

USER GUIDE

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.

Forgotten Password

You have forgotten your password. Self-Service will attempt to verify who you are. If the information you enter verifies with the information on file, your password will be sent to the email address on file. Please enter all of the following information, then click the Verify button.

First Name:

Last Name:

Birth Date:
 * (mm/dd/yyyy)

Social Security Number: **(Include dashes for SSN and SIN)**
 * (E.g. xxx-xx-xxxx) *

Verify

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.

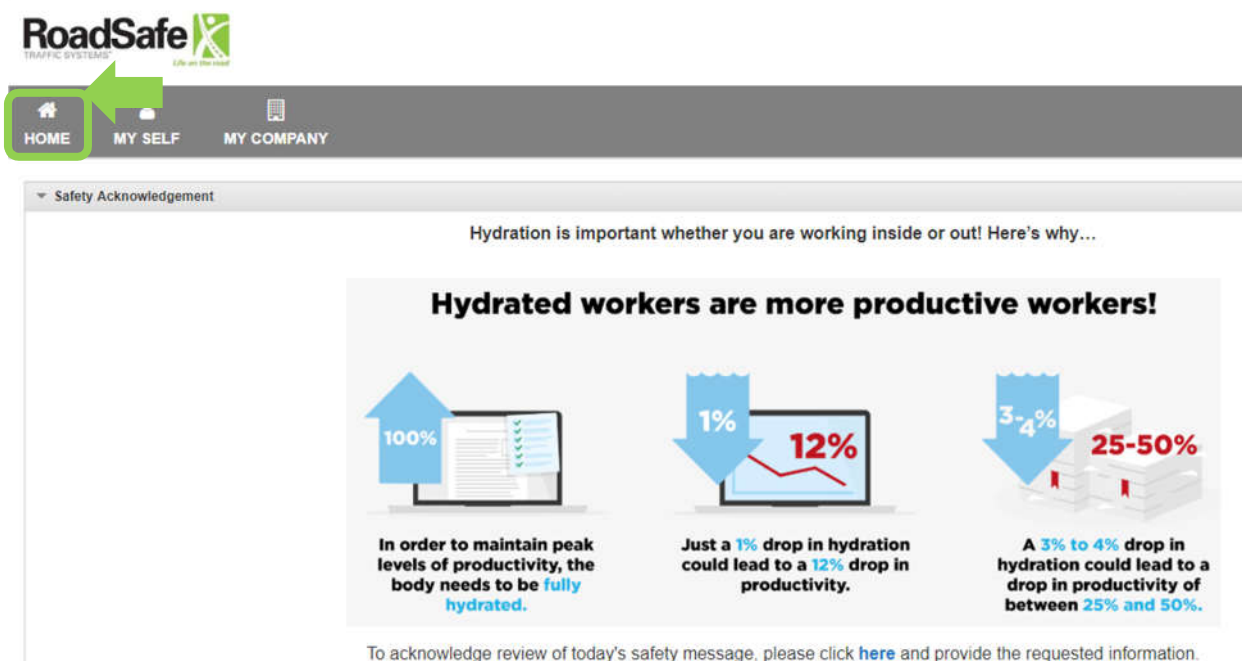
The employee will receive a temporary password and the Self-Service link.

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.



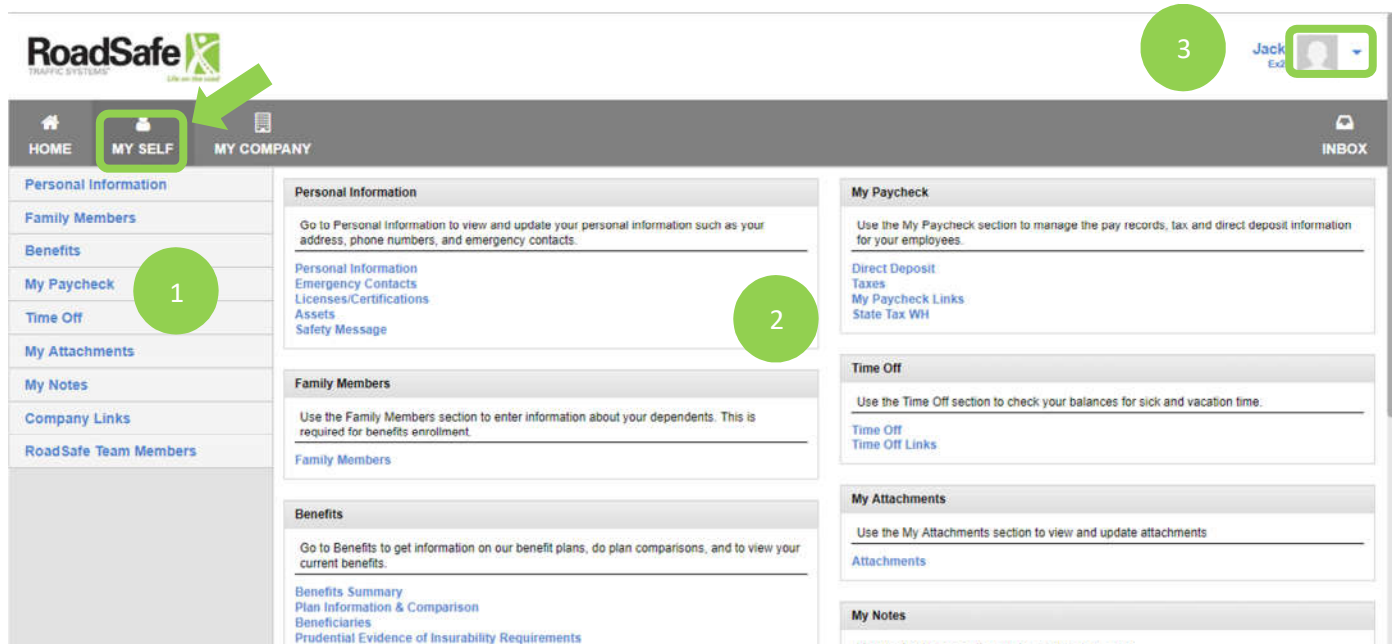
The screenshot displays the RoadSafe employee portal. At the top left is the RoadSafe logo. Below it is a navigation bar with three tabs: HOME (highlighted with a green box and a green arrow), MY SELF, and MY COMPANY. Below the navigation bar is a section titled "Safety Acknowledgement". Inside this section, there is a message: "Hydration is important whether you are working inside or out! Here's why...". Below this message is a graphic titled "Hydrated workers are more productive workers!". The graphic contains three columns of information:

