **each** of the following categories:
   - English **uppercase** characters (A through Z)
   - English **lowercase** characters (a through z)
   - Base 10 **digits** (0 through 9)

4. To login, go to: https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home

1.2. Login to A360

A360 is accessed through a web interface portal. This means it is accessible via the internet at work and at home.

https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home



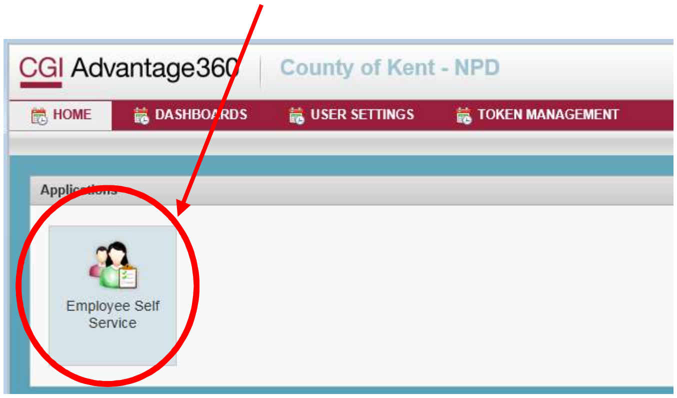
1. Click **Login**

2. Login using your credentials that you set up in Step 1.1

1.3. Navigate to Employee Self Service (ESS)

The applications that are visible to each user are dependent upon user roles.

Select Employee Self Service.

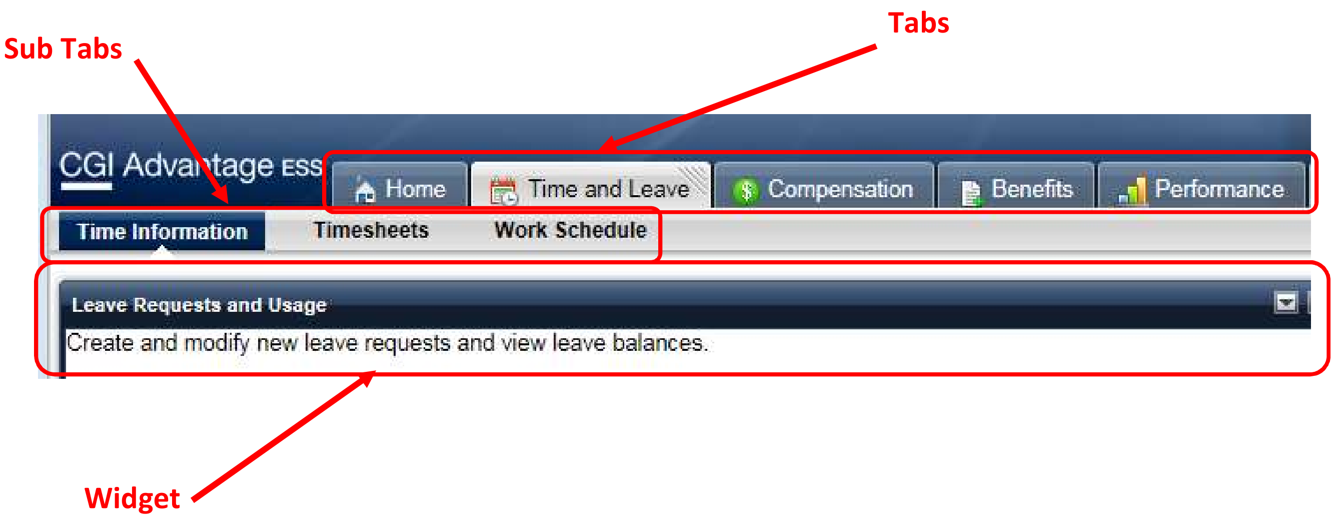


2. Employee Self Service

Employee Self Service (ESS) is a secure application that allows employees to access their data that is being maintained by Kent County's Human Resource and Payroll professionals. An employee may use ESS to view their HR and Payroll related data and in some cases to submit a change or even enter new data. All information entered by an employee into ESS may require additional HR or Payroll department approval before the entered change takes effect.

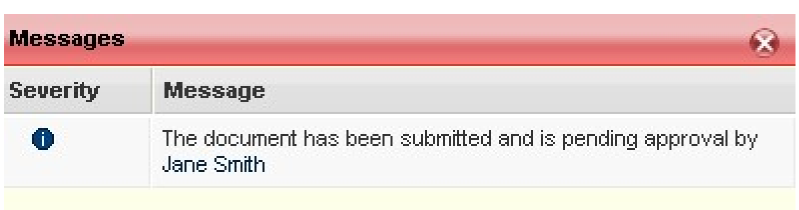
A. Tabs, Sub Tabs, and Widgets

ESS is comprised of tabs, sub tabs, and widgets with data pertaining to Time and Leave, Compensation, Benefits, and Performance Management.

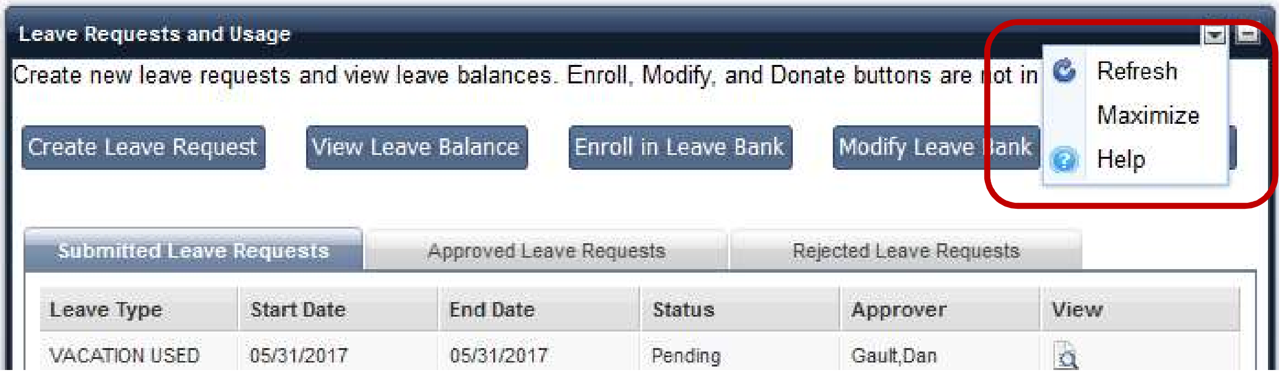


B. Workflow Approval

After an ESS user submits an ESS document, such as a Timesheet or Leave Request, a pop-up window will display indicating that the document has been submitted and is pending approval. The display will include either the approver's name or "Pending Approver."



All ESS documents needing approval, such as the Leave Requests, will display the supervisor's name to which the document has been routed for approval and the document's status.



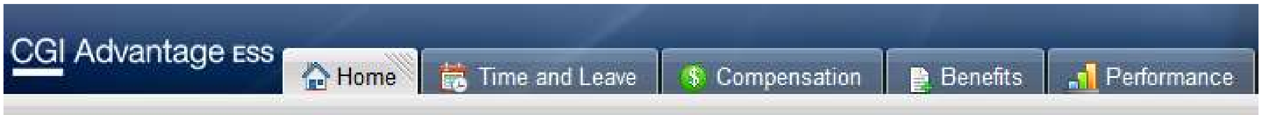
C. Widget Options

Each widget in ESS has an Options menu. Select the icon at the top right hand corner of the widget to open the Options menu. Select an option below for additional information.

- Refresh
  Use the **Refresh** option in the widget Options menu to reload the data in the widget to reflect any changes that were made or to ensure that the most recent data is displayed.
- Maximize/Restore
  The **Maximize** option is displayed in the Options menu when a widget is not maximized and the **Restore** option is displayed when the widget is maximized. These two options toggle depending on the status of the widget's display. When you maximize a widget, it is expanded so that it is the only widget displayed on the page.
- Help
  To access the widget help, select the Options drop down menu, and then select **Help**. The help for that widget is opened. Once the help file is opened, you can then navigate to help for any ESS widget by selecting the tabs and sub tabs shown at the top of the help topic.

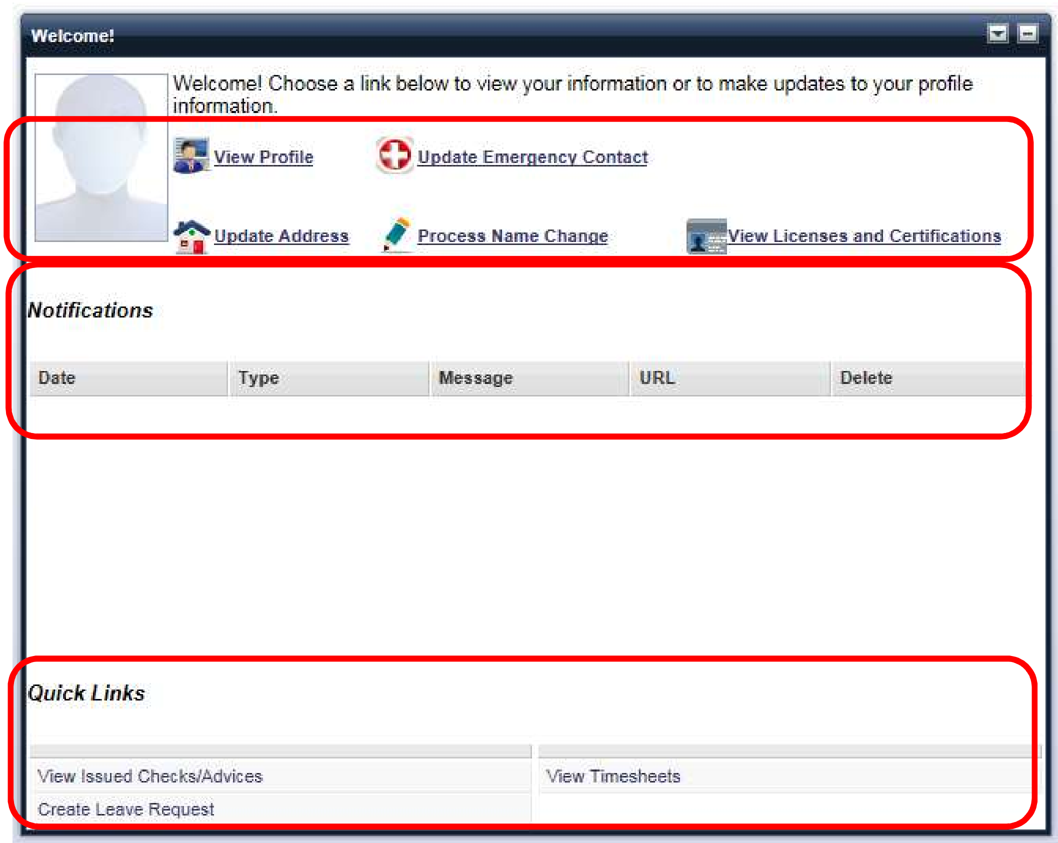
3. Home Tab

The Home Tab in ESS displays notifications, allows you to define links to key documents, access quick links to other areas of the ESS application, update your personal information, etc. This tab also contains a widget to display documents that you have initiated in Advantage ESS and a widget that provides links to forms or websites that are important for your organization.



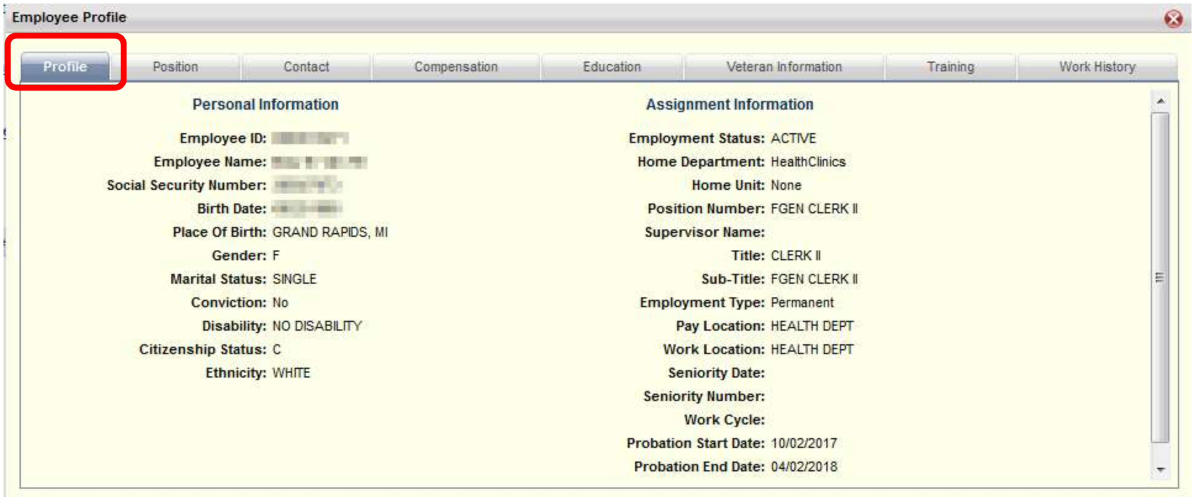
3.1. Welcome!

The Welcome widget displays announcements and notifications, links to the key documents, and quick links to other areas of the ESS application. The Main Links at the top of the widget allow you quick access to update your personal information, contacts, etc.



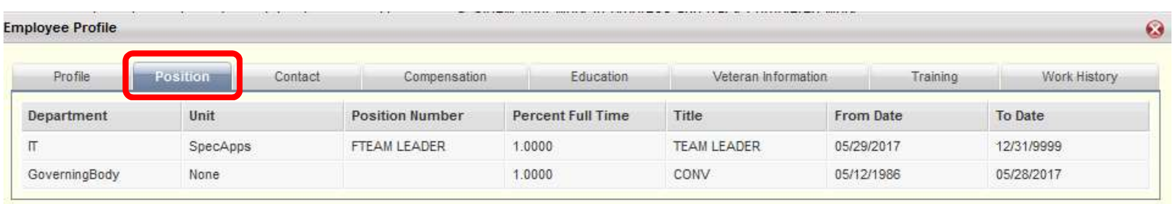
A. View Profile Information

The Employee Profile pop-up window allows you to view your employee related information.



