

INTRODUCTION

Employee Self Service (ESS) is a web application that delivers a collaborative desktop-like experience. ESS makes it easy for you to clock in and out, request time off, and approve your time card in addition to view information about yourself, Benefits, in addition to a Company Directory. ESS allows you to manage and confirm your own data.

Please use the following as guide to Time and Attendance through Ascentis.

SCREENSHOTS

DIRECTIONS

Getting to the Ascentis Website

Go to the Ascentis Self-Service Website:

<https://selfservice.ascentis.com/SALFamily>

***Bookmark this page!

NOT SIGNED IN YET: Click on the link that says 'First time user? Sign up here.'

Forgot your username or password? Click on the "forgot username" or "forgot password" links. HR does not have to reset these.

For NEW Users ONLY

You will be required to confirm your identity with your first and last name, birth date and Social Security Number (enter the dashes). Once you enter this data successfully, the system displays your User ID and prompts you to create a password.

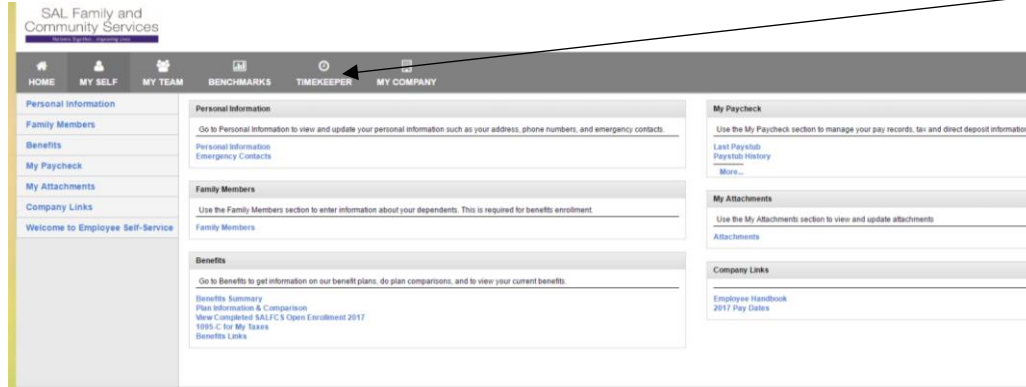
PASSWORD REQUIREMENTS:

The minimum length is six characters and must include a combination of letters and numbers. It is case sensitive.

Once you've created a password, the self-service login window appears again and you will use your User ID and password to sign in.

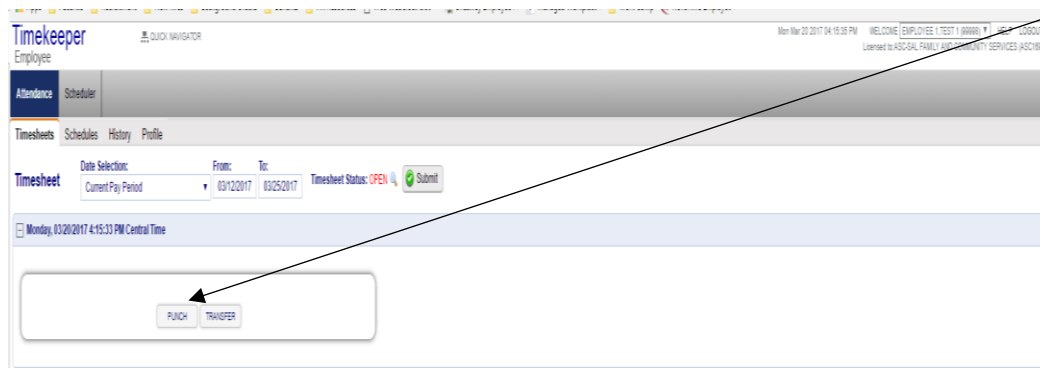
HOW TO CLOCK IN AND OUT and YOUR TIMESHEET

Time and Attendance



Click on “Timekeeper” on the main toolbar.

