Employee Self-Service: My Self

User Guide

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Introduction

Employee Self Service (ESS) is a web application that makes it easy for employees to view information about themselves, their Family Members, Benefits, Time Off, and their Paychecks. ESS allows employees to manage and confirm their own data.

This document, describe how employees will view, analyze, and change their information.

Employees can access the portal through their internet browser at https://selfservice.ascentis.com/Roadsafe/STS/signin.aspx?ReturnUrl=%2fRoadsafe. It is recommended employees save this URL as a *Favorite or Bookmark.*

Welcome to the Ascentis Employee Self-Service

When signing in for the first time:
Employees can click Sign up here for first time user and enter their legal first/last name, birthday, and social security number to validate the individual's identity. This will allow the employee to generate his or her login and password.

Forgotten Password

If after logging for the first time, you forget your password, click the **Forgot Password?** link and follow the directions for authenticating your account.

Upon verifying their information, an email will be sent to the employee. If the employee does not receive the email, have them check their "Junk" folder and set the domain to "Never Block Sender" for future reference.
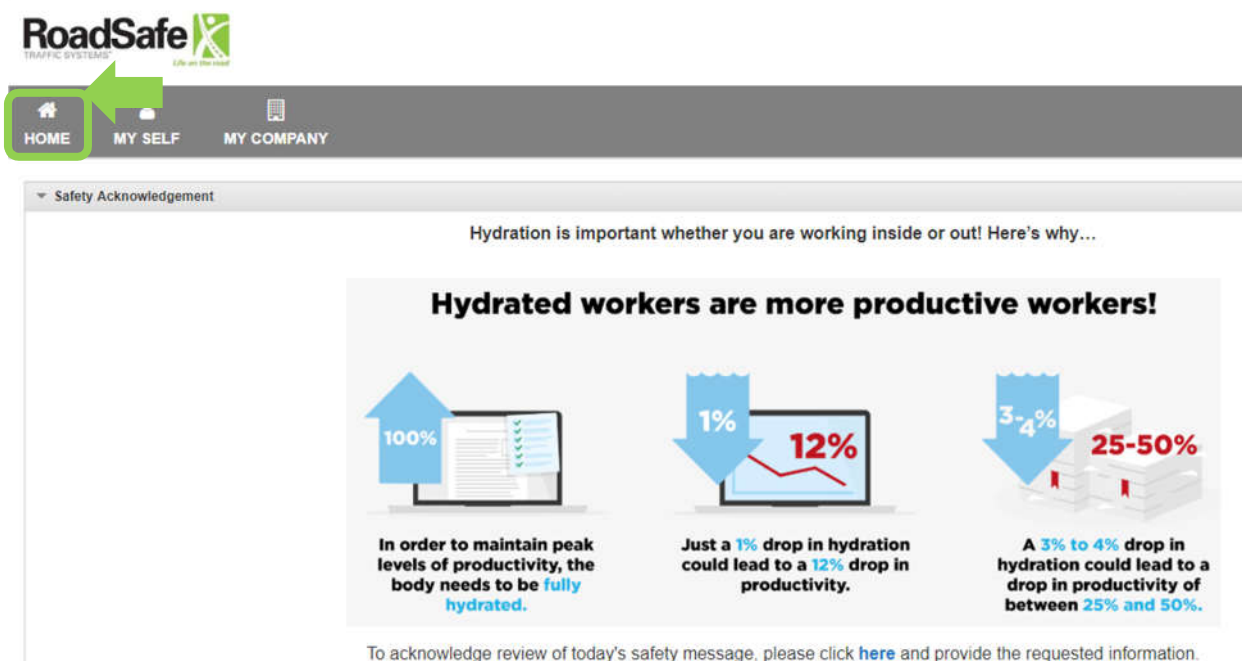
The employee will receive a temporary password and the Self-Service link.

The HOME Tab

The Home tab is meant to be a fluid place where employees can keep up-to-date on company information, access important documents, and complete required tasks, such as reviewing and acknowledging a safety message.