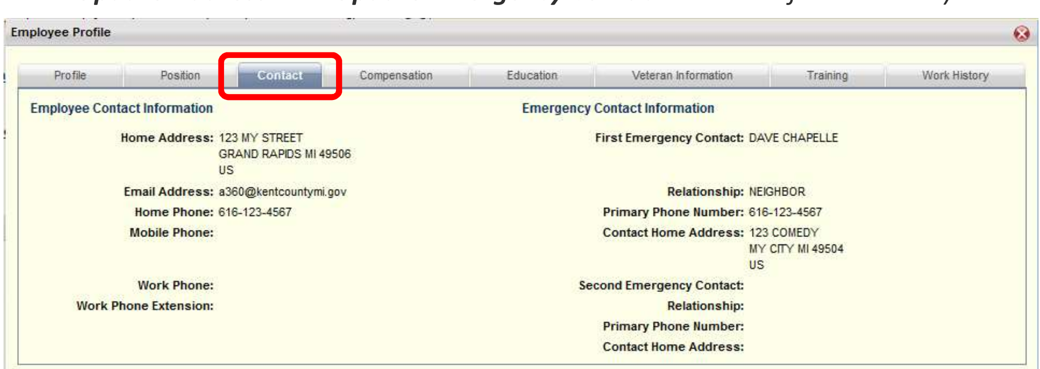
1. Position Tab

   The **Position** tab displays your current and prior position details. The From Date and To Date displays the time frame that you spent working in a specific position. This reflects only positions from January 2018 forward. Your current position will have a To Date of 12/31/9999, which indicates that you are currently filling this position. *(Note: Department GoverningBody refers to a record necessary for data conversion – not an actual position.)*



2. Contact Tab

   The Contact tab allows you to view your contact details. This includes the Employee Contact Information and Emergency Contact Information sections. *(If this information is incorrect, please see the **Update Address** and **Update Emergency Contact** sections of this manual).*



3. Compensation Tab

The **Compensation** tab allows you to view your pay rate details. *(Note: Employment Status CONV refers to a record necessary for data conversion – not an actual position.)*

4. Education Tab

   The Education tab will not be populated at go live.

5. Veteran Information

   The Veteran Information tab will not be populated at go live.

6. Training Tab

   The Training tab will not be populated at go live.

7. Work History Tab

   The Work History tab will not be populated at go live.

B. Update Emergency Contacts

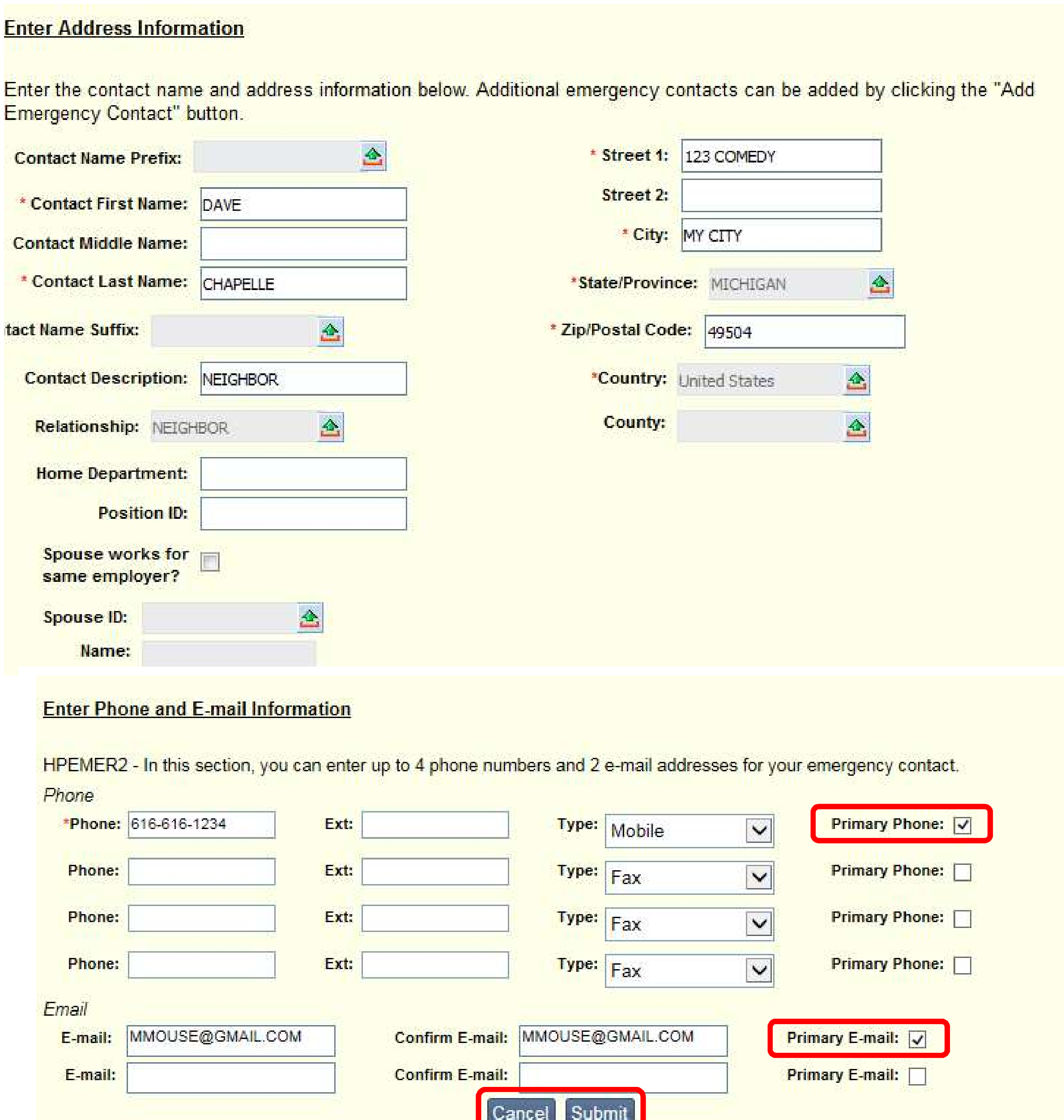
The Update Emergency Contacts widget allows you view or modify your emergency contact information.

1. Add Emergency Contact

   Select the *Add Emergency Contact* button to insert a new line.

Delete Line - Existing contact lines can be deleted by selecting the trash can icon for the line you wish to delete.

Copy Line - You can also add a contact by copying an existing contact. Select the copy icon on the line for the contact you wish to copy. A new line will be inserted and you can modify the information as needed.

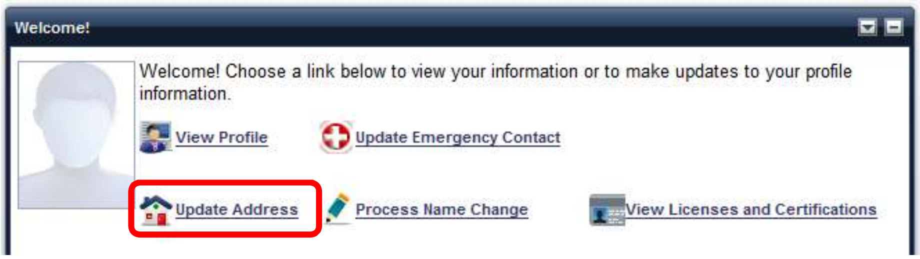


You can enter up to four phone numbers and two e-mail addresses for each contact. Select the **Primary Phone** and **Primary E-Mail check box** next to the phone number or email address that should be used as the primary contact method.

Once you have made all your changes, select the **Submit** button to save your emergency contacts and return to the Welcome page. If you select the **Cancel** button, you will exit the Update Emergency Contacts pop up without saving your changes and return to the Welcome Page.

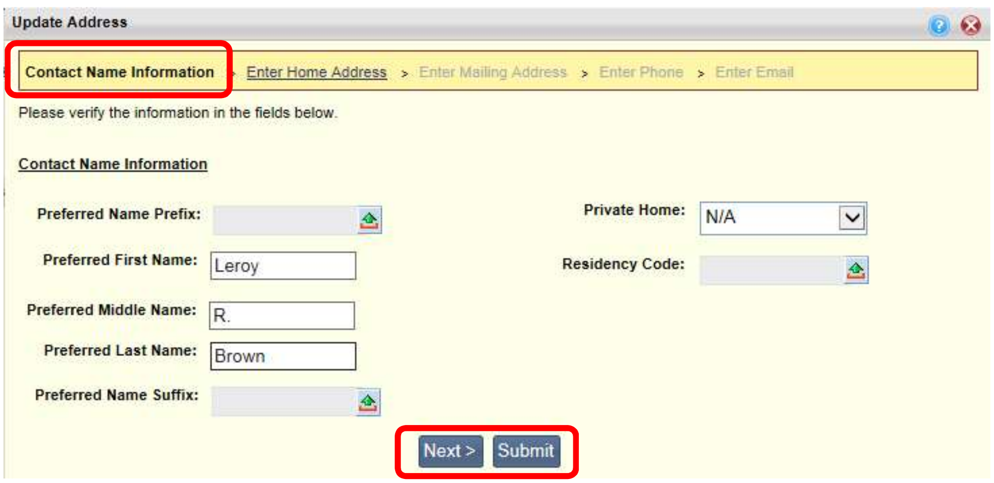
C. Update Address

Update Address allows you to modify your address information.



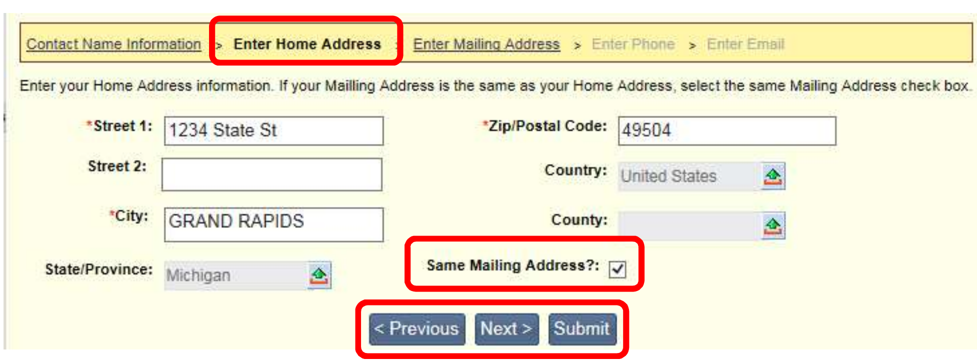
1. Contact Name Information

The **Contact Name Information** section displays the information that is on file for your name. You can change your *contact name* as desired (for example, if your name is Robert but you prefer to be contacted as Bob, you can enter Bob in the **Preferred First Name** field). Select **Next** to proceed to the next section. **Note: This is not where you make a legal name change.**



2. Enter Home Address > Enter Mailing Address

Use the Enter Home Address section to enter your home address information. Select the **Same Mailing Address** check box on the line if the address you entered will be used as your mailing address. If you mailing address is different, uncheck the box and click Next to enter your mailing address.



3. Enter Phone

   Use the **Enter Phone** section to add up to four phone numbers. At least one phone number must be entered. Select the Primary Phone check box on the line of the phone number you wish to be used as your primary phone number.

   Select **Next** or the **Enter Email** link to proceed to the next section.

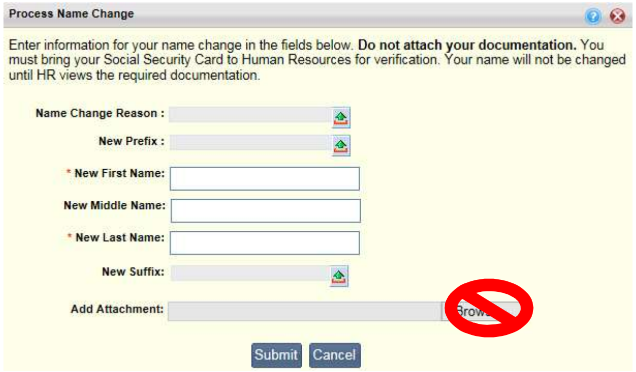
4. Enter E-mail

   Use the **Enter E-mail** section to add up to two e-mail addresses. At least one e-mail address must be entered. Select the Primary E-mail check box on the line of the e-mail address that you wish to use as your primary e-mail address. Select **Submit** to save your changes or **Previous** to return to a previous section.

D. Process Name Change

The Process Name Change pop up allows you to notify HR of your legal name change.

Enter the **Name Change Reason** and provide the new name. You will need to bring your official paperwork (new Social Security Card) to Human Resources to complete the processing of this change. Select **Submit** to submit your name change request and return to the Welcome page. Select **Cancel** to exit without saving your changes.



E. View Licenses and Certifications

The View Licenses and Certifications pop up allows you to view the licenses and certifications you have on file. ***Note****: This will not be populated at go live.*

F. Welcome - Notifications

The **Notifications** section displays various announcements or notifications that have been issued, including the date the notification was issued, the type of notification (for example, an Alert, Broadcast, or Announcement), the associated message, and any relevant links. To delete notifications, select the trash can icon to the right of the message.

Notifications

Date	Type	Message	URL	Delete
01/20/2017	Alert	ESS Employee Address Document 122916000000000002 has been approved and processed successfully		

G. Welcome - Quick Links

The **Quick Links** section provides quick access to other areas of the ESS application. Click a Quick Link to be directed to the selected widget.

3.2. My Work

The My Work widget allows you to view a list of documents that you created from ESS. Documents are sorted by those that are still in progress, and those that are completed.

A. In Progress

The **In Progress** tab displays a list of the documents you created from ESS that have not yet been finalized. Only documents that have not been finalized are displayed on this tab.

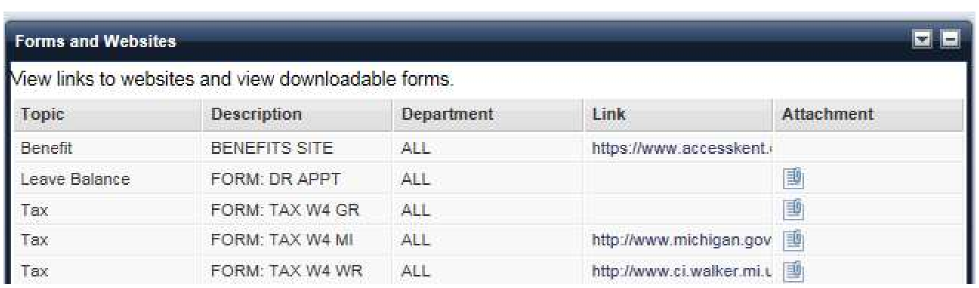
B. Completed

The Completed tab displays documents that you have created in ESS which have been Submitted.

Note: ESS Enrollment Wizard documents are not displayed on the In Progress or Completed tabs. These documents can be viewed from Benefits - Past Enrollments or Current Future Enrollments.