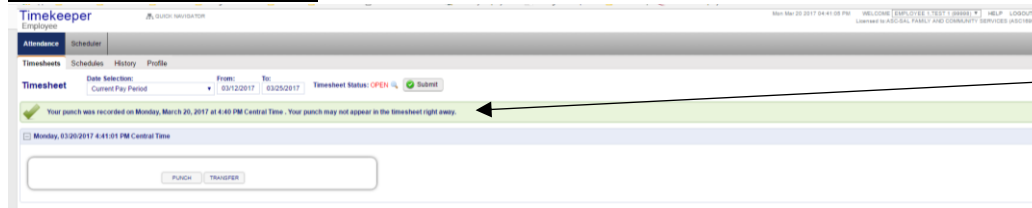
Timekeeper



After clicking on “Timekeeper,” you will click on the “punch” button to clock in or out as needed.

The accurate time is listed.

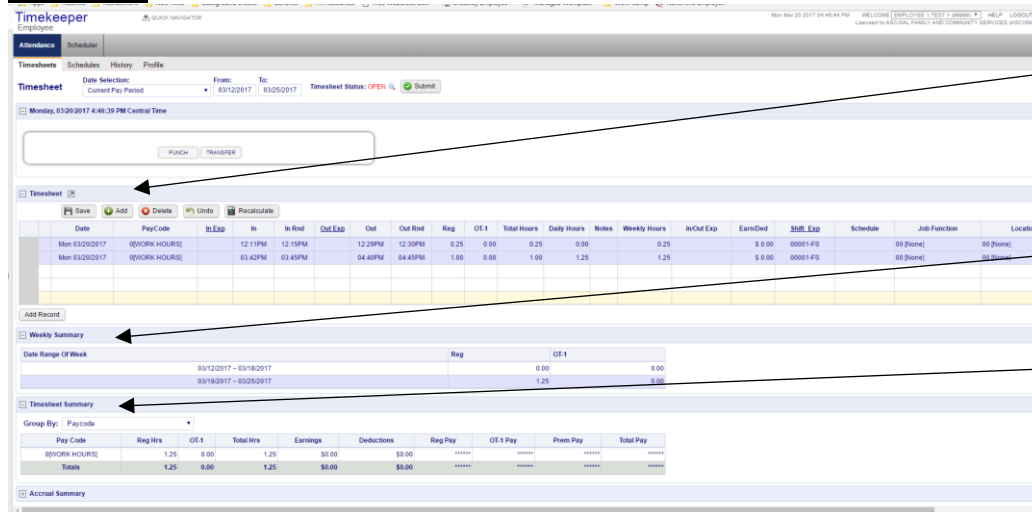
Confirming Time Punch



Once your time is punched, you will see the green bar the top confirming the punch time.

You will use the same button to clock in or out. Once done, close out of the window.

Timesheet



Under the time punch is the Timesheet. This is where you will be able to view all punches and hours worked in the pay period.

Below that is the Weekly Summary for the pay period.

And further down is the Timesheet Summary which includes a summary of hours worked, time takes as paid time off, overtime, etc.

If you have any questions or issues with Ascentis Employee Self-Service, please email humanresources@salfcs.org.

The website for ESS is: <https://selfservice.ascentis.com/SALFamily>

Missing a Punch?

Timekeeper

Employee: [Name]

Timesheet: [Date Range] Timesheet Status: OPEN

Monday, 03/20/2017 4:52:49 PM Central Time

Missed punch.

Pencil to begin note.

Enter information on missed punch and click "ok".

Date	PayCode	In Exp	In	In Rod	Out Exp	Out	Out Rod	Reg	OT-1	Total Hours	Daily Hours	Notes	Weekly Hours	In Out Exp	EarnDed	Shift Exp	Schedule	Job Function	Location
Mon 03/20/2017	(WORK HOURS)	12:11PM	12:11PM		12:29PM	12:29PM		0.25	0.00	0.25	0.00		0.25		\$ 0.00	00001-FS	00 (None)	00 (None)	
Mon 03/20/2017	(WORK HOURS)	04:42PM	04:42PM		04:45PM	04:45PM		1.00	0.00	1.00	0.00		1.25		\$ 0.00	00001-FS	00 (None)	00 (None)	
Mon 03/20/2017	(WORK HOURS)	04:51PM	04:51PM					0.00	0.00	0.00	0.00		1.25		\$ 0.00	00001-FS	00 (None)	00 (None)	

Notes:

OK Cancel

Weekly Summary

Date Range Of Week: 03/12/2017 - 03/18/2017

Reg: 0.00 OT-1: 0.00

03/19/2017 - 03/25/2017

1.25 0.00

Timesheet Summary

Group By: Paycode

Pay Code	Reg Hrs	OT-1	Total Hrs	Earnings	Deductions	Reg Pay	OT-1 Pay	Prem Pay	Total Pay
(WORK HOURS)	1.25	0.00	1.25	\$0.00	\$0.00				
Totals	1.25	0.00	1.25	\$0.00	\$0.00				

If you miss a punch, you will see a red box. To get this recorded and updated with the correct time, you will need to click on the pencil to the left of the line with the missed punch. Then enter a note.