Content could change daily, so it is important for employees to log in each day to check Self-Service.

From here they can navigate to the My Self tab, which includes My Personal Information, My Family, My Benefits, My Paycheck, My Time Off, and My Company. Once there they can confirm and change their information. Employees can also navigate to the My Company tab for a company directory.

The MY SELF Tab

Under **My Self** employees can view and change Personal Information, Emergency Contacts and other personal information. Employees can navigate by either 1) selecting from the list on the left or drilling down or 2) from the sections in the middle. 3.) Employees can also change their password by clicking on the drop-down arrow to the right of their names.

Personal Information

This tab has multiple sub-tabs which include Personal Information, Emergency Contact Information, and Safety Message that the employees can verify and update.

Personal Information

This tab contains personal information about the employee including name, social security number, date of birth, and work phone number. The employee can verify and update this information.

Once updated, click on the Save button and My Personal Information will displays the updated information.

NOTE: Some changes may require HR approval prior to the updates taking effect.

Emergency Contact

This tab lists the name of the employee's emergency contact(s). Employees can verify and update this information.

Safety Message

The Safety Message can be found on the home page and can be acknowledged by clicking the "here" hyperlink that is embedded within the message.

To confirm review of the Safety Message, select the New button.
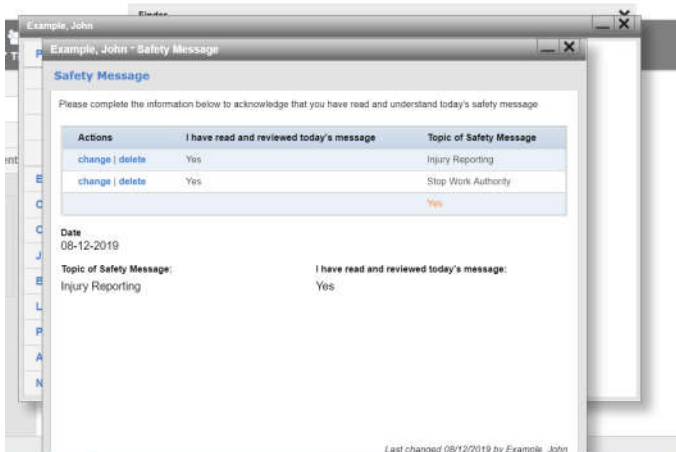
Type in the date the Safety Message was reviewed; topic of the message; and click "Save." The option next to "I have read and reviewed today's message" is defaulted to "Yes," so no changes need to be made to this field.

Once saved, there will be a record of Safety Message acknowledgements in the employee record. Employees can edit existing entries and add new entries to their own personal records.

Family Members

This tab lists the name of the employee's dependents that exist in benefit plans. Employees can verify and update this information.

Benefits

Under this tab employees can manage their benefits, providers, and beneficiaries.
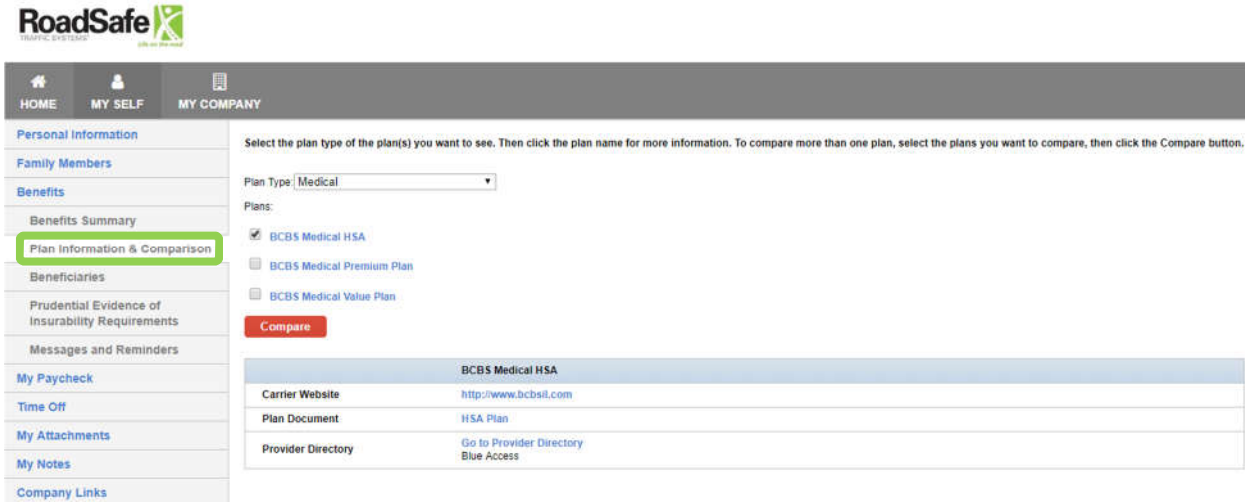
The **Benefits Summary** tab displays the employees current benefit elections.