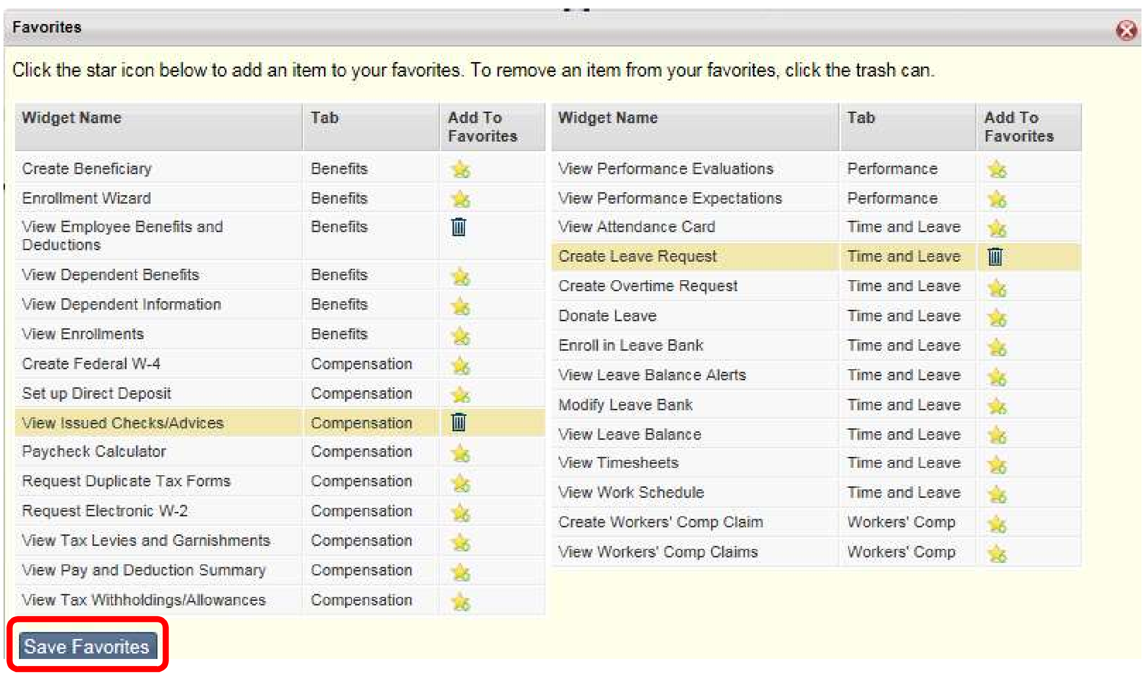
3.3. Forms and Websites

The Forms and Websites widget displays a list of topics, along with any associated forms or links to websites, which are posted by your employer for you to view. Select the **Attachments** icon to open a pop up window that allows you to download the related attachment(s). Select the link in the **Link** column to launch the website related to the topic.



3.4. Favorites

The Favorites widget allows you to set up links to your favorite widgets to make them easily accessible as quick links. To add a widget to your list of Favorites, select the **Add/Modify Favorites** link. When the Favorites pop up window opens, simply click the star icon for the widgets you wish to designate as Favorites. The star icon will change to a trash can icon. To remove an item from your favorites, click the trash can icon. When you have finished making changes, select the **Save Favorites** button.


Favorites

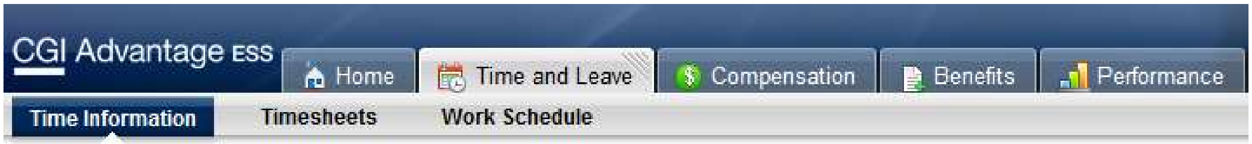
Click the star icon below to add an item to your favorites. To remove an item from your favorites, click the trash can.

Widget Name	Tab	Add To Favorites
Create Beneficiary	Benefits	
Enrollment Wizard	Benefits	
View Employee Benefits and Deductions	Benefits	
View Dependent Benefits	Benefits	
View Dependent Information	Benefits	
View Enrollments	Benefits	
Create Federal W-4	Compensation	
Set up Direct Deposit	Compensation	
View Issued Checks/Advices	Compensation	
Paycheck Calculator	Compensation	
Request Duplicate Tax Forms	Compensation	
Request Electronic W-2	Compensation	
View Tax Levies and Garnishments	Compensation	
View Pay and Deduction Summary	Compensation	
View Tax Withholdings/Allowances	Compensation	

Widget Name	Tab	Add To Favorites
View Performance Evaluations	Performance	
View Performance Expectations	Performance	
View Attendance Card	Time and Leave	
Create Leave Request	Time and Leave	
Create Overtime Request	Time and Leave	
Donate Leave	Time and Leave	
Enroll in Leave Bank	Time and Leave	
View Leave Balance Alerts	Time and Leave	
Modify Leave Bank	Time and Leave	
View Leave Balance	Time and Leave	
View Timesheets	Time and Leave	
View Work Schedule	Time and Leave	
Create Workers' Comp Claim	Workers' Comp	
View Workers' Comp Claims	Workers' Comp	

Save Favorites

4. Time and Leave Tab

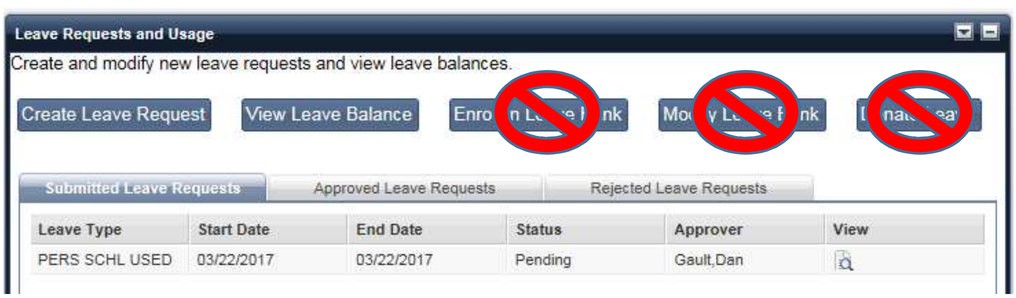


The Time and Leave tab allows you to view and initiate time and leave requests, check your leave balances, view, create and submit timesheets, and view your attendance records.

4.1. Time Information

A. Leave Requests and Usage

The Leave Requests and Usage widget allows you to create and modify **time off** requests and view leave balances. It also provides a listing of submitted, approved, and rejected time off requests, including the type of leave, dates of the leave request, status, and the person approving the request. **Enroll in Leave Bank, Modify Leave Bank** and **Donate Leave** are not being used at Kent County.

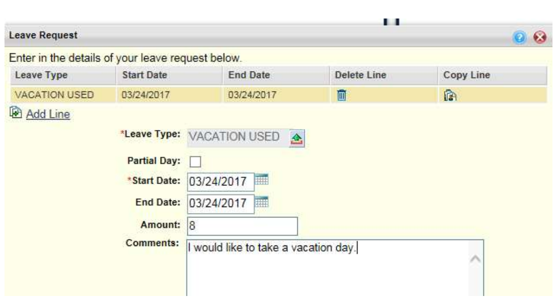


This does not replace the HR Request for Leave of Absence form.

Create Leave Request – *To be rolled out post Go Live*

Select the **Create Leave Request** button to initiate a new request for paid time off (for example, vacation, PTO, doctor time, etc.). When the Leave Request page is opened, perform the following steps:

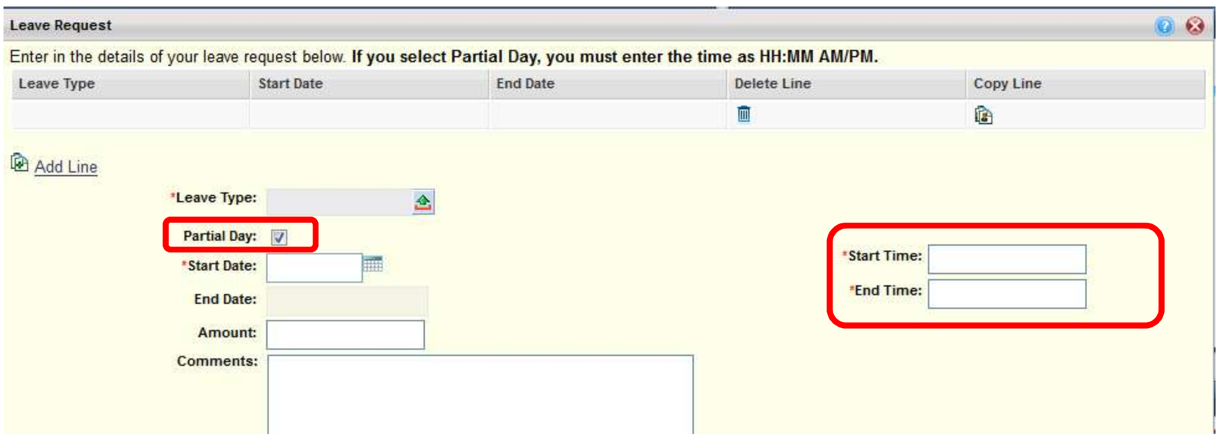
1. Select the **Leave Type**, and enter the Start Date and End Date for the request.
2. Leave Amount defaults to 8 hours. If you need to enter a time more than or less than 8 hours for one day, click **Partial Day** and enter start and end times.



3. Select **Submit** to submit your leave request, you should get a dialogue box indicating that your request has been submitted for approval.

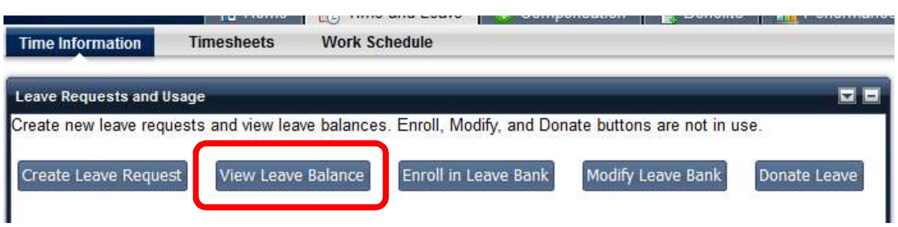
Partial Day Leave Request

To enter a leave request for more than or less than 8 hours, select the **Partial Day** check box. In addition to the start and end date, you must enter a start and end time for each day of the request. Formatting for time is HH:MM AM/PM, eg. 08:00 AM. **Amount** will auto-populate.

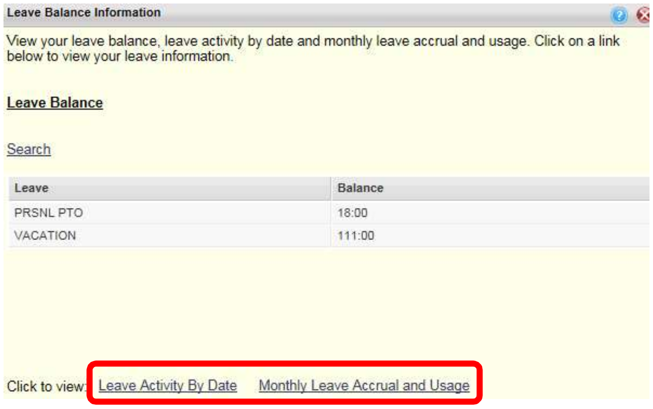


View Leave Balance

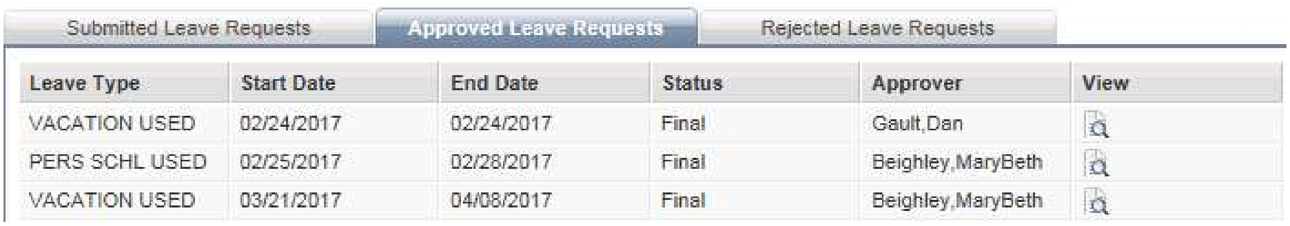
Select the **View Leave Balance** button to open a window that displays your Leave Balance Information. This page displays a list of the types of leave available to you.



Select a link from the bottom of the window to see your **Leave Activity by Date** or **Monthly Accrual and Usage**.



Submitted, Approved, and Rejected Leave Requests



Leave Type	Start Date	End Date	Status	Approver	View
VACATION USED	02/24/2017	02/24/2017	Final	Gault,Dan	
PERS SCHL USED	02/25/2017	02/28/2017	Final	Beighley,MaryBeth	
VACATION USED	03/21/2017	04/08/2017	Final	Beighley,MaryBeth	

The **Submitted Leave Requests** section of the Leave Requests widget displays all the leave requests that you have submitted that have not yet been approved or rejected. The information listed includes the start and end dates of the request, the status of the request, and the person who is designated to approve the request.

The **Approved Leave Requests** section displays Leave Requests that have been approved and are now in a Final status. You may select the View icon to display the request, but you will not be allowed to make any changes.

The **Rejected Leave Requests** section displays Leave Requests that were rejected by your manager. The Document Comments column will display any comments that were entered when the request was rejected. If you wish to submit a new request, you may select the *Modify* icon to open the request, make your changes, then select the **Submit** button. A new request will be sent to your manager for approval. The rejected request remains in your Rejected queue for your records.

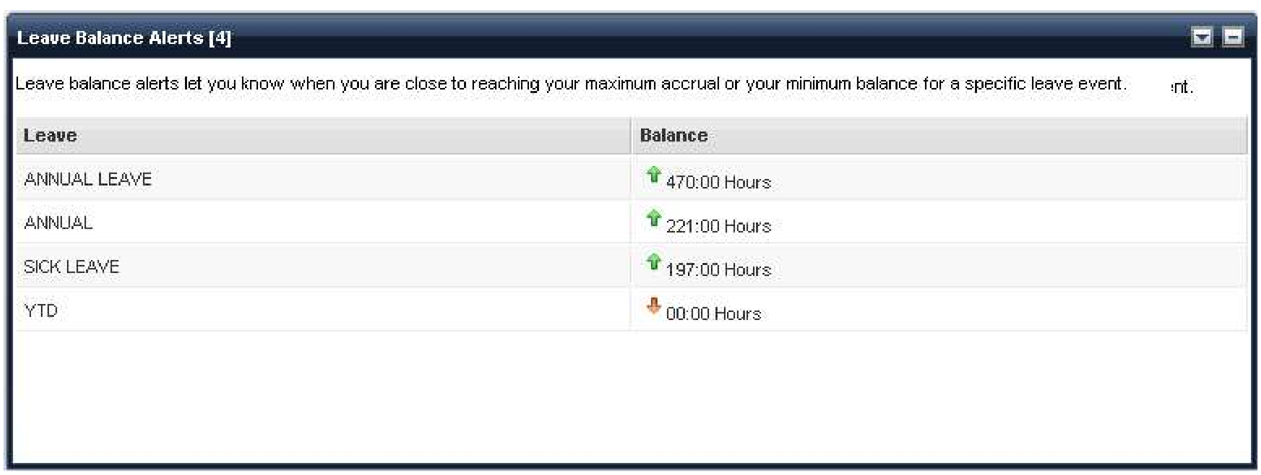
B. Attendance Card

The Attendance Card widget allows you to view your leave usage over the course of a year. Once you make your Start Month and Year selection, select the **View Card** button and you will see your leave details for a year. For example, if you set the **Select Month From** to January, select 2017 for **Year**, and select the **View Card** button, your leave details are displayed in an annual calendar format from January 2017 to December 2017. *Attendance card data is from the date of go live moving forward.*

C. Leave Balance Alerts

The Leave Balance Alerts widget provides with you with your leave balance information allowing you to ensure that you do not exceed your leave balance threshold levels.