Hydration Level	Productivity Impact
100% (fully hydrated)	Peak levels of productivity
1% drop in hydration	12% drop in productivity
3-4% drop in hydration	25-50% drop in productivity

At the bottom of the graphic, it states: "In order to maintain peak levels of productivity, the body needs to be fully hydrated." Below the graphic, there is a link: "To acknowledge review of today's safety message, please click [here](#) and provide the requested information."

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.



The screenshot displays the RoadSafe Employee User Interface. The top navigation bar includes 'HOME', 'MY SELF' (highlighted with a green box and arrow), and 'MY COMPANY'. The left sidebar lists various sections: 'Personal Information', 'Family Members', 'Benefits', 'My Paycheck', 'Time Off', 'My Attachments', 'My Notes', 'Company Links', and 'RoadSafe Team Members'. The main content area is divided into three columns: 'Personal Information', 'Family Members', and 'Benefits' on the left; 'My Paycheck', 'Time Off', 'My Attachments', and 'My Notes' on the right. A green circle with the number 1 points to the 'MY SELF' tab, a green circle with the number 2 points to the 'Personal Information' section in the main content area, and a green circle with the number 3 points to the user profile dropdown menu in the top right corner.

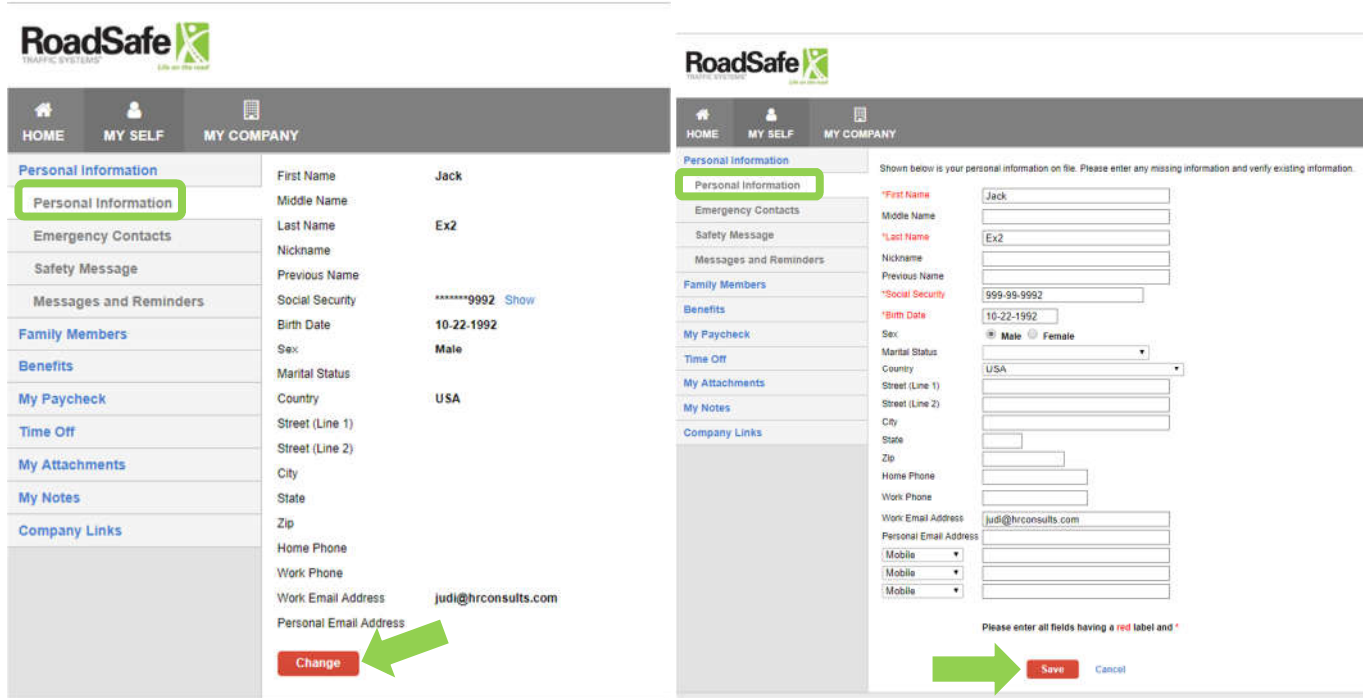
EMPLOYEE USER GUIDE

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.