The employee's paycheck deductions are displayed and all family members enrolled are shown. Selecting the plan name will give plan information and links to carrier websites.

Note: Some changes to benefits will require HR approval and must be accompanied by proper documentation for any qualifying event.
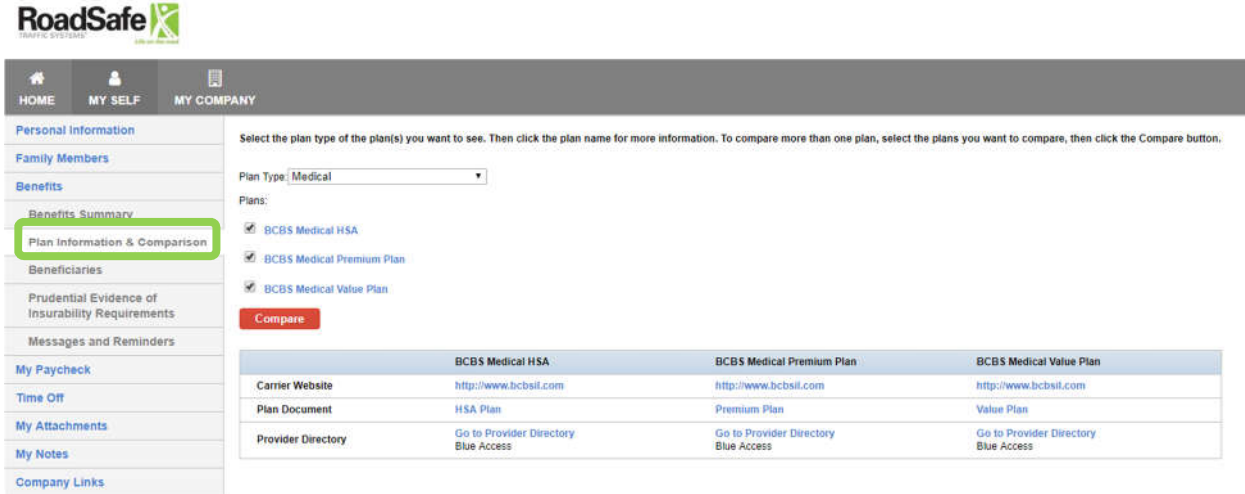
The **Plan Information & Comparison** tab displays benefit details.
Carrier links and plan documents can be accessed with the click of a button.

Plan comparison information can be shown at a glance.

The **Beneficiaries** tab is where employees can maintain their beneficiaries.