This widget provides notification when you are approaching either your maximum or minimum leave thresholds. The maximum/minimum indicator is displayed in the **Balance** column as either an up arrow or down arrow next to the leave balance. An up arrow represents that you are approaching the maximum for that leave type. A down arrow represents that you are close to exhausting that leave type.

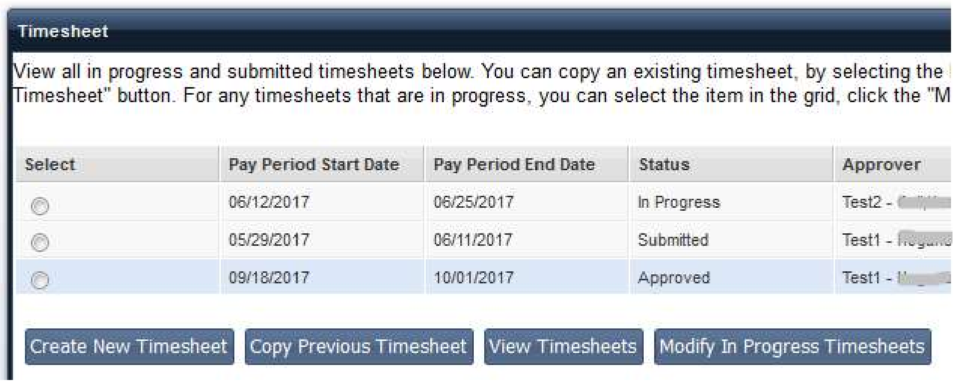


4.2. Timesheets

For staff that are required to enter timesheets, the Timesheets widget displays your previously submitted timesheets and allows you to enter a new timesheet. This widget designates timesheets with one of three statuses:

- **In Progress** - timesheets that have been created, but not yet submitted. If a timesheet was submitted but then rejected, it will be displayed as In Progress status.
- **Submitted** - timesheets that have been submitted but are waiting for approval.
- **Approved** - timesheets that have been approved.

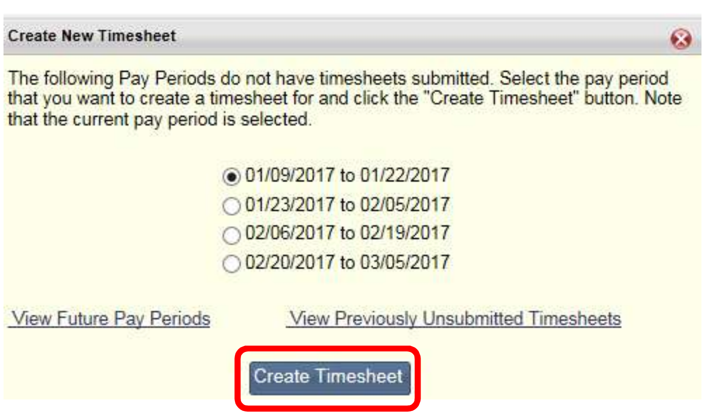
Once the timesheet has been created, the Timesheets widget refreshes and the timesheet displays.



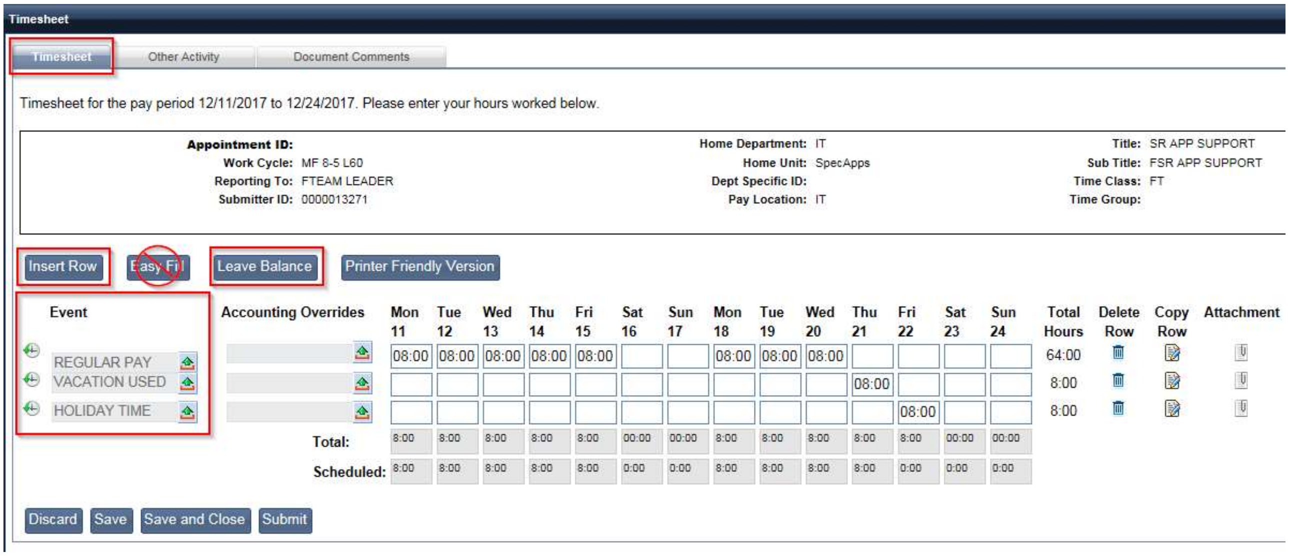
A. Create New Timesheet

To create a new timesheet, select the **Create New Timesheet** button. A popup window will open, displaying the four most recent pay periods (including the current pay period) for which timesheets have not been submitted.

Select the **View Future Pay Periods** link to display twelve more pay periods. Select the **View Previously Unsubmitted Timesheets** link to display a list pay periods for timesheets which are past due. Only timesheets that are past due are shown. Future dated timesheets that have not yet been submitted are not.



After selecting the pay period for which you would like to create a timesheet, select the ***Create Timesheet button***. The Timesheet will be opened, allowing you to enter the necessary information.



Timesheet Information:

- **Event** - The Event Column allows you to select a pay event from the pick list and enter it on the timesheet. Multiple events can be added per day, by selecting the **Insert Row** button. Examples of Events are: Regular pay, Vacation, PTO, Doctor time, Jury Duty, etc.
- **Accounting Overrides** - The Payroll Administrator in Fiscal Services can define accounting overrides for specific events at the Department, Unit, or Pay Policy level. These accounting overrides can be selected by you when creating the timesheet. You will only see the Accounting Overrides available to you AFTER you select a Pay Event.
- **Time Entry** - Displays the total actual hours worked and the scheduled hours (default schedule is M-F, 8-5) for each day of the timesheet period for each event. Time can be entered as a total amount for the event for each day, or entered as Time In/Time Out Shifts. Select the icon to enter or modify Time In/Time Out information.
- **Total Hours** - This **Hours** column contains a summation of the hours entered for each event on the specified row.
- **Delete Row** - Select the trash can icon to delete a row. Only rows that you have inserted will have the trash can icon available.
- **Copy Row** - Select the Copy Icon to copy an existing row.
- **Attachment** – Do not add attachments to timesheets.

Timesheet Buttons

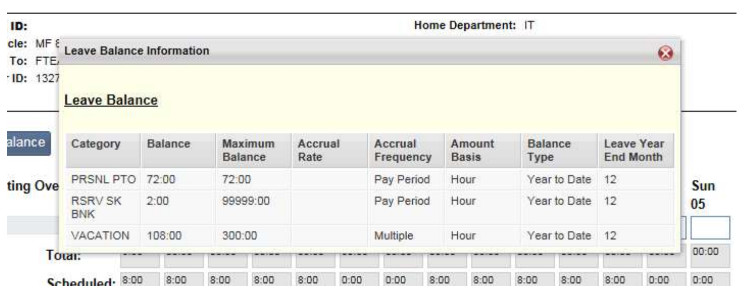
- **Insert Row**
  Is used for inserting a row to account for additional pay events that occurred during this pay period. (i.e. time off taken, accounting overrides, etc). If you click “Insert Row” you can select an Event type for time off or regular pay events.
- **Easy Fill**

If the same amount of time is regularly applied to a certain event the Easy Fill button can be used to fill in all fields of the timesheet automatically. This is not available at go live

- **Time In/Time Out View**
  Select the **Time In/Time Out icon** to enter your Time In/Time Out shift information (optional) as determined by your department management.

- **Standard Timesheet View**
  After you have finished entering your Time In/Time Out shift information, select OK to close the Time In/Time Out window and return to the standard view of the timesheet as shown below. The total number of hours entered for each day (including hours from all shifts for the day) will be displayed on the timesheet.

- **Leave Balance**
  The Leave Balance button brings up a popup window containing current leave balances, maximum leave balances, accrual rates, and accrual frequencies. The window displays leave balance information using the current date (Month/Year) as the selection date.



- **Printer Friendly Version**
  The Printer Friendly Version button opens a window that displays the timesheet information in a format that can be printed to a local printer.

- **Discard** - Discards all changes and returns you to the timesheet roster. All changes will be lost as the draft timesheet will be deleted. You will need to create a new timesheet for the pay period.

- **Save** - Saves the data and allows you to continue working on the timesheet.

- **Save and Close** - Saves your changes, closes the timesheet, and returns you to the Timesheet roster. You can return to this timesheet at a later date to continue with your changes.

- **Submit** - Sends the timesheet for approval. Once submitted, the timesheet cannot be modified unless it is rejected. Upon selecting the **Submit** button, you will receive a pop up message that allows you to enter comments or to finalize the submission process by selecting Submit. If you do not agree to the terms on the timesheet submission pop up, select the **Go back to Timesheet** button and you will return to the timesheet without submitting it.

  Once you submit your timesheet, you should receive the following confirmation message:

Copy Previous Timesheet

The Timesheets widget allows you to copy a previous timesheet. Simply select any previous timesheet using the radio buttons in the grid, then select the **Copy Previous Timesheet** button. After selecting the pay period for which you would like to create a timesheet, select the **Create Timesheet** button. Copied timesheets are populated with the Event and Override codes from the timesheet which was copied. No hours (leave or pay) are copied forward.

View Timesheets

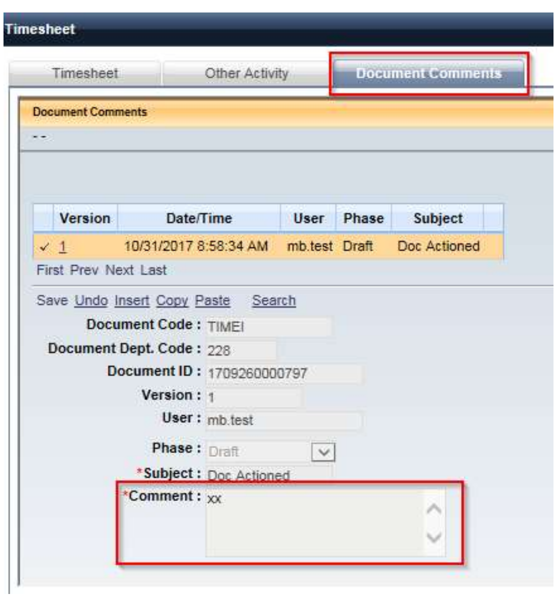
The **View Timesheets** button allows you to see the details for a selected timesheet. Select the radio button next to the timesheet you would like to view, then select **View Timesheets**.

Modify In Progress Timesheets

The **Modify In Progress Timesheets** button allows you to modify the details for a selected In Progress Timesheet. Select the radio button next to the timesheet you would like to modify, then select **Modify In Progress Timesheets**. The timesheet will be opened, allowing you to make the necessary changes. Only timesheets that are listed as “In Progress” can be modified.

Correcting a Rejected Timesheet

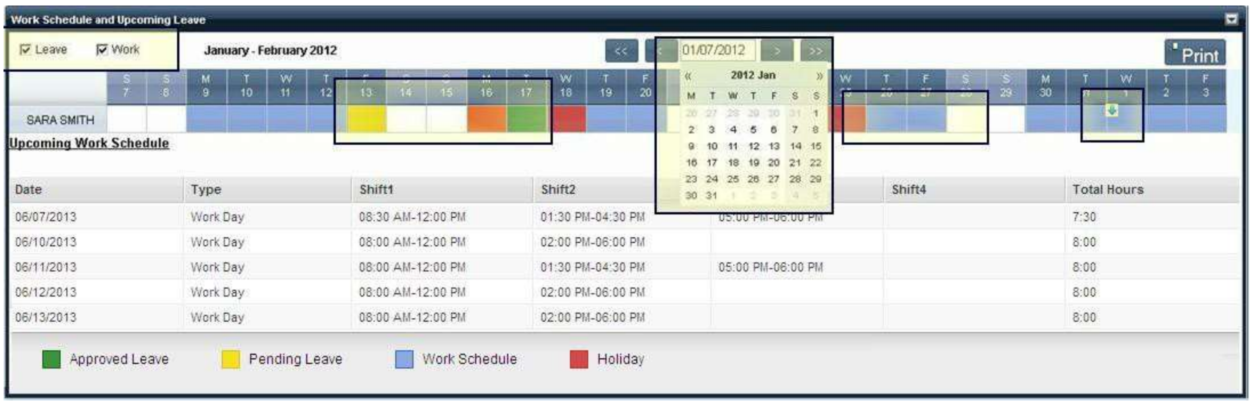
If you submit a timesheet and your supervisor rejects it for corrections, it will display as “In Progress” in your Timesheet widget. To view comment from your supervisor, select the timesheet, click **Modify In Progress Timesheet** and click on the **Comments** tab.