The image displays two screenshots of the RoadSafe employee portal interface. The left screenshot shows the 'Personal Information' tab selected in the sidebar, with a 'Change' button at the bottom. The right screenshot shows the 'Personal Information' form with fields for First Name, Middle Name, Last Name, Nickname, Previous Name, Social Security, Birth Date, Sex, Marital Status, Country, Street, City, State, Zip, Home Phone, Work Phone, Work Email Address, and Personal Email Address. A 'Save' button is at the bottom right.

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.

EMPLOYEE USER GUIDE

Emergency Contact

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

RoadSafe
TRAFFIC SYSTEMS

HOME MY SELF MY COMPANY

Personal Information
Emergency Contacts
Safety Message
Messages and Reminders
Family Members
Benefits
My Paycheck
Time Off
My Attachments
My Notes
Company Links

Action	Name	Relationship
Change Delete	Jani	Spouse

New

Personal Information
Emergency Contacts
Safety Message
Messages and Reminders
Family Members
Benefits
My Paycheck
Time Off
My Attachments
My Notes
Company Links

*Name
*Relationship
Home Phone
Work Phone
Cell Phone
Save Changes Cancel
Please enter all fields having a red label and *

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.

RoadSafe
TRAFFIC SYSTEMS

HOME MY SELF MY COMPANY

Safety Acknowledgement

Hydration is important whether you are working inside or out! Here's why...

Hydrated workers are more productive workers!

100% In order to maintain peak levels of productivity, the body needs to be fully hydrated.

1% Just a 1% drop in hydration could lead to a 12% drop in productivity.

3-4% A 3% to 4% drop in hydration could lead to a drop in productivity of between 25% and 50%.

To acknowledge review of today's safety message, please click [here](#) and provide the requested information.

Quick Links
You have not added any links yet
Add Link

Facebook Page
RoadSafe Traffic Systems Inc.
Like Page
Be the first of your friends to like this

Action	I have read and reviewed today's message	Topic of Safety Message
View Change Delete	Yes	Hydration
View Change Delete	Yes	Stop Work Authority

New

Personal Information
Emergency Contacts
Safety Message
Messages and Reminders
Family Members
Benefits
My Paycheck
Time Off
My Attachments
My Notes
Company Links

To confirm review of the Safety Message, select the **New** button.

EMPLOYEE USER GUIDE



MY COMPANY REPORTING BENEFITS

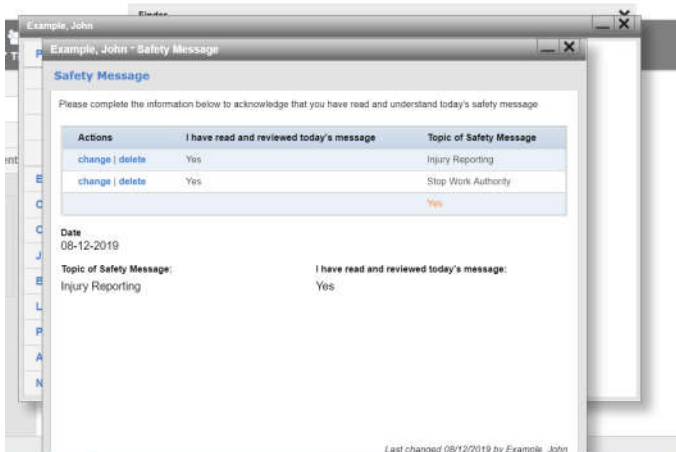
Date: 8/12/2019

Topic of Safety Message: Injury Reporting

I have read and reviewed today's message: Yes

Save Cancel

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.



Example, John - Safety Message

Please complete the information below to acknowledge that you have read and understand today's safety message

Actions	I have read and reviewed today's message	Topic of Safety Message
change delete	Yes	Injury Reporting
change delete	Yes	Stop Work Authority

Date: 08-12-2019

Topic of Safety Message: Injury Reporting

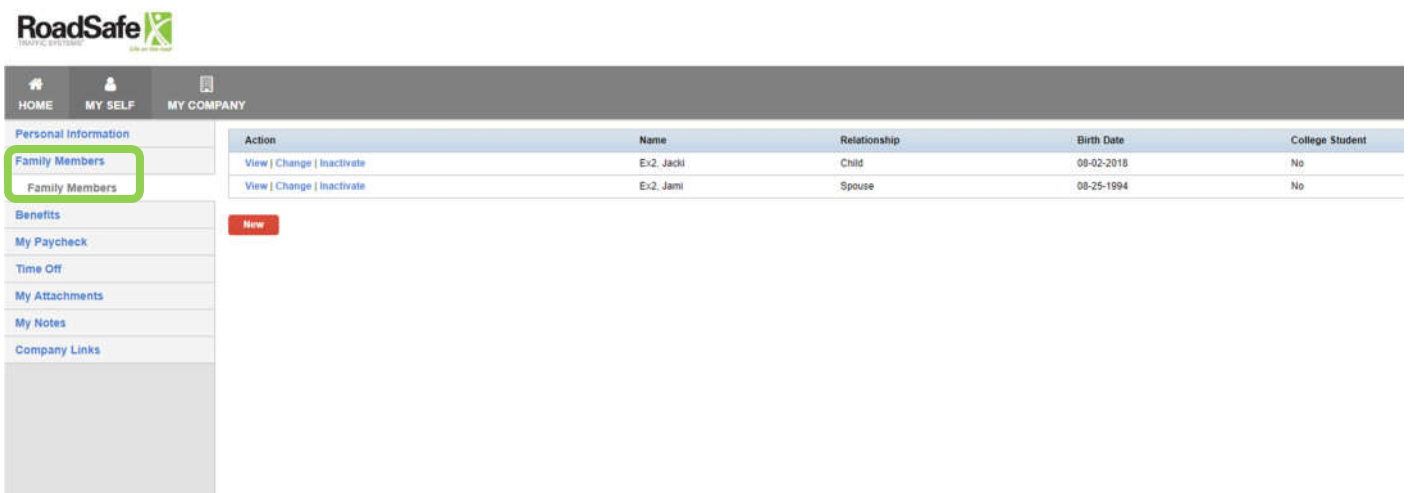
I have read and reviewed today's message: Yes

(Last changed 08/12/2019 by Example, John)

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.



