

Help! Who do I call?

Employee Self Service

ESS General HR tab

If you have questions or there is an error regarding the **information in your Profile**, please contact: HR at hrbenefits@kentcountymi.gov or ext 7440.

If the **Employee Name** is not you, please contact IT at x6600 or itservicedesk@kentcountymi.gov

CGI Advantage ess Home Time and Leave Compensation Benefits Performance Workers' Comp

Welcome! Choose a link below to view your information or to make updates to your profile information.

[View Profile](#) [Update Profile](#) [Update Address](#) [Process Request](#)

Employee Profile

Profile Position Contact Compensation Education Veteran Information

Personal Information

Employee ID: [REDACTED]
Employee Name: [REDACTED]
Social Security Number: [REDACTED]
Birth Date: [REDACTED]
Place Of Birth: [REDACTED]
Gender: F
Marital Status: [REDACTED]
Conviction: No
Disability: [REDACTED]
Citizenship Status: C
Ethnicity: WHITE

Assignment Information

Employment Status: ACTIVE
Home Department: IT
Home Unit: SpecApps
Position Number: FSR APP SUPPORT
Supervisor Name: [REDACTED]
Title: SR APP SUPPORT
Sub-Title: FSR APP SUPPORT
Employment Type: Permanent
Pay Location: INFO TECH
Work Location: INFO TECH
Seniority Date: [REDACTED]
Seniority Number: [REDACTED]
Work Cycle: [REDACTED]
Probation Start Date: [REDACTED]
Probation End Date: [REDACTED]

If the information is incorrect on the **Contact tab of your Profile**, you can change that information using the **Update Address** and **Update Emergency Contact** links.

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Employee Profile

Profile Position **Contact** Compensation Education Veteran Information Training

Employee Contact Information

Home Address: [REDACTED]
Email Address: MARYBETH.VANTILL@KENTCOUNTYMI.GOV
Home Phone: [REDACTED]
Mobile Phone: [REDACTED]
Work Phone: 616-632-6523
Work Phone Extension: [REDACTED]

Emergency Contact Information

First Emergency Contact: [REDACTED]
Relationship: [REDACTED]
Primary Contact:
Primary Phone Number: [REDACTED]
Contact Home Address: [REDACTED]
Second Emergency Contact: [REDACTED]
Relationship: [REDACTED]
Primary Contact:
Primary Phone Number: [REDACTED]
Contact Home Address: [REDACTED]
US

ESS Time and Leave

If you have a question about **Leave Balance Accruals**, contact: HR at hrbenefits@kentcountymi.gov or ext 7440

If it is about **Leave Balances** or **Usage**, contact: Payroll at ext 7710 or 7712.

Leave Balance Information

View your leave balance, leave activity by date and monthly leave accrual and usage below to view your leave information.

Leave Balance

Leave	Balance
PTO	72:00
RSRV SK BNK	2:00
VACATION	180:00

Click to view: [Leave Activity By Date](#) [Monthly Leave Accrual and Usage](#)

If you have questions about **Timesheets**, including but not limited to: Event Types, Accounting Overrides, Leave types, recording extended leaves, Worker's Comp, etc. Contact: Payroll at ext 7710 or 7712.

Timesheet for the pay period 02/12/2018 to 02/25/2018. Please enter your hours worked below in HOURS and MINUTES format HH:MM.

Appointment ID: [Blank] **Home Department:** IT
Work Cycle: MF 8-5 L60 **Home Unit:** SpecApps **Sub:** [Blank]
Reporting To: FTEAM LEADER **Dept Specific ID:** [Blank] **Time C:** [Blank]
Submitter ID: 0000013271 **Pay Location:** IT **Time Gr:** [Blank]

Buttons: Insert Row, Easy Fill, Leave Balance, Printer Friendly Version

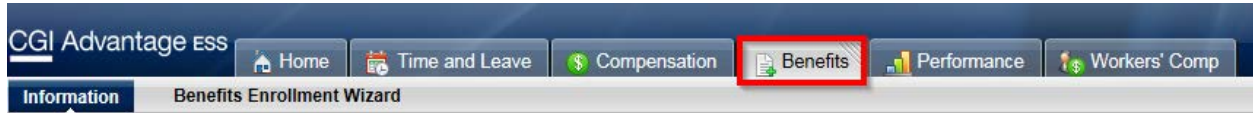
Event	Accounting Overrides	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Total Hours
		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
		8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	80:00

Buttons: Discard, Save, Save and Close, Submit

If you have questions about anything under ESS **Compensation**, contact: Payroll at ext 7710 or 7712.



If you have questions about anything under ESS **Benefits**, contact: HR at hrbenefits@kentcountymi.gov or ext 7440



Manager Self Service

MSS Direct Reports: If you have questions about your MSS Direct Reports listing, contact: HR at hrbenefits@kentcountymi.gov or ext 7440. You will need to complete a Change of Status form to add/subtract direct reports.

Issues with **MSS Alternate Approver** (Out of Office Entry) or rerouting of employee timesheets; contact IT at x6600 or itservicedesk@kentcountymi.gov

Everything else...

If you have problems with the a360 application, can't log in, need an account reset, having trouble with your browser, etc. please call IT at ext 6600, email itservicedesk@kentcountymi.gov or visit our help page at <http://accesskent.com/a360/>.