4.3. Work Schedule – not in use at Go Live

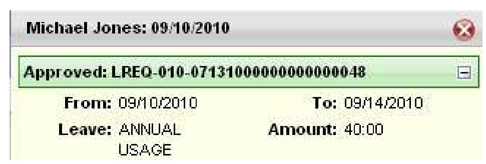
Work Schedule and Upcoming Leave

This widget allows you to view your work and upcoming leave information. The Calendar displays Approved Leave (Green), Pending Leave (Yellow), Work Days (Blue), Holidays (Red) and non-working days (White).



Work Schedule - Approved/Pending/Routing Pending Leave and Holidays

- **Approved Leave** is highlighted in green. When you move the mouse over the approved leave, additional information can be displayed in a detailed view by clicking the down arrow for that day.



- **Pending Leave**, which requires manager approval, is highlighted in yellow. Select the down arrow to view additional details regarding the leave request.

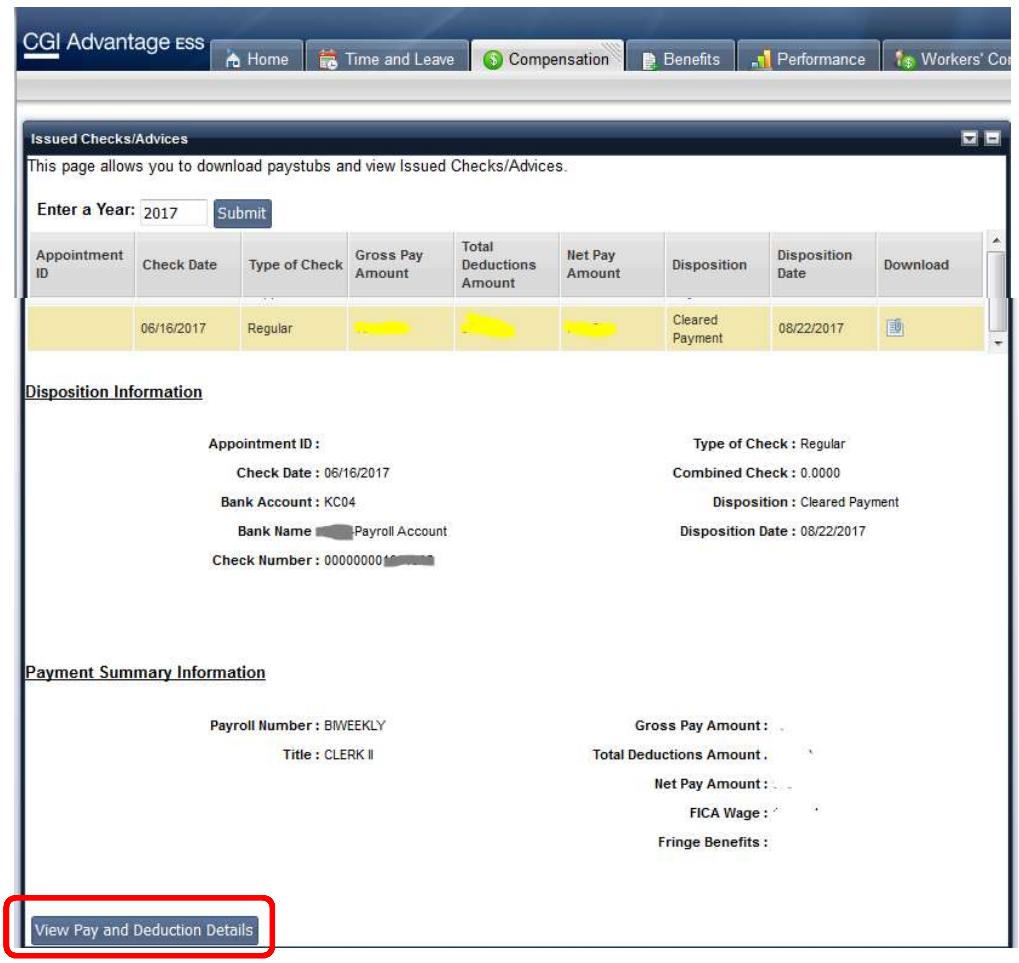
  If multiple leave requests have been submitted for the same day, the day remains highlighted yellow until all pending leave requests for that day have been approved.

5. Compensation Tab

The Compensation tab allows you to view information related to your pay, deductions, and tax information.

A. Issued Checks/Advices

The Issued Checks/Advices widget displays a listing of Issued Checks and Advices, including sections that display the Disposition Information and Pay Summary Information. Select the View icon on the line of the Check/Advice to download a PDF version.



Select the **View Pay and Deduction Details** button to view detailed pay, deduction, and fringe information about the Check/Advice.

Pay And Deduction Details

On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck.

Pay Details | Deduction Details | Fringe Details

Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Entity Adjustment
	REGULAR PAY	REGULAR PAY	06/11/2017	40:00	756.80	0
	WLNS CASH PVTEX	WELL CASH-EXAM	06/11/2017	17.89	17.89	0
	WLNS CASH NONSM	WELL CASH-NOSMK	06/11/2017	17.89	17.89	0
	HOLIDAY	HOLIDAY TIME	06/04/2017	8:00	151.36	0
	REGULAR PAY	REGULAR PAY	06/04/2017	32:00	605.44	0

Pay And Deduction Details

On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck.

Pay Details | Deduction Details | Fringe Details

Appointment ID	Ded Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Entity Adjustment
	PRETX TX STEP	PRESC STP FT		06/16/2017	34.27	
	PRETX DENTAL	DENTAL FT		06/16/2017	0.00	
	PRETX LIFE	BASIC LIFE 50K		06/16/2017	0.00	
	PRETX LTD	LTD		06/16/2017	0.00	
	SUPP LIFE	SUPP LIFE		06/16/2017	5.70	
	PRETX MED PPO12	PPO 12 FT		06/16/2017	108.90	
	PRETX VISION	VISION FT		06/16/2017	0.00	
	PRETX LIFE	BASIC AD&D		06/16/2017	0.00	

Pay And Deduction Details

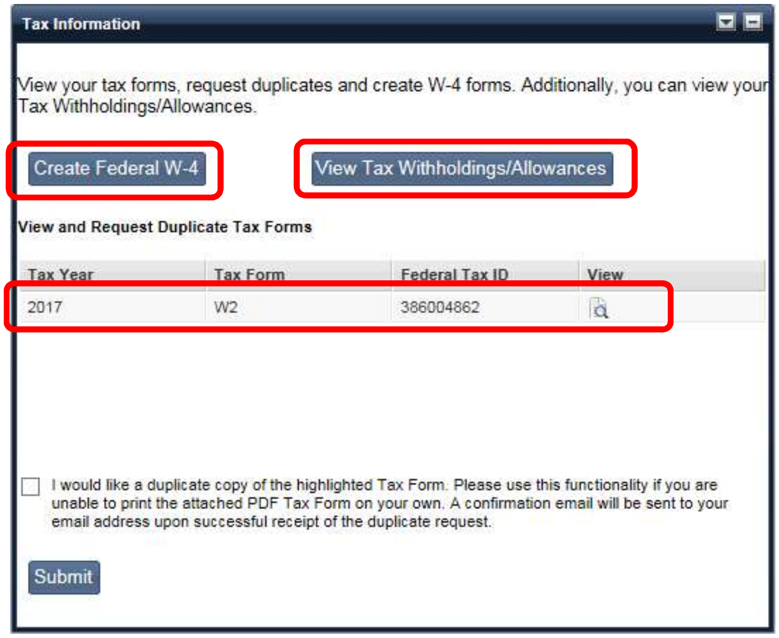
On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck.

Pay Details | Deduction Details | Fringe Details

Appointment ID	Fringe Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Entity Adjustment
	CNTYPD AD&D	BASIC AD&D 50K		06/11/2017	0.85	
	CNTYPD LIFE	BASIC LIFE 50K		06/11/2017	4.65	
	CNTYPD VISION	VISION FT		06/11/2017	11.76	
	CNTYPD LTD	LTD		06/11/2017	5.23	
	CNTYPD MD PPO12	PPO 12 FT		06/11/2017	435.60	
	CNTYPD RX STEP	PRESC STP FT		06/11/2017	137.10	
	CNTYPD	DENTAL FT		06/11/2017	84.00	

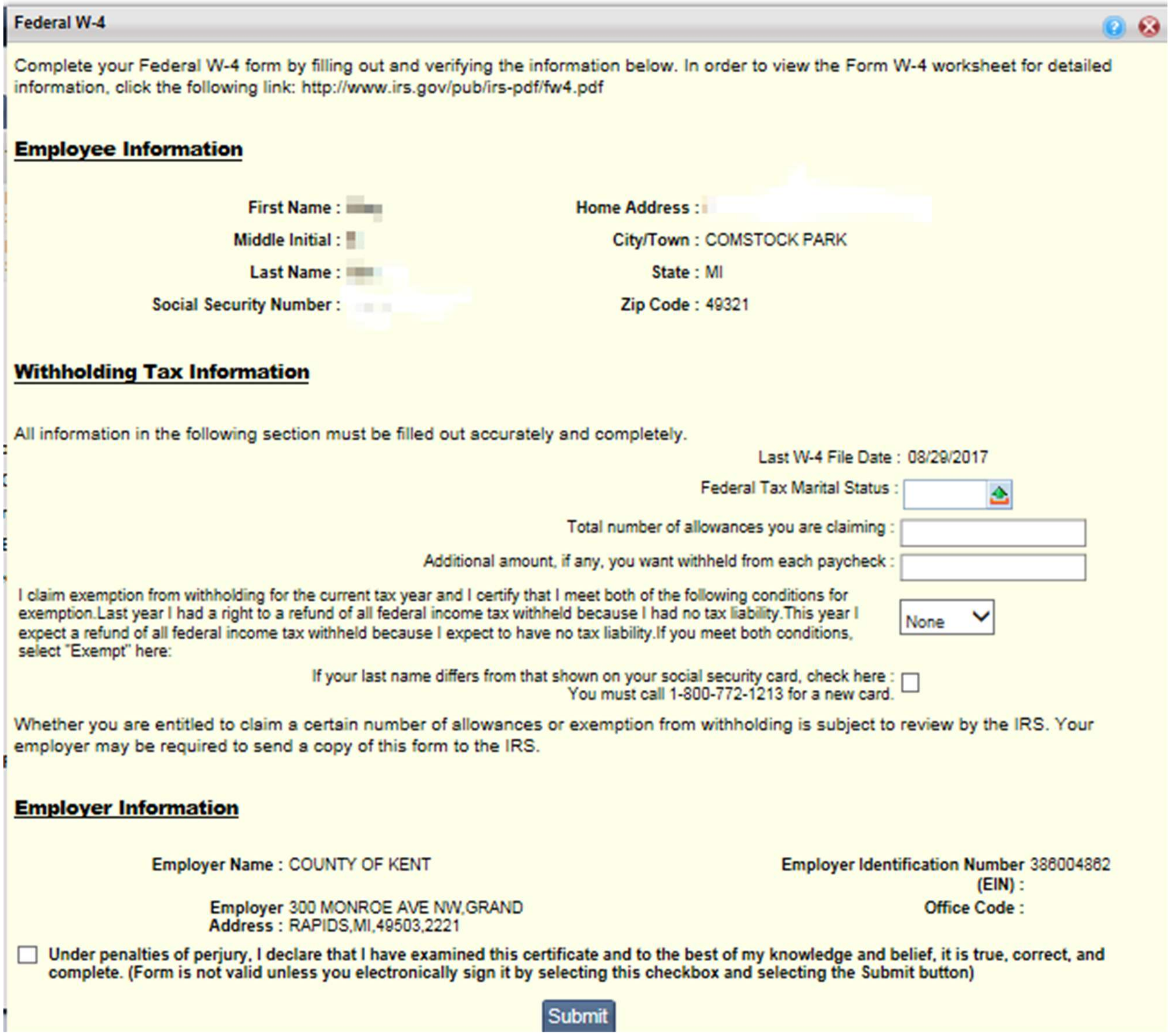
B. Tax Information

The Tax Information widget displays your tax information, including the Tax Year, Tax Form, and Federal Tax ID. The View icon allows you to open or save a PDF version of the selected tax form. This widget also contains buttons that allow you to create a Federal W-4 form or to modify your Tax Withholdings/Allowances.



C. Create Federal W-4

Select the **Create Federal W-4** button to open a pop up window that allows you to fill out an online Federal W-4 form. Follow the instructions on the page, select the acknowledgement check box at the bottom of the page, and then select **Submit**.



Federal W-4

Complete your Federal W-4 form by filling out and verifying the information below. In order to view the Form W-4 worksheet for detailed information, click the following link: http://www.irs.gov/pub/irs-pdf/fw4.pdf

Employee Information

First Name :

Middle Initial :

Last Name :

Social Security Number :

Home Address :

City/Town : COMSTOCK PARK

State : MI

Zip Code : 49321

Withholding Tax Information

All information in the following section must be filled out accurately and completely.

Last W-4 File Date : 08/29/2017

Federal Tax Marital Status :

Total number of allowances you are claiming :

Additional amount, if any, you want withheld from each paycheck :

I claim exemption from withholding for the current tax year and I certify that I meet both of the following conditions for exemption.Last year I had a right to a refund of all federal income tax withheld because I had no tax liability.This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.If you meet both conditions, select "Exempt" here: None

If your last name differs from that shown on your social security card, check here : You must call 1-800-772-1213 for a new card.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Employer Information

Employer Name : COUNTY OF KENT

Employer Address : 300 MONROE AVE NW,GRAND RAPIDS,MI,49503,2221

Employer Identification Number (EIN) : 386004862

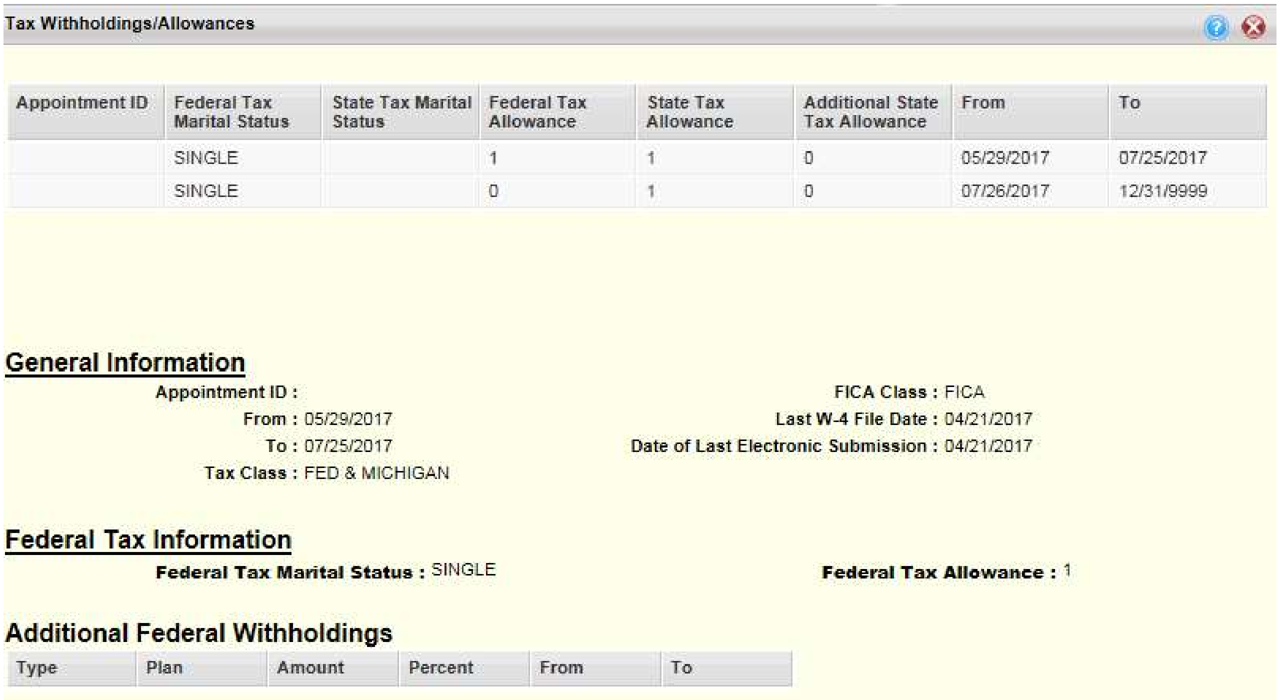
Office Code :

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. (Form is not valid unless you electronically sign it by selecting this checkbox and selecting the Submit button)

Submit

Tax Withholdings/Allowances

Select the **Tax Withholdings/Allowances** button to view your tax withholdings and allowances.