RoadSafe TRAFFIC SYSTEMS

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Family Members

Benefits

My Paycheck

Time Off

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My Notes

Company Links

Action	Name	Relationship	Birth Date	College Student
View Change Inactivate	Ex2, Jacki	Child	08-02-2018	No
View Change Inactivate	Ex2, Jami	Spouse	08-25-1994	No

New

EMPLOYEE USER GUIDE

Benefits

Under this tab employees can manage their benefits, providers, and beneficiaries.

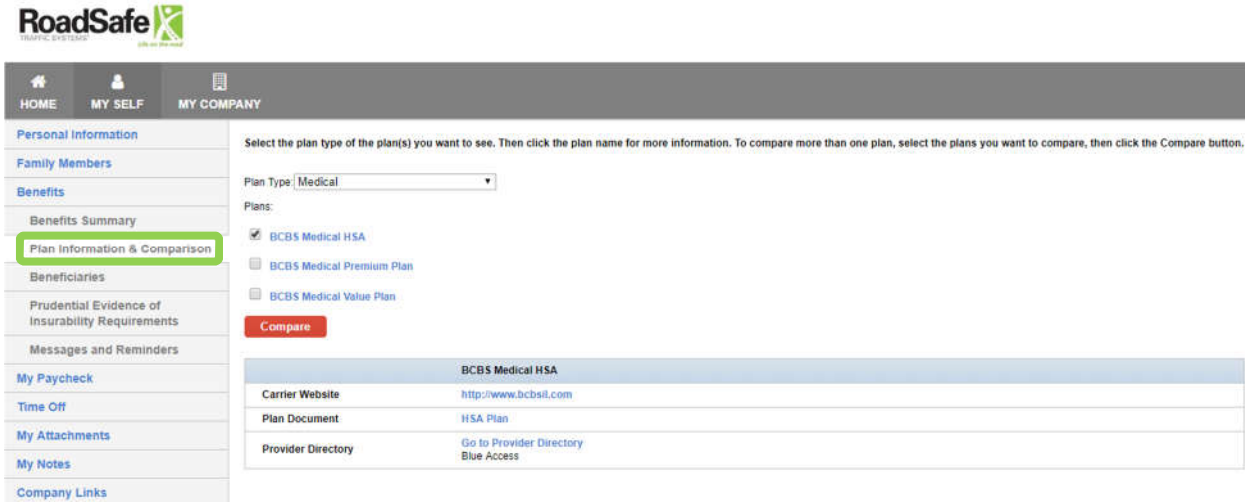
The **Benefits Summary** tab displays the employees current benefit elections.

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.

EMPLOYEE USER GUIDE

Note: Some changes to benefits will require HR approval and must be accompanied by proper documentation for any qualifying event.

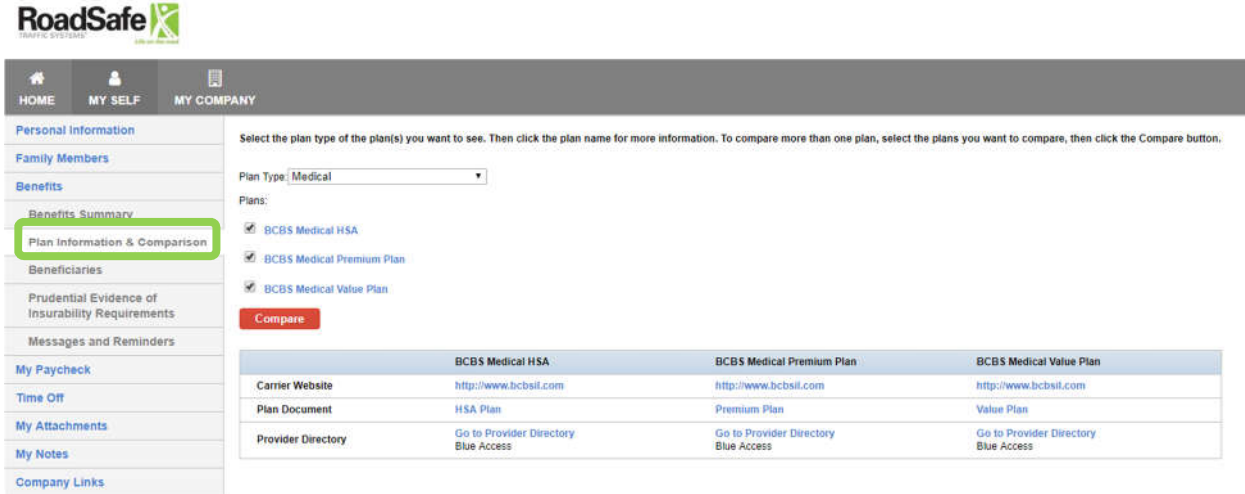
The **Plan Information & Comparison** tab displays benefit details. Carrier links and plan documents can be accessed with the click of a button.