The **Prudential Evidence of Insurability Requirements** tab provides a link to the necessary forms to complete and submit to Prudential.
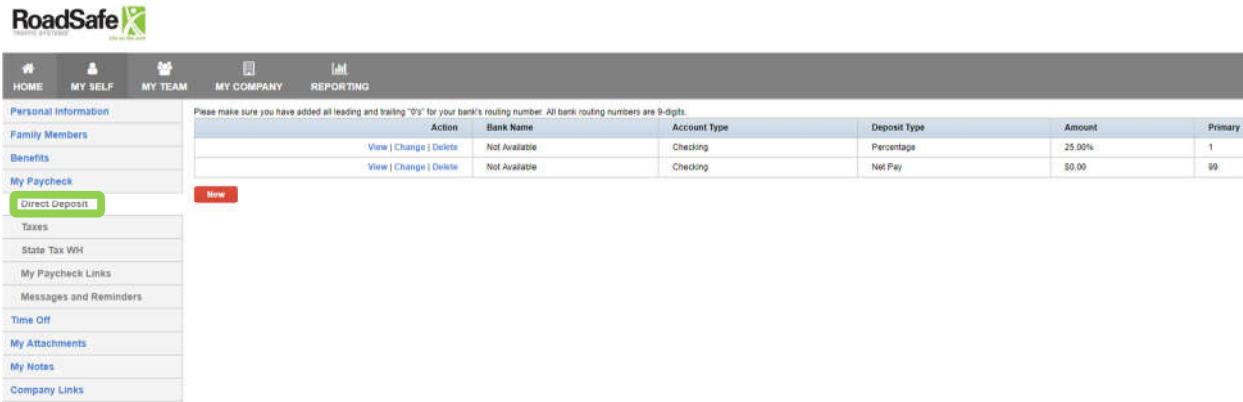
My Paycheck

Under this tab employees can manage their direct deposit information and view their tax information.

The **Direct Deposit** tab provides employees a view of any direct deposit accounts that are currently setup.

The **Taxes** tab provides employees a view of their Federal Income Tax filing status and exemptions.

The **State Tax WH** tab provides employees a view of their State Tax withholding information and exemptions. Employees are only able to view this information. If changes are necessary, employees should reach out to their assigned Payroll Processor for their location or HR Business Partner.

The **My Paycheck Links** tab has the link to the IRS W-4 Form.
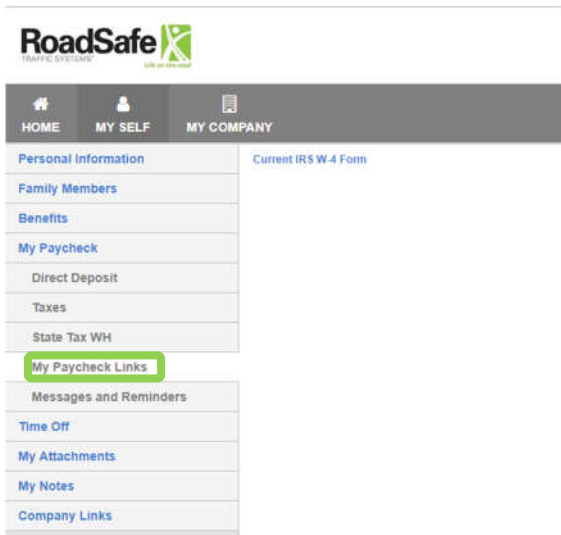
Time Off

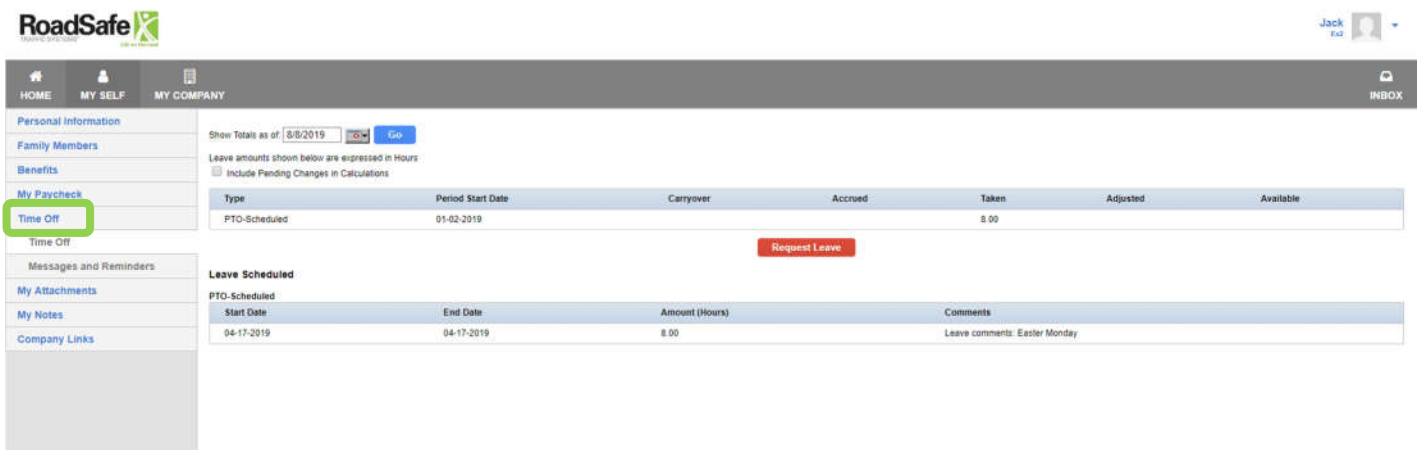Under My Time Off employees can manage their time off and request leave. My Available Time Off shows employees Vacation and Personal Day Balances and time Taken.