Tax Withholdings/Allowances

Appointment ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
	SINGLE		1	1	0	05/29/2017	07/25/2017
	SINGLE		0	1	0	07/26/2017	12/31/9999

General Information

Appointment ID :

From : 05/29/2017

To : 07/25/2017

Tax Class : FED & MICHIGAN

FICA Class : FICA

Last W-4 File Date : 04/21/2017

Date of Last Electronic Submission : 04/21/2017

Federal Tax Information

Federal Tax Marital Status : SINGLE

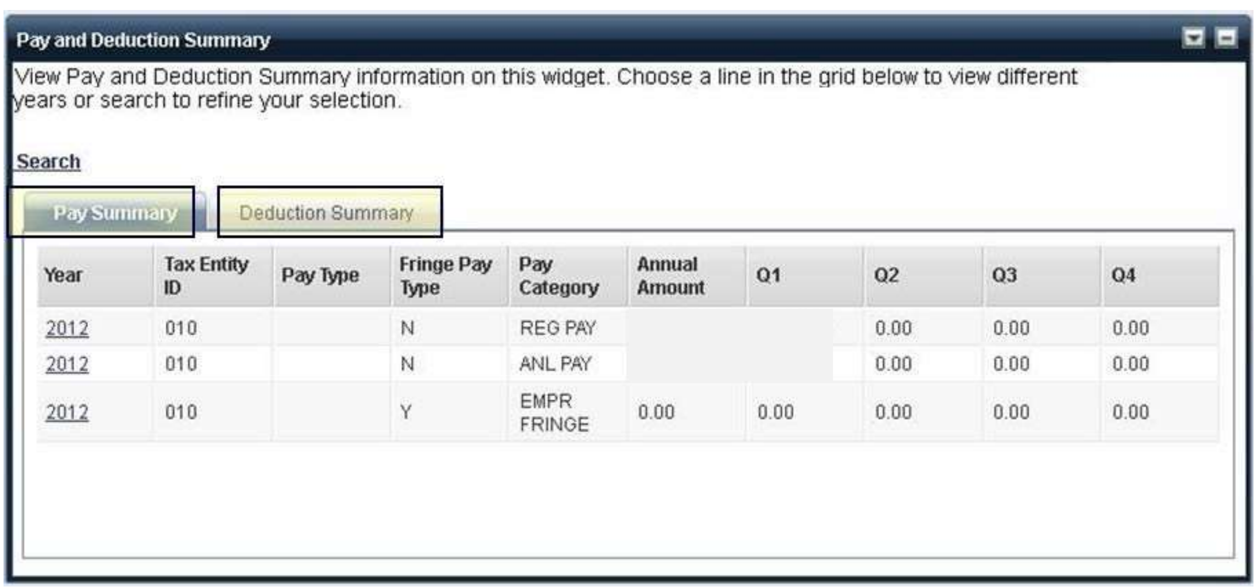
Federal Tax Allowance : 1

Additional Federal Withholdings

Type	Plan	Amount	Percent	From	To

D. Pay and Deduction Summary

The Pay and Deduction Summary widget displays your pay and deduction summaries and allows you to search by **Year From**, **Year To**, **Tax Entity ID**, **Pay Type**, **Fringe Pay Type**, **Pay Category**, and **Deduction Category** by using the **Search** link.


Pay and Deduction Summary

View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection.

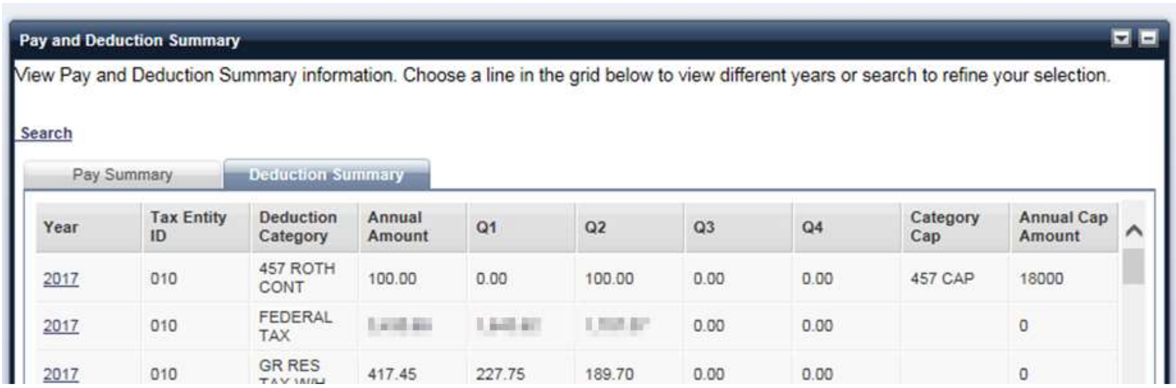
Search

Pay Summary   Deduction Summary

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2012	010		N	REG PAY			0.00	0.00	0.00
2012	010		N	ANL PAY			0.00	0.00	0.00
2012	010		Y	EMPR FRINGE	0.00	0.00	0.00	0.00	0.00

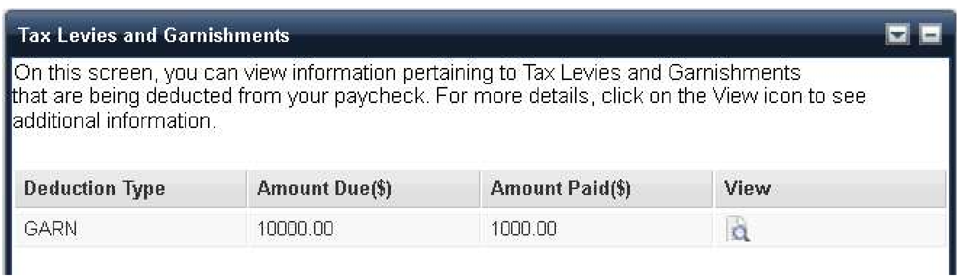
Deduction Summary

The Deduction tab summarizes the years you have worked for your organization and your deductions during each of those years. Select a line from the list to display the details of your deductions for the selected year.



E. Tax Levies and Garnishments

The Tax Levies and Garnishments widget displays a listing of the tax levies and garnishments being taken from your paycheck. These are listed by **Deduction Type**, **Amount Due**, and **Amount Paid**. Select the **View** icon on the line of a levy or garnishment to display detailed information for the garnishment or tax levy.

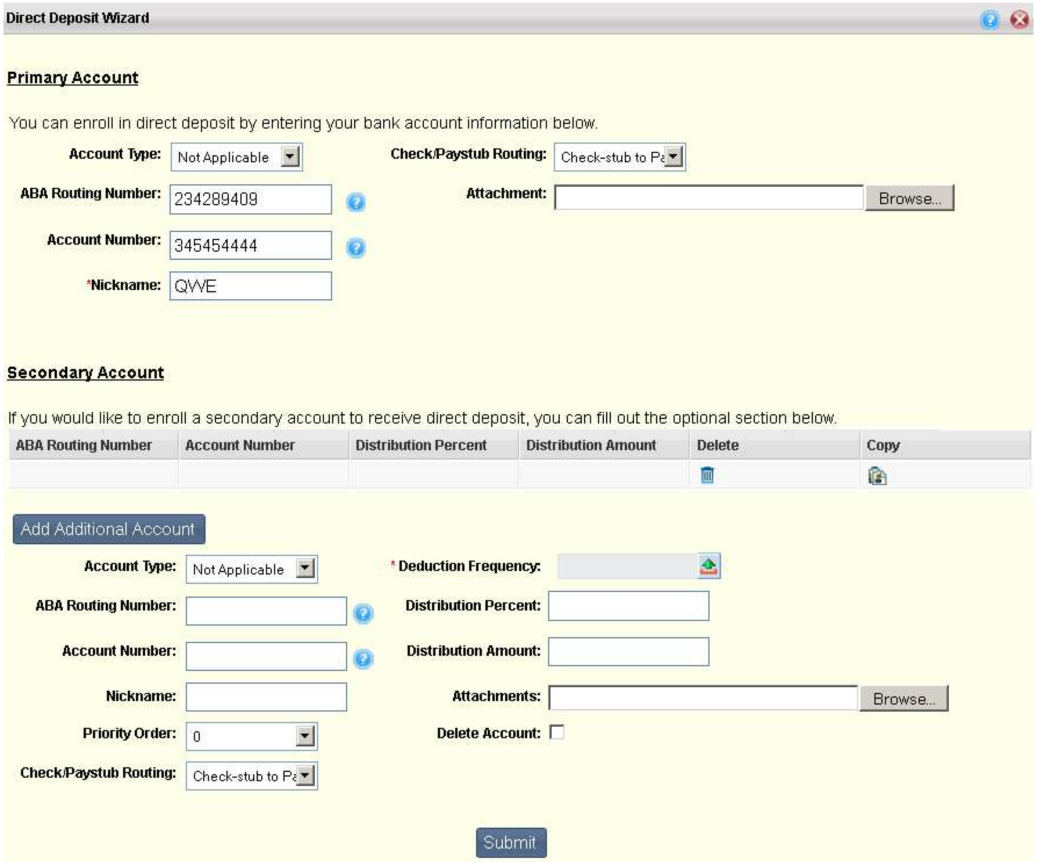


F. Direct Deposit

The Direct Deposit widget is used to launch the Direct Deposit Wizard, which allows you to direct your net pay to multiple bank accounts. Select the **Set up Direct Deposit** button to use this wizard to allocate your net pay across one or more bank accounts. You can also submit your distribution preferences for either percentage or fixed amount shares of net pay.

Set up Direct Deposit

Select the **Set up Direct Deposit** button to launch the Direct Deposit Wizard.



The Direct Deposit Wizard contains the following sections:

Primary Account

The **Primary Account** section displays the primary account information for your net pay distributions. A **Primary Account** is the account you designate as the one which receives all the unassigned pay. Only one primary account can exist for any given date.

The ABA Routing Number and Account Number are located on your check as indicated below:

Secondary Account

A **Secondary Account** is optional. You can have a maximum of nine secondary accounts. Select the **Add Additional Account** button and enter the account details for each Secondary account. The following are the key options you can define for each secondary account:

- **Priority Order** - Secondary accounts are assigned a Priority Order. The Priority Order determines the hierarchy by which the system allocates pay if the Paycheck does not contain enough Net Pay to distribute to all of the designated accounts. The account with a Priority Order of *1* will have the highest priority. No two accounts can share the same priority order with overlapping date ranges.
- **Distribution Amount or Percent** - Each secondary account is also assigned either a Distribution Amount (a fixed dollar amount per Pay Period) or a Distribution Percent. The total Distribution Percent from all secondary accounts for any date range cannot exceed 100%.

Net Pay Distributions can be allocated by either a percentage or a set dollar amount. For dollar based allocations, distributions to the secondary accounts are first fulfilled prior to distributing money to the primary account. Secondary accounts only receive the allocated distribution amount if the full amount for that account is available. For percent based allocations, the total percentage allocation for secondary accounts does not have to add up to 100%. The total can be less than 100% but not more than 100%. If the total percentage is less than 100%, the remaining amount will go to the Primary Account. No partial amounts or percentages can be distributed to secondary accounts.

Submitting Accounts

Once you have added all the information for your primary and secondary accounts, select the **Submit** button to complete the Direct Deposit Wizard. All accounts will then be added, updated, or deleted as specified during the wizard session. You can re-enter the wizard to review your deposit schedule without making any changes.

G. Electronic W-2 – Not available at Go Live

Kent County is not using this widget at go-live.

H. Paycheck Calculator – Not available at Go Live

This functionality is currently not available. More information forthcoming post go-live.

6. Benefits Tab

The Benefits tab allows you to view/modify information regarding your benefits enrollments, dependents, and beneficiaries. The Benefits tab consists of the following sub tabs:

6.1. Information

The following widgets can be found on the Information sub tab:

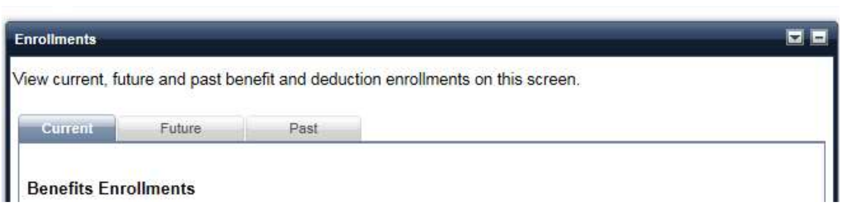
- Enrollments
- Dependents
- Dependent Benefits
- Employee Benefits and Deductions
- Beneficiaries
- Paycheck Calculator

A. Enrollments

The Enrollments widget displays your **Current**, **Future**, and **Past** Enrollments tabs, allowing you to view the changes that were made to benefits enrollment through the Benefits Enrollment Wizard.

Details pertaining to each section are described below:

Benefit Enrollments



The **Benefit Enrollments** section contains information related to the benefits in which you are enrolled (either active or inactive enrollments).

Personal Deductions

Personal Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Cafeteria	From	To

The Personal Deductions section contains your personal deductions (either active or inactive), for example a credit union or charity deduction.