The screenshot shows the RoadSafe employee portal interface. The left sidebar contains a navigation menu with the following items: Personal Information, Family Members, Benefits, Benefits Summary, Plan Information & Comparison (highlighted with a green box), Beneficiaries, Prudential Evidence of Insurability Requirements, Messages and Reminders, My Paycheck, Time Off, My Attachments, My Notes, and Company Links. The main content area displays instructions: "Select the plan type of the plan(s) you want to see. Then click the plan name for more information. To compare more than one plan, select the plans you want to compare, then click the Compare button." Below this, there is a dropdown menu for "Plan Type" set to "Medical". Under "Plans:", three options are listed: ☒ BCBS Medical HSA, ☐ BCBS Medical Premium Plan, and ☐ BCBS Medical Value Plan. A red "Compare" button is visible. Below the plans list, a table displays details for the selected "BCBS Medical HSA" plan.

BCBS Medical HSA	
Carrier Website	http://www.bcbstl.com
Plan Document	HSA Plan
Provider Directory	Go to Provider Directory Blue Access

Plan comparison information can be shown at a glance.

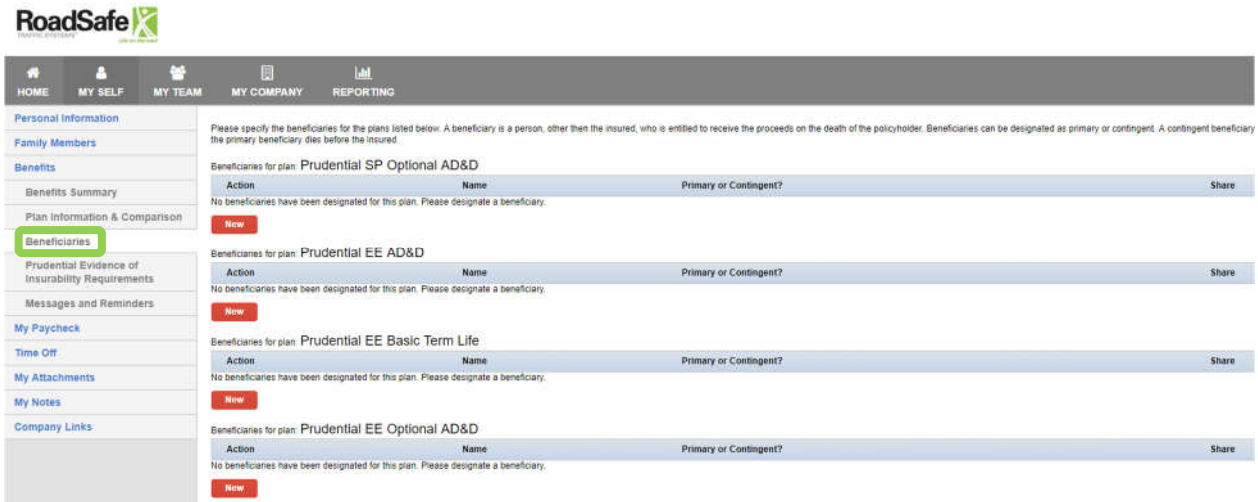


This screenshot shows the same RoadSafe employee portal interface, but with three plans selected for comparison: ☒ BCBS Medical HSA, ☒ BCBS Medical Premium Plan, and ☒ BCBS Medical Value Plan. The red "Compare" button is still present. Below the plans list, a table displays details for all three selected plans side-by-side.

	BCBS Medical HSA	BCBS Medical Premium Plan	BCBS Medical Value Plan
Carrier Website	http://www.bcbstl.com	http://www.bcbstl.com	http://www.bcbstl.com
Plan Document	HSA Plan	Premium Plan	Value Plan
Provider Directory	Go to Provider Directory Blue Access	Go to Provider Directory Blue Access	Go to Provider Directory Blue Access

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



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HOME MY SELF MY TEAM MY COMPANY REPORTING

Personal Information
Family Members
Benefits
Benefits Summary
Plan Information & Comparison
Beneficiaries
Prudential Evidence of Insurability Requirements
Messages and Reminders
My Paycheck
Time Off
My Attachments
My Notes
Company Links

Please specify the beneficiaries for the plans listed below. A beneficiary is a person, other than the insured, who is entitled to receive the proceeds on the death of the policyholder. Beneficiaries can be designated as primary or contingent. A contingent beneficiary the primary beneficiary dies before the insured.

Beneficiaries for plan: Prudential SP Optional AD&D

Action	Name	Primary or Contingent?	Share
No beneficiaries have been designated for this plan. Please designate a beneficiary.			

New

Beneficiaries for plan: Prudential EE AD&D

Action	Name	Primary or Contingent?	Share
No beneficiaries have been designated for this plan. Please designate a beneficiary.			

New

Beneficiaries for plan: Prudential EE Basic Term Life

Action	Name	Primary or Contingent?	Share
No beneficiaries have been designated for this plan. Please designate a beneficiary.			

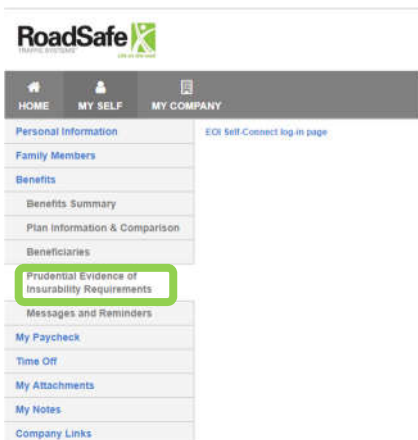
New

Beneficiaries for plan: Prudential EE Optional AD&D

Action	Name	Primary or Contingent?	Share
No beneficiaries have been designated for this plan. Please designate a beneficiary.			