The note needs to include what time the punch should have been for and why it was missed. This information will go to your Director.

Clock in Late and Need it Fixed?

Timekeeper

Employee: [Name]

Timesheet: [Date Range] Timesheet Status: OPEN

Monday, 03/20/2017 4:52:49 PM Central Time

Click that pencil and add a note that includes what time the punch should be for and why it was incorrect. This note goes straight to your Director who will update the punch for you.

Date	PayCode	In Exp	In	In Rod	Out Exp	Out	Out Rod	Reg	OT-1	Total Hours	Daily Hours	Notes	Weekly Hours	In Out Exp	EarnDed	Shift Exp	Schedule	Job Function	Location
Mon 03/20/2017	(WORK HOURS)	12:11PM	12:11PM		12:29PM	12:29PM		0.25	0.00	0.25	0.00		0.25		\$ 0.00	00001-FS	00 (None)	00 (None)	
Mon 03/20/2017	(WORK HOURS)	04:42PM	04:42PM		04:45PM	04:45PM		1.00	0.00	1.00	0.00		1.25		\$ 0.00	00001-FS	00 (None)	00 (None)	
Mon 03/20/2017	(WORK HOURS)	04:51PM	04:51PM					0.00	0.00	0.00	0.00		1.25		\$ 0.00	00001-FS	00 (None)	00 (None)	

Weekly Summary

Date Range Of Week: 03/12/2017 - 03/18/2017

Reg: 0.00 OT-1: 0.00

03/19/2017 - 03/25/2017

1.25 0.00

Timesheet Summary

Group By: Paycode

Pay Code	Reg Hrs	OT-1	Total Hrs	Earnings	Deductions	Reg Pay	OT-1 Pay	Prem Pay	Total Pay
(WORK HOURS)	1.25	0.00	1.25	\$0.00	\$0.00				
Totals	1.25	0.00	1.25	\$0.00	\$0.00				

Did you forget to clock in and remembered 15 minutes later? Still clock in and then click on the punch that needs to be edited. A pencil will appear on the left side.

Click that pencil and add a note that includes what time the punch should be for and why it was incorrect. This note goes straight to your Director who will update the punch for you.

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APPROVING YOUR TIMECARD

End of Pay Period

At the end of every pay period, you will need to submit and approve your timecard.

This should be done on the last day of work during the pay period. On Friday, clock out and then approve your time card. Any missed punches or inaccuracies should be fixed before then.

Approving your time card is required every single pay period!

Submitting the Timesheet

Timekeeper Employee

Attendance Scheduler History Profile

Timesheets Schedules History Profile

Date Selection: Current Pay Period From: 03/12/2017 To: 03/25/2017 Timesheet Status: OPEN Submit

Tuesday, 03/21/2017 8:56:34 AM Central Time

PUNCH TRANSFER

Save Add Delete Undo Recalculate

Date	PayCode	In Exp	In	In Rnd	Out Exp	Out	Out Rnd	Reg	OT-1	Total Hours	Daily Hours	Notes	Weekly Hours	In/Out Exp	Earn/Ded	Shift Exp
Mon 03/20/2017	0(WORK HOURS)		12:11PM	12:15PM		12:29PM	12:30PM	0.25	0.00	0.25	0.00		0.25		\$ 0.00	00001-FS
Mon 03/20/2017	0(WORK HOURS)		03:42PM	03:45PM		04:40PM	04:45PM	1.00	0.00	1.00	0.00		1.25		\$ 0.00	00001-FS
Mon 03/20/2017	0(WORK HOURS)	M-11	04:51PM	04:45PM				0.00	0.00	0.00	1.25		1.25	M-11	\$ 0.00	00001-FS

Add Record

Weekly Summary

Date Range Of Week: 03/12/2017 - 03/18/2017

Reg: 0.00 OT-1: 0.00

If verifying the hours in the current pay period and once all hours are verified correct, click on the “submit” button.