Dependent Benefit Coverages

Dependent Benefits Coverage

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Cafeteria	Coverage From	Coverage To

The **Dependent Benefit Coverages** section contains information related to the benefit coverages in which your dependents are enrolled:

Enrollments

View current, future and past benefit and deduction enrollments on this screen.

Current | Future | Past

Benefits Enrollments

Benefit Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Cafeteria	Coverage From	Coverage To
KAISER	FAM	0	0.00	0.000000		01/01/2011	12/31/9999	Yes	01/01/2011	12/31/9999
METLIFE	.5 X SALARY	0	0.00	0.000000		01/01/2011	12/31/9999	Yes	01/01/2011	12/31/9999

Personal Deductions

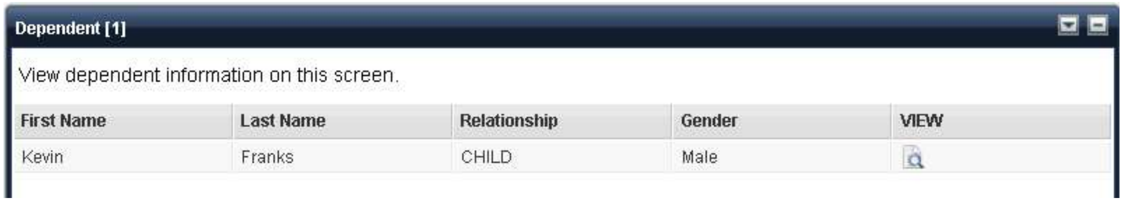
Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Cafeteria	From	To

Dependent Benefits Coverage

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Cafeteria	Coverage From	Coverage To
0000093471	Kevin Franks			No	01/22/2012	12/31/9999

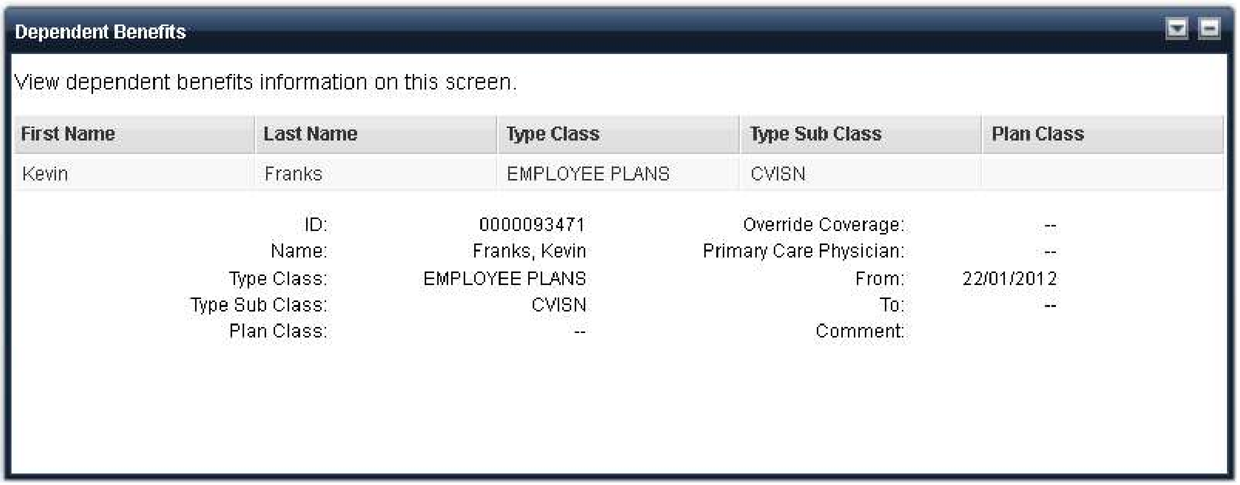
B. Dependents

The Dependent widget displays information regarding your dependents. Select the **View** icon on the line of a selected dependent to view detailed information for that dependent.



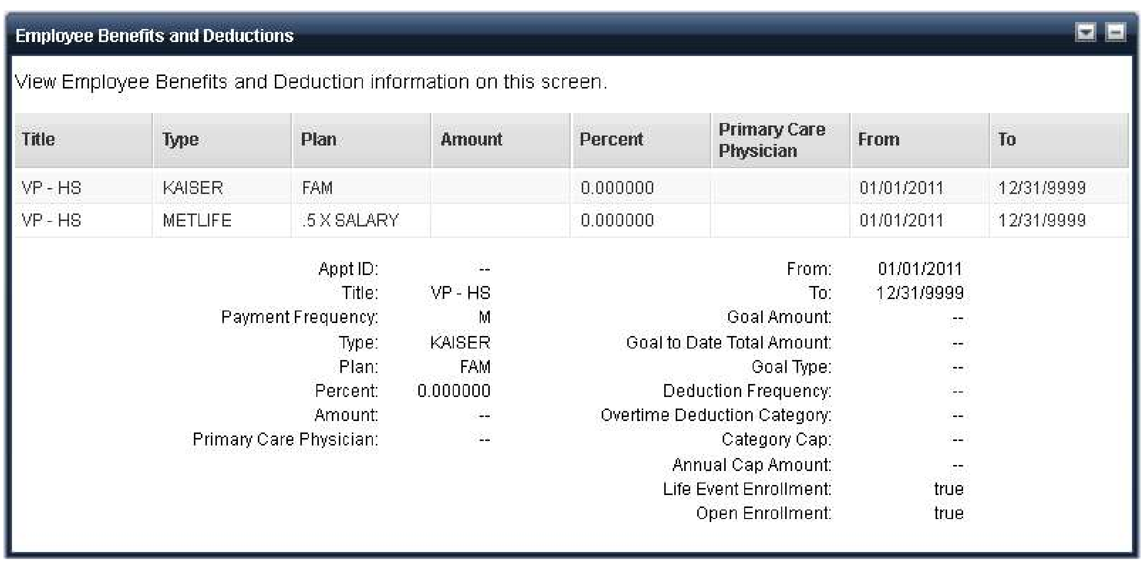
C. Dependent Benefits

The Dependent Benefits widget displays the benefits coverage for your dependents. Select the **View** icon won the line of a selected dependent to view detailed dependent benefits coverage information.



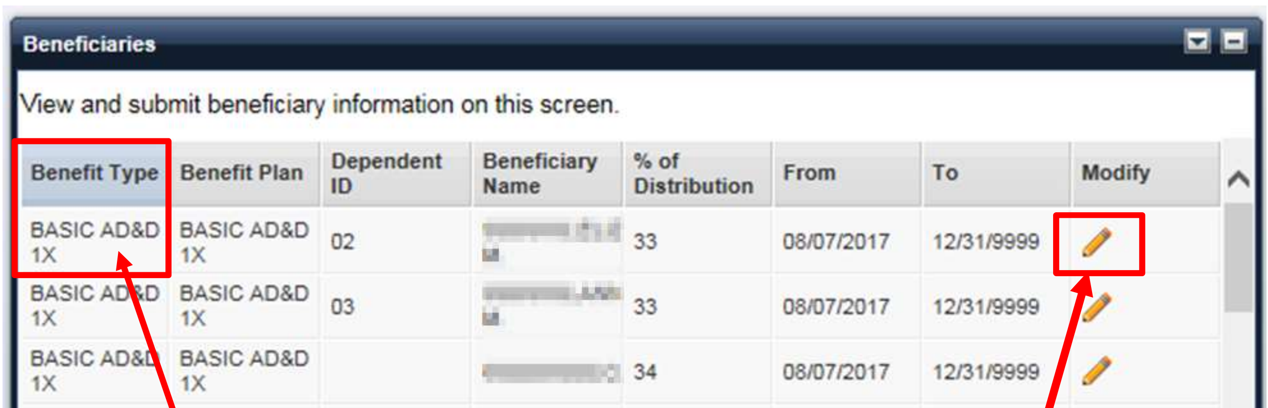
D. Employee Benefits and Deductions

The Employee Benefits and Deductions widget allows you to view information pertaining to your benefits payroll deductions. Select the **View** icon on the line of a selected benefit to view detailed information regarding that benefit.



E. Beneficiaries

The Beneficiaries widget displays a listing of your beneficiaries by **Benefit Type**, **Benefit Plan**, **Dependent ID**, **Beneficiary Name**, **% of Distribution**, and **From** and **To** dates. This widget allows you to create, view, and update beneficiaries associated to benefits where beneficiaries are allowed to be specified. You can also create a new beneficiary designation from this widget.



If the **Benefit Type** already exists, use the **Modify** icon to the right.

You can **add, modify and delete** beneficiaries from existing Benefit Types.

This opens the Beneficiary page, which allows you to add an existing dependent as a beneficiary, add a person who is not a dependent as a beneficiary, or to specify a Trust as the beneficiary.

The **Beneficiary** page displays the beneficiary's name, relationship to you, whether the beneficiary should be a primary or secondary beneficiary, and the percent of distribution for the primary and secondary beneficiaries.

Modify Distribution

Click the line that you would like to modify and make the necessary changes. Your total % of distribution must equal 100% before you click Submit.

Delete Beneficiary

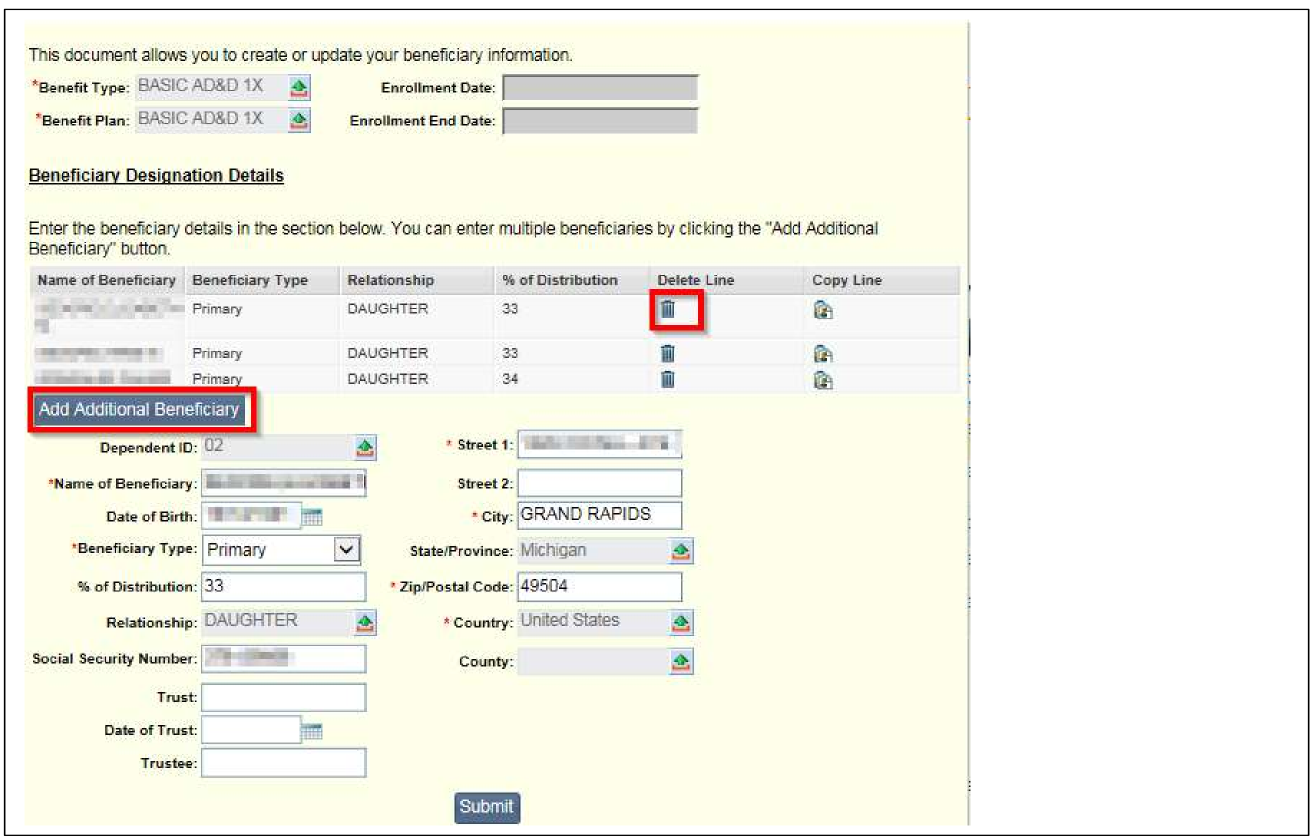
Click the trash icon next to the name of the beneficiary that you wish to delete. You will have to delete them from each benefit type. Make any necessary adjustments to your % distribution. Your total % of distribution must equal 100% before you click Submit.

Designating Existing Dependents as Beneficiaries

If the list of dependents contains all the people you wish to designate as beneficiaries for this benefit, follow these steps:

1. For each person who is to be designated as a beneficiary, you will need to specify if they are to be a primary beneficiary or a secondary beneficiary. Select either *Primary* or *Secondary* as the **Beneficiary Type** for the beneficiary (Beneficiary Type will be indicated with a *P* or an *S* in the grid).
2. For each **Primary** beneficiary, enter the **Percent of Distribution** amount. The total Percent of Distribution for all primary beneficiaries must total 100%. For example, if you only have one
   primary beneficiary, such as a spouse, you would enter 100 for the Percent of Distribution for the primary beneficiary. If you have two primary beneficiaries, you would divide the percentage between them (such as 50/50, 40/60, etc).
3. For each **Secondary** beneficiary, enter the **Percent of Distribution** amount. The total **Percent of Distribution** for all secondary beneficiaries must total 100%. For example, if you only have one secondary beneficiary, such as one child, you would enter 100 for the **Percent of Distribution** for that beneficiary. If you have multiple secondary beneficiaries, you would divide the percentage between them (such as 50/50, 20/20/20/20, etc).