New

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



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Personal Information
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Benefits
Benefits Summary
Plan Information & Comparison
Beneficiaries
Prudential Evidence of Insurability Requirements
Messages and Reminders
My Paycheck
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Company Links

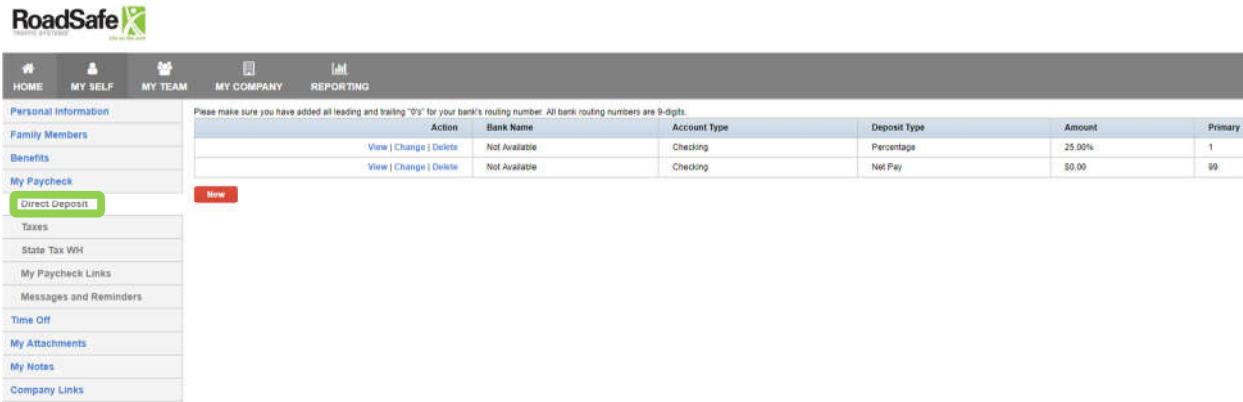
EOI Self-Connect log-in page

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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.



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Family Members

Benefits

My Paycheck

Direct Deposit

Taxes

State Tax WH

My Paycheck Links

Messages and Reminders

Time Off

My Attachments

My Notes


Company Links

Please make sure you have added all leading and trailing "0's" for your bank's routing number. All bank routing numbers are 9-digits.

Action	Bank Name	Account Type	Deposit Type	Amount	Primary
View Change Delete	Not Available	Checking	Percentage	25.00%	1
View Change Delete	Not Available	Checking	Net Pay	\$0.00	99

[New](#)

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



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HOME MY SELF RECRUITING MY TEAM MY COMPANY REPORTING

Personal Information

Family Members

Benefits

My Paycheck

Direct Deposit

Taxes

State Tax WH

My Paycheck Links

Messages and Reminders

Time Off

My Attachments

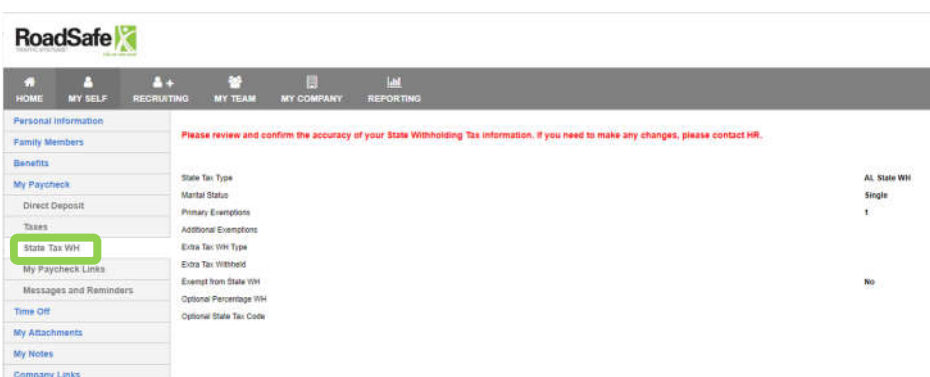
My Notes

Company Links

Please make sure your deductions are accurate.

Action	Tax	Tax Type	Filing Status	Primary Exemptions
View Change	Federal Income Tax	Federal	Single	1

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.



RoadSafe TRAFFIC SYSTEMS

HOME MY SELF RECRUITING MY TEAM MY COMPANY REPORTING

Personal Information

Family Members

Benefits

My Paycheck

Direct Deposit

Taxes

State Tax WH

My Paycheck Links

Messages and Reminders

Time Off

My Attachments

My Notes

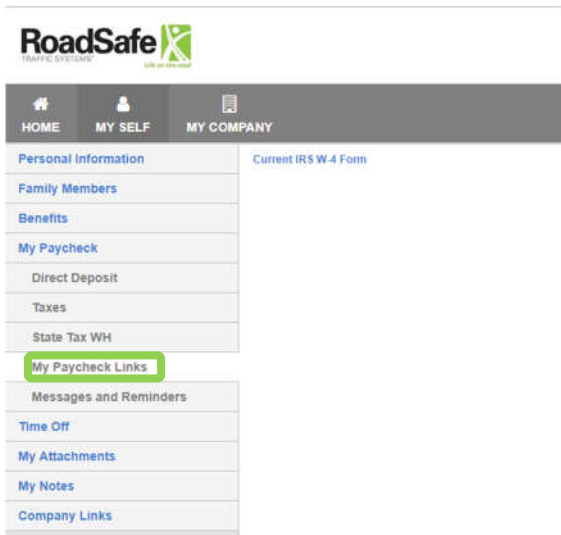
Company Links

Please review and confirm the accuracy of your State Withholding Tax information. If you need to make any changes, please contact HR.