Employees can choose the type of time off, the dates Time-Off, and the number of hours. Additionally, they can leave a note describing the request for their supervisor.

Time off requests stay pending until the supervisor approves it.

Show Totals as of: 8/30/2019   Go

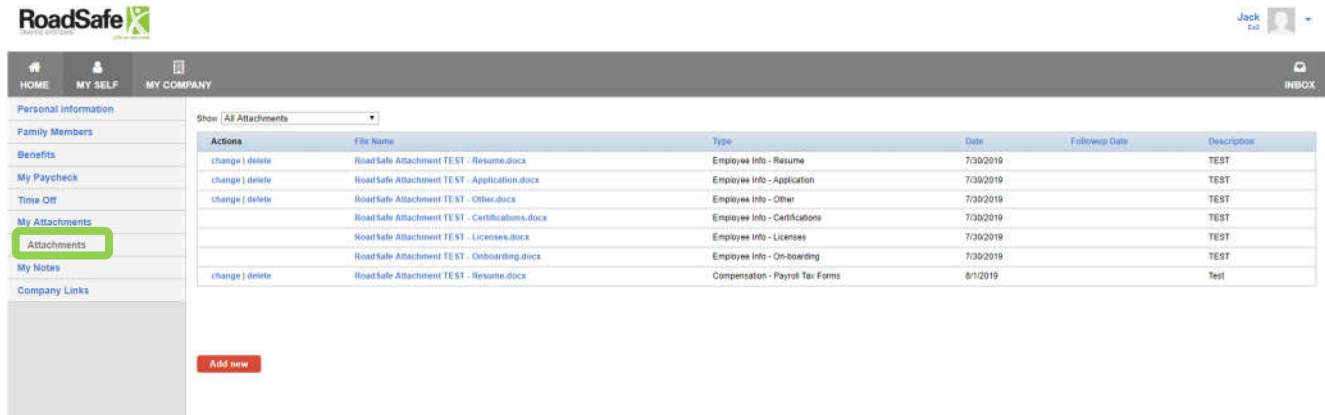Leave information is not available as of the entered date.

Request Leave

Pending Leave Requests

Type	Start Date	End Date	Amount	Comment
PTO-Scheduled	09/05/2019	09/06/2019	16.00	Clean up after Hurricane Dorian.