If it happens to be Monday and the new pay period has started, you will have to select the drop-down box and go to “last pay period”.

Timekeeper Employee

Attendance Scheduler History Profile

Timesheets Schedules History Profile

Date Selection: Current Pay Period From: 03/12/2017 To: 03/25/2017 Timesheet Status: OPEN Submit

Tuesday, 03/21/2017 8:56:34 AM Central Time

PUNCH TRANSFER

Save Add Delete Undo Recalculate

Date	PayCode	In Exp	In	In Rnd	Out Exp	Out	Out Rnd	Reg	OT-1	Total Hours	Daily Hours	Notes	Weekly Hours	In/Out Exp	Earn/Ded	Shift Exp
Mon 03/20/2017	0(WORK HOURS)		12:11PM	12:15PM		12:29PM	12:30PM	0.25	0.00	0.25	0.00		0.25		\$ 0.00	00001-FS
Mon 03/20/2017	0(WORK HOURS)		03:42PM	03:45PM		04:40PM	04:45PM	1.00	0.00	1.00	0.00		1.25		\$ 0.00	00001-FS
Mon 03/20/2017	0(WORK HOURS)	M-11	04:51PM	04:45PM				0.00	0.00	0.00	1.25		1.25	M-11	\$ 0.00	00001-FS

Add Record

Weekly Summary

Date Range Of Week: 03/12/2017 - 03/18/2017

Reg: 0.00 OT-1: 0.00

A message box will come up for you to verify all the hours represented are correct. You will then hit “submit timesheet”.

If you have any questions or issues with Ascentis Employee Self-Service, please email humanresources@salfcs.org.

The website for ESS is: <https://selfservice.ascentis.com/SALFamily>

PAID TIME OFF ACCRUALS AND REQUESTING TIME OFF

Accrual Summary

The screenshot shows the 'Timesheet Summary' section with a table of pay codes and their corresponding hours and earnings. Below it is the 'Accrual Summary' section, which is highlighted by an arrow. The 'Accrual Summary' table shows the current accrual status for each pay code.

Pay Code	Reg Hrs	OT-1	Total Hrs	Earnings	Deductions	Reg Pay	OT-1 Pay	Prem Pay	Total Pay
00(NON-HOURS)	1.25	0.00	1.25	\$0.00	\$0.00	*****	*****	*****	*****
Totals	1.25	0.00	1.25	\$0.00	\$0.00	*****	*****	*****	*****

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
.	.	.	.	0.00	0.00	.

Paid time off accruals will appear in summary form at the bottom of the Timesheet page.

This will include any paid time off you may have available to you.

Requesting Time Off

The screenshot shows the 'Scheduler' tab in the Timekeeper system. It displays a calendar view for the week of 03/12/2017 to 03/18/2017. A red box highlights the 'Requests' tab at the top, which is pointed to by an arrow. Below the calendar, there is a 'Timesheet Summary' section showing the current accrual status.

To request time off, click on "scheduler" and then "requests" at the top.

Requesting Time Off

The screenshot shows the 'Requests' form in the Timekeeper system. It includes fields for 'Name This Request', 'Select Request Type', 'Select Start Date', 'Select End Date', and 'Notes'. There is a 'Step 2: Define Hours' section with a table for editing hours. The 'Step 3: Review & Submit' section shows the current balance and available balance. A blue box highlights the 'Request ID' and 'Description' fields in the 'Time Off History' table.

Request ID	Description	Date Submitted	Days Requested	Request Status	Supervisor	Date Approved	Available Actions
2	PTO (02/20/2017-02/20/2017)	02/23/2017 10:30:01 AM	1	Pending			1 2 3
1	PTO (02/23/2017-02/23/2017)	02/23/2017 10:27:28 AM	1	Pending			1 2 3

Enter the appropriate information for the time off request to include: name of request, type of request (click on drop-down box), and dates you need off.

The available balance will calculate based on your current accrual and hours requested off.