State Tax Type	AL State WH
Marital Status	Single
Primary Exemptions	1
Additional Exemptions	
Extra Tax WH Type	
Extra Tax Withheld	
Exempt from State WH	No
Optional Percentage WH	
Optional State Tax Code	

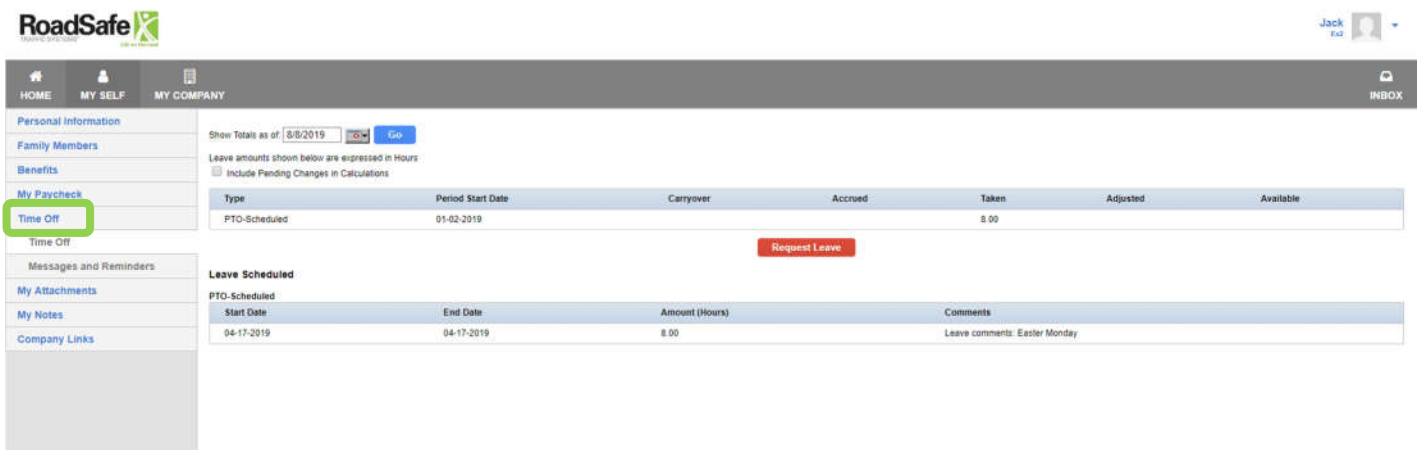
EMPLOYEE USER GUIDE

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.



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The screenshot shows the RoadSafe employee portal interface. On the left is a navigation menu with links: Personal Information, Family Members, Benefits, My Paycheck, Time Off (highlighted), Messages and Reminders, My Attachments, My Notes, and Company Links. The main content area is the 'Time Off' request form. It includes a 'Leave Type' dropdown menu set to 'PTO-Scheduled', 'Start Date' and 'End Date' fields both set to 8/8/2019, an 'Amount (Hours)' input field, and a 'Comment' text area. At the bottom right of the form are 'Submit Request' and 'Cancel' buttons.

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.

A close-up of the 'Leave Type' dropdown menu. The options listed are: PTO-Scheduled (selected), PTO-Unscheduled, Bereavement Leave, and Jury Duty.

Time off requests stay pending until the supervisor approves it.

Show Totals as of: 8/30/2019

Leave information is not available as of the entered date.