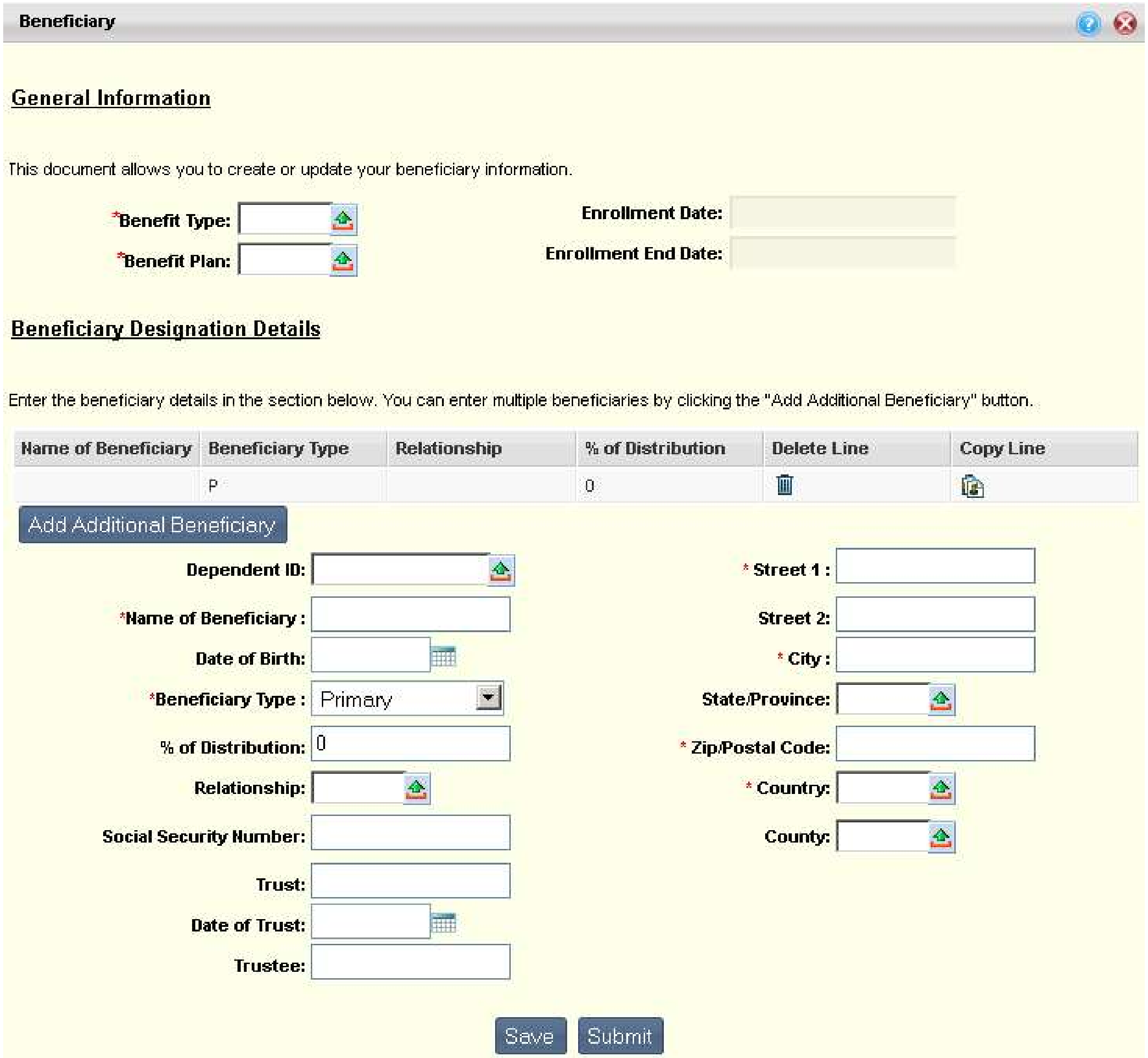
If you wish to add a beneficiary that is not displayed in the list on this page, select the **Add Additional Beneficiary** button. A new beneficiary line will be added. Enter the information for the beneficiary and select the **Save** button. Refer to the Adding a New Beneficiary link below for more information.



Adding a New Beneficiary

If you wish to add a beneficiary that is not listed on the **Beneficiaries** page, perform these steps:

1. Select the **Add Additional Beneficiary** button. A new beneficiary link will be added and you can enter the beneficiary information including the beneficiary's name, suffix, birth date, gender, relationship, and social security number (SSN) (or select the SSN Applied For check box if the SSN number has not yet been assigned). This page also allows you to specify a Trust as a beneficiary.
2. Do not enter information in the ***Trust*** (name of the Trust), ***Date of Trust*** (date the trust was established), and ***Trustee*** (person who holds or manages the assets for the trust) fields unless the beneficiary is to be a Trust.
3. If a Trust is being specified as a beneficiary, only the Trust (name of the Trust) , Date of Trust (date the trust was established), Trustee (person who holds or manages the assets for the trust), and Relationship fields should be entered; all other fields should be left blank. The Relationship should be one that indicates a Trust.
4. When all beneficiary information has been entered, select **Submit** to submit your beneficiary designations and return to the **Beneficiaries** page or select or select the Close icon to return to the **Beneficiaries** page without saving your changes.

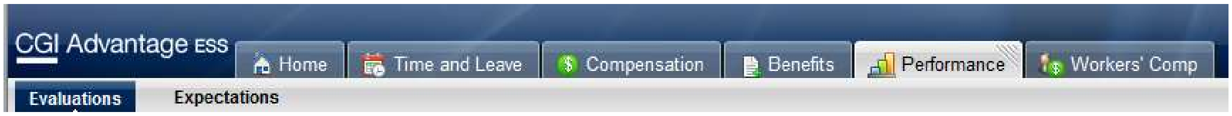


Only use the **Create Beneficiary** button to create a beneficiary designation when the Benefit Type does not already display.

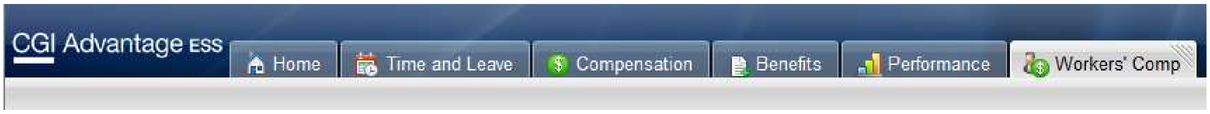
F. Paycheck Calculator – Not available at go live

6.2. Benefits Enrollment Wizard Tab – not available at Go Live

7. Performance Tab – Not in use at Go Live



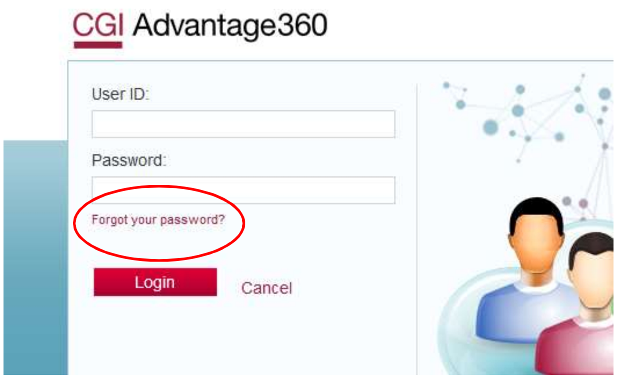
8. Workers' Comp Tab – Not in use at Go Live



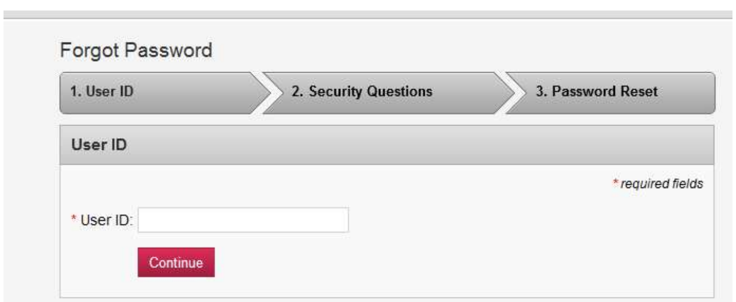
9. Password Management

9.1. I forgot my A360 password!

1. On the Login page, click "Forgot your password?"



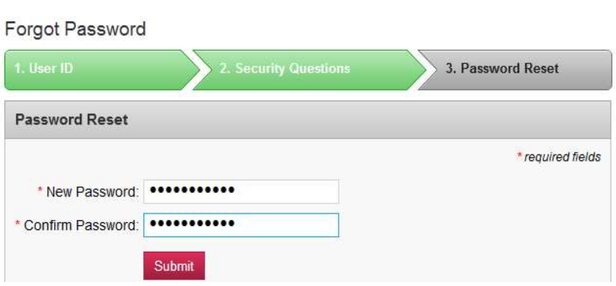
2. On the following page, enter your User ID. Your user ID is your *first initial + middle initial (or x if you do not have a middle initial) + first 6 letters of your last name* **@kentcountymi.gov** Click **Continue**



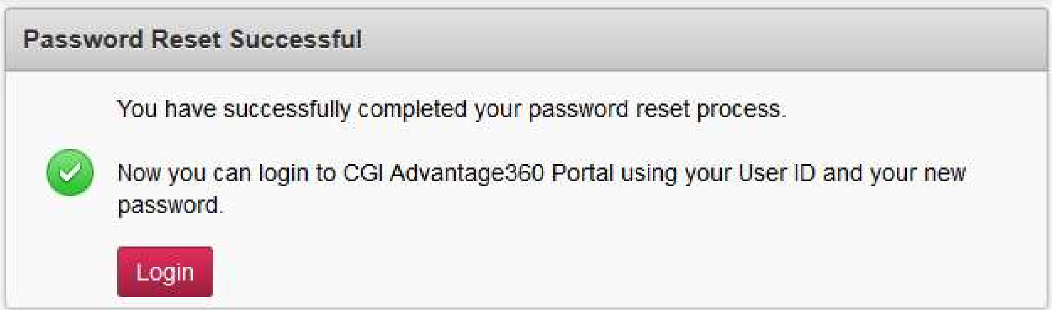
3. You must answer all three security questions correctly. Click **Continue**. *Answers to security questions are case sensitive.*

4. Create a new password. Your password must be a minimum of 10 characters and contain characters from **each** of the following categories:
   - English **uppercase** characters (A through Z)
   - English **lowercase** characters (a through z)
   - Base 10 **digits** (0 through 9)

   Note: You cannot use a password that you have used within the last 18 months.



5. Upon successful password change you will receive the following message:

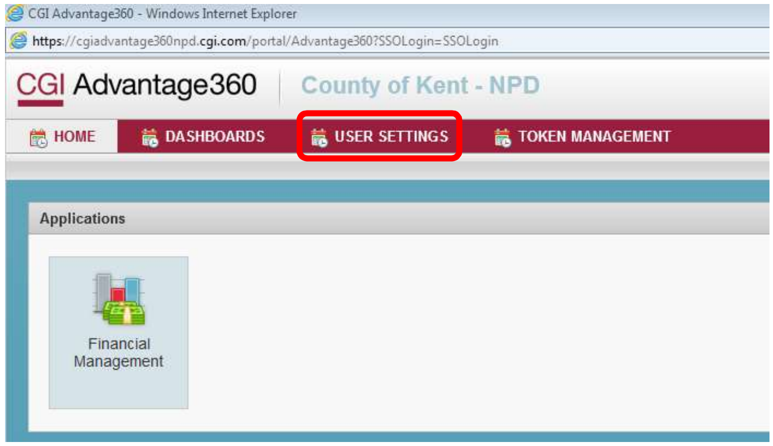


6. You should now be able to log in to A360. Click the Login button, your bookmarked page or https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home to get back to the login page.

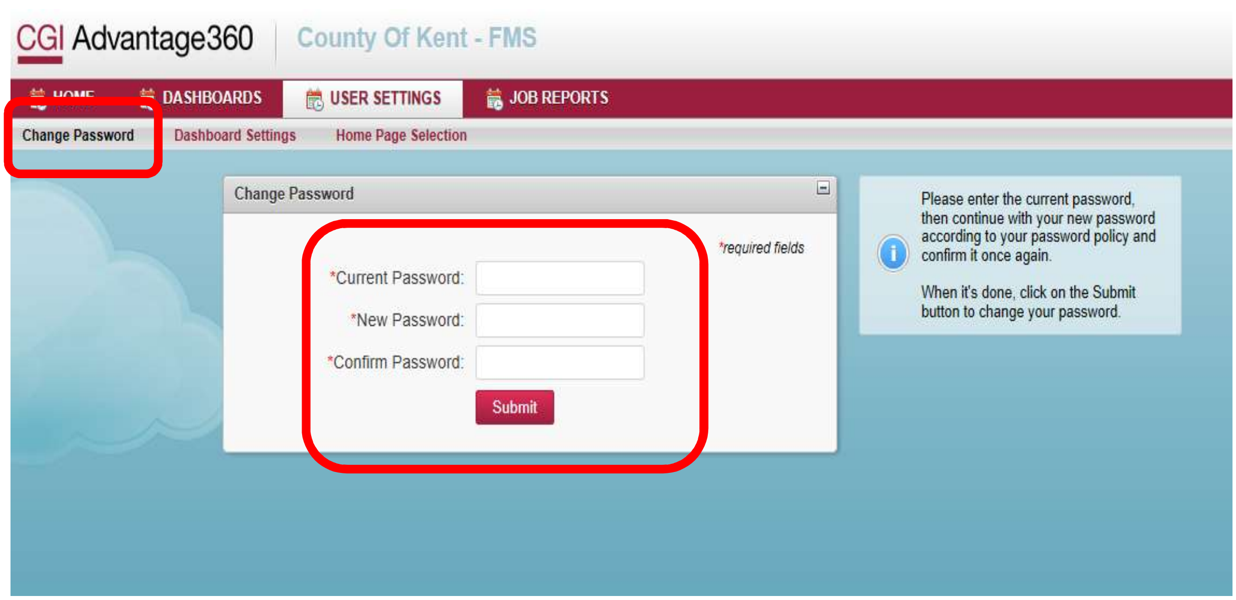
!! If you have problems logging in after successfully changing your password, please close all your internet browser windows and wait 5 minutes, then try again. If you continue to have issues, please contact the Kent County IT Service desk at 632-6600.

9.2. How to Change your A360 Password

1. Log in to A360
2. Click on **User Settings**



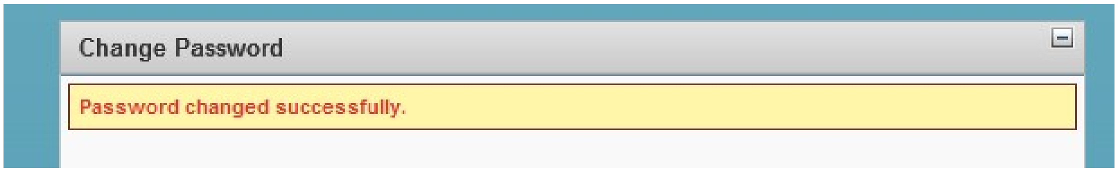
3. Click on Change Password. Enter **Current Password**, **New Password**, **Confirm Password**. Click **Submit**.



Your password must be a minimum of 10 characters and contain characters from **each** of the following categories:

- English **uppercase** characters (A through Z)
- English **lowercase** characters (a through z)
- Base 10 **digits** (0 through 9)

4. You should receive a “Password changed successfully” message.



!! If you have problems opening any of the a360 applications after successfully changing your password, please close all your internet browser windows and wait 5 minutes, then try again. If you continue to have issues, please contact the County IT Service desk at 632-6600.