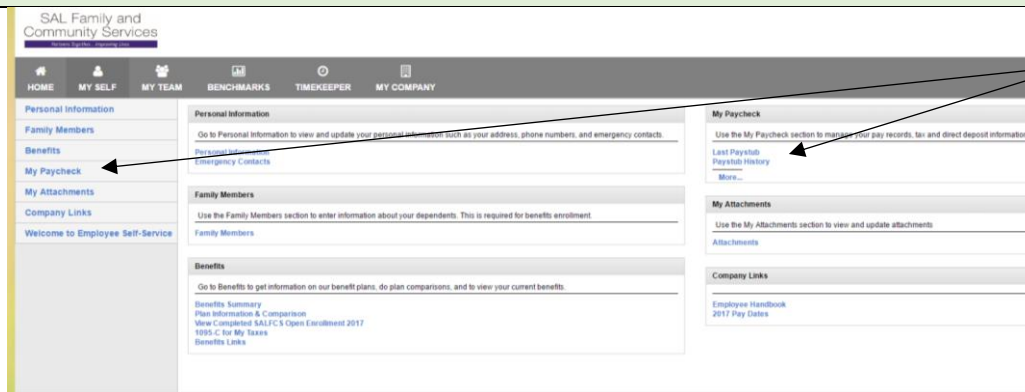
Once all the information is correct, click "save and submit." It will then go to your Director for review.

To change the number of hours you need off, click on the box and edit the number of hours. Uncheck the box and enter the start and end time of the partial-day time off request.

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MY PAYCHECK



“My Paycheck” will include your paystub history, direct deposit and tax info, and a paycheck simulator.

Paystub History

72 pay stubs found on 8 page(s).

[Search](#)

Check Number	Check Date	Period	Amount	
5021	06/29/2012	06/10 to 06/23/2012	855.75	
4947	06/15/2012	05/27 to 06/09/2012	794.38	
4923	06/01/2012	05/13 to 05/26/2012	840.15	
4899	05/18/2012	04/29 to 05/12/2012	794.38	
4876	05/04/2012	04/15 to 04/28/2012	840.14	
100034	04/20/2012	04/01 to 04/14/2012	791.11	
100027	04/06/2012	03/18 to 03/31/2012	836.88	
100020	03/23/2012	03/04 to 03/17/2012	791.11	
100013	03/09/2012	02/19 to 03/03/2012	836.89	
100006	02/24/2012	02/05 to 02/18/2012	791.11	

The paystub history section will include all paystubs. You are able to click on the “check number” to view a quick summary or click on the PDF and view/download a copy of your paystubs.

Direct Deposit Information

This is the list of direct deposits that will be taken in the order specified below. Your payroll will be distributed into these accounts.

[Add or Edit an Account for Direct Deposit](#)

DIR DEP

Transit Number 121122676
Account Type Checking
Account Number #*****1613
Amount \$150.00

DIR DEP

Transit Number 121122676
Account Type Checking
Account Number #*****1316
Amount \$25.00

DIR DEP

Transit Number 121122676

You can view your direct deposit information from here and request any changes you would like to make electronically.

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Federal and State Tax Information

Pay & Taxes

My Self
My Family
My Benefits
My Paycheck
Last Payroll
Pay Stub History
Direct Deposit
Pay & Taxes
Paycheck Simulator
W-2 Forms
Administration
Messages
Company Holiday List
Company Links

Pay Information

Pay Period Salary 3,653.84
Annual Salary 94,999.92
Monthly Salary 7,916.66
Hourly Rate 45.6731
Pay Frequency Bi-weekly
Standard Hours 8.00
Pay Period Hours 80.00
Hire Date 11/01/2000
Employment type Regular Employee, Salary, Full Time

Current Tax Withholding

Home Location Pennsylvania
Work Location Pennsylvania

	Federal	State	Local
Marital Status	Married	Married	Married
Allowances	2	2	2
Tax Adjustment	Additional \$0.00	None	None

Submit new tax withholdings

From the Pay & Taxes section, you will be able to view your hire date, employment type, and your current federal and state tax withholding.

Should you want to make changes to your tax withholdings, simply click on the “submit new tax withholdings” and request the changes.