My Attachments

The Attachment tab is a repository for various employment-related documents that are included in an employee's personnel file.
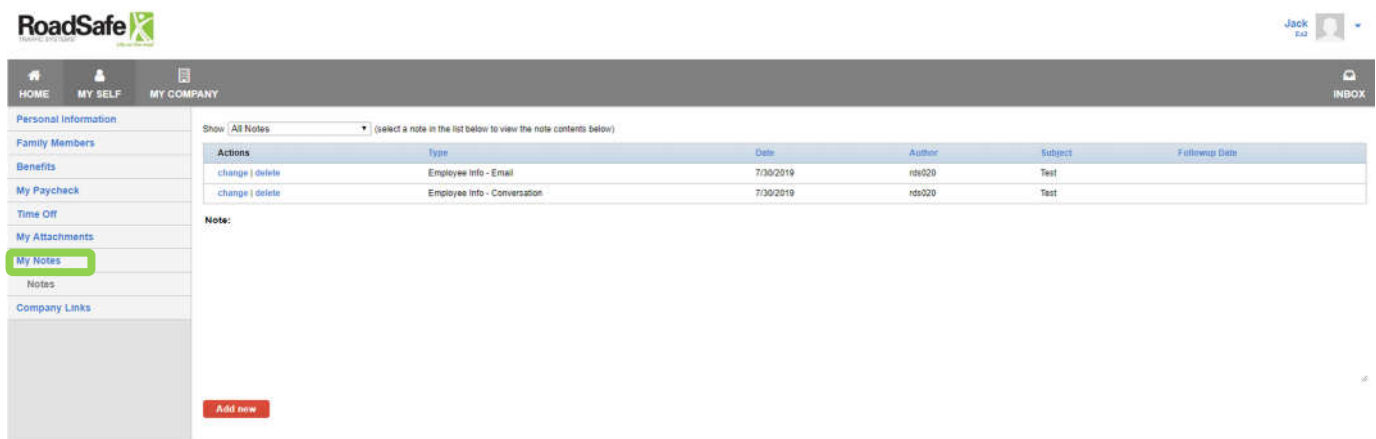

My Notes

The Notes tab is where employees and their managers can document employee related communications that will be included in an employee's personnel file.

Company Links

Under Company Links, employees can see the company directory, company links such as Company Holidays and various policies.
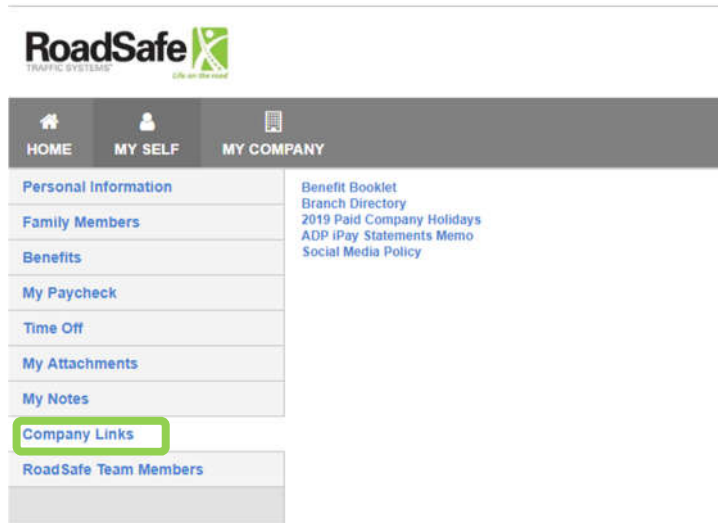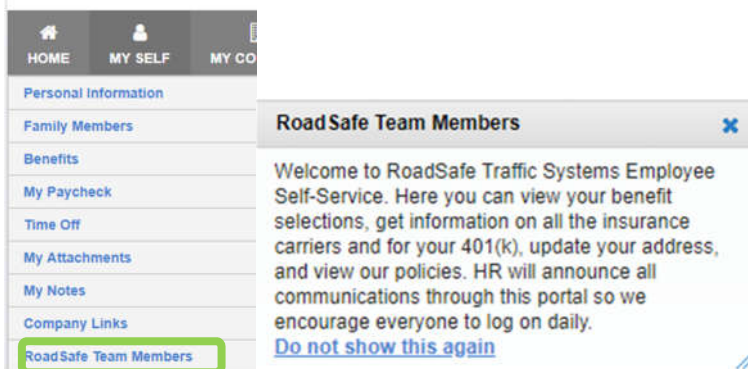

RoadSafe Team Members

Clicking the RoadSafe Team Members link will bring a pop up box with an important message for employees to note.

The MY COMPANY Tab

The Company Directory is found here and searchable for employees.