Request Leave

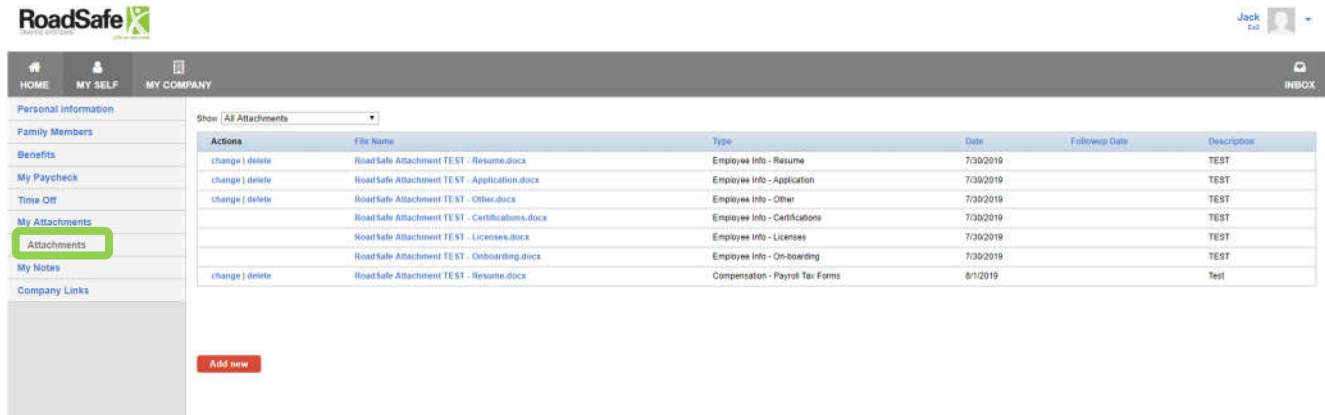
Pending Leave Requests

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

EMPLOYEE USER GUIDE

My Attachments

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



My Attachments

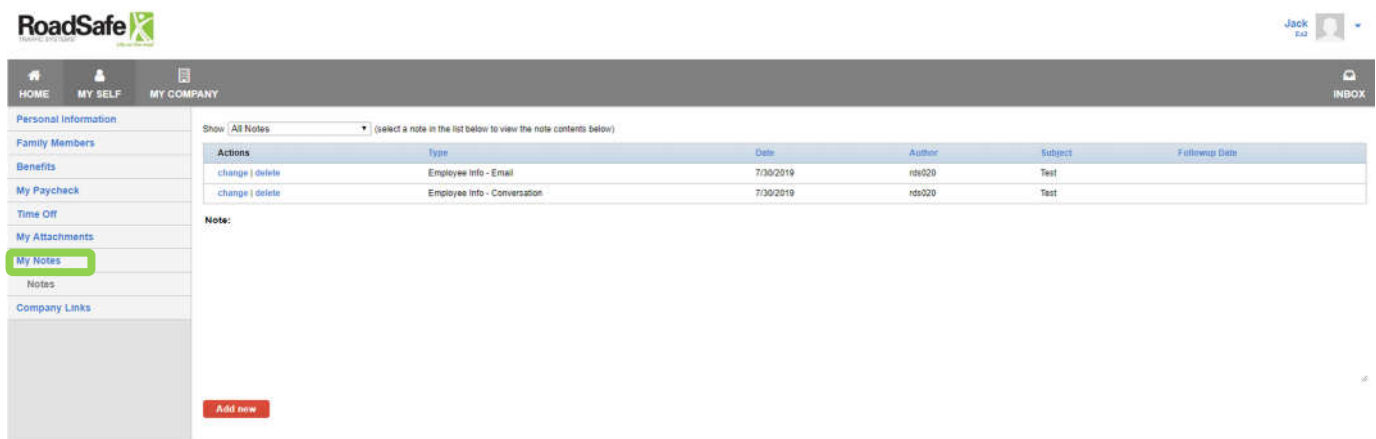
Show: All Attachments

Actions	File Name	Type	Date	Followup Date	Description
change delete	RoadSafe Attachment TEST - Resume.docx	Employee Info - Resume	7/30/2019		TEST
change delete	RoadSafe Attachment TEST - Application.docx	Employee Info - Application	7/30/2019		TEST
change delete	RoadSafe Attachment TEST - Other.docx	Employee Info - Other	7/30/2019		TEST
	RoadSafe Attachment TEST - Certifications.docx	Employee Info - Certifications	7/30/2019		TEST
	RoadSafe Attachment TEST - Licenses.docx	Employee Info - Licenses	7/30/2019		TEST
	RoadSafe Attachment TEST - Onboarding.docx	Employee Info - On-boarding	7/30/2019		TEST
change delete	RoadSafe Attachment TEST - Resume.docx	Compensation - Payroll Tax Forms	8/1/2019		Test

[Add new](#)

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.



My Notes

Show: All Notes (select a note in the list below to view the note contents below)

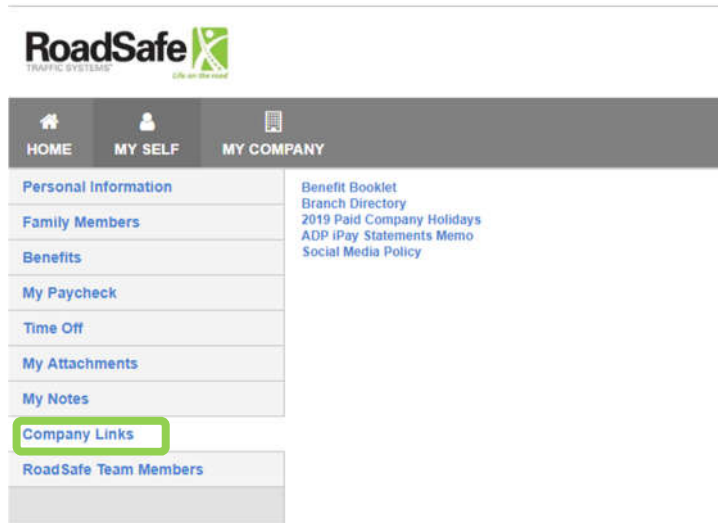
Actions	Type	Date	Author	Subject	Followup Date
change delete	Employee Info - Email	7/30/2019	rdv020	Test	
change delete	Employee Info - Conversation	7/30/2019	rdv020	Test	

Note:

[Add new](#)

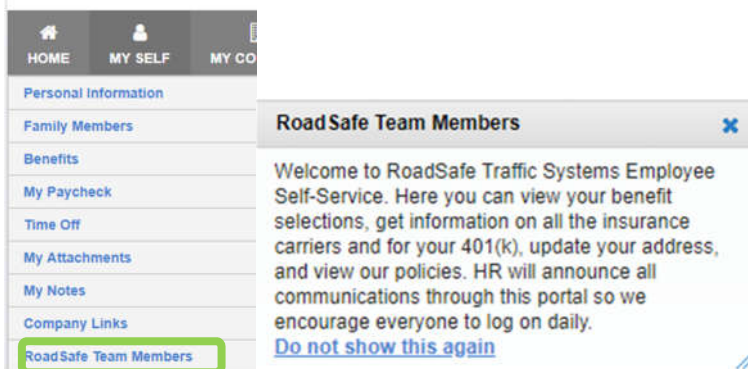
Company Links

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.