Paycheck Simulator

SAL Family and Community Services
Myself, My Family, My Paycheck, My Paycheck Simulator

HOME MY SELF MY TEAM BENCHMARKS TIMEKEEPER MY COMPANY

Paycheck Simulator

Personal Information
Family Members
Benefits
My Paycheck
Last Payroll
Pay Stub History
Direct Deposit
Pay & Taxes
Paycheck Simulator
W-2 Forms
Administration
Messages
My Attachments
Company Links

What if I move?
What if I change my tax withholdings?
What if my earnings change?

Calculate Reset Values

Go to more advanced simulator options

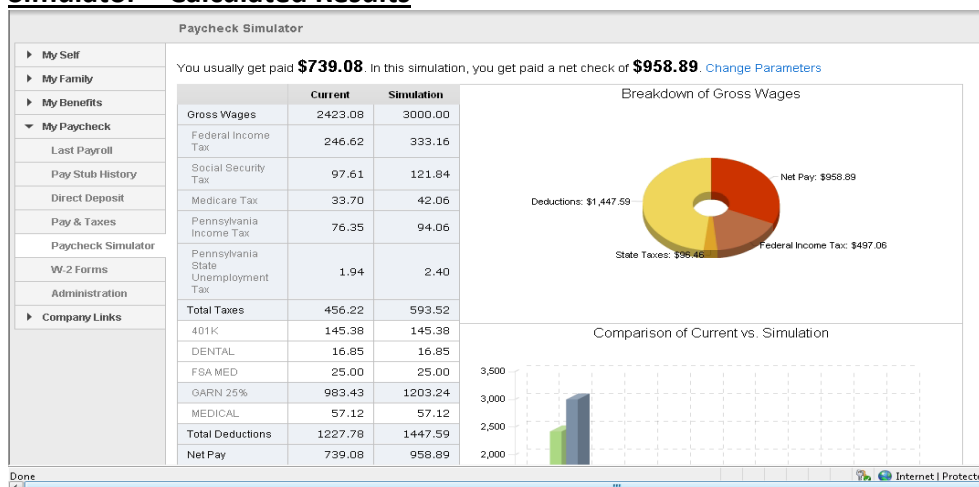
Privacy | Terms of use

The Paycheck Simulator provides you with some preset tabs you can move through to simulate changes in your pay such as wage increases, tax setting changes or even changes in your payroll deductions.

You can use the advanced simulator for more options.

****Please note that this is only a *simulator* and will not change anything until you submit any changes in the appropriate manner.

Simulator – Calculated Results



When you click the calculate button on the Paycheck Simulator, the system will provide you with results including some visual examples of the breakdown in your wages and a comparison with your current settings versus your simulated changes.

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The website for ESS is: <https://selfservice.ascentis.com/SALFamily>

W-2 Forms

W-2 Forms for Year 2012

My Self

My Family

My Benefits

My Paycheck

Last Payroll

Pay Stub History

Direct Deposit

Pay & Taxes

Paycheck Simulator

W-2 Forms

Administration

Messages

Company Holidays

2012 (Current) Select Year

Form	Description
W-2, Copy C	This copy is for your own records.
W-2, Copies B & 2	These copies are for filing your federal, state, or local tax returns.
Reconciliation	Details on how your W-2 Wages are calculated from your Gross Earnings.

You can view and print your W-2 forms at any time from here. We advise you to print and save Copy C for your records.

These are your W-2 forms as originally issued on 12/05/2012. If you have received a revised W-2c from your employer, please use the W-2c when filing your tax return in addition to these.

The W-2 Forms feature provides you access to your current and historical W-2's. First select the Year you want to access and then choose the copy you want to look at or print.

These will start appearing in January of 2018 for calendar year 2017.

Messages

Messages

My Self

My Family

My Benefits

My Paycheck

Last Payroll

Pay Stub History

Direct Deposit

Pay & Taxes

Paycheck Simulator

W-2 Forms

Administration

Messages

Company Holidays

From	Subject	Received	
Employee Self Service	First check on Ascentis	05/13/2013 02:43 PM	Delete
Employee Self Service	Year End	12/17/2012 09:46 AM	Delete
Employee Self Service	Company Picnic	11/08/2012 08:07 AM	Delete
Employee Self Service	Name & Address	08/09/2012 01:19 PM	Delete

Click on a message above to view its content.

The messages feature allows you to read any messages related to your my Paycheck account such as notifications of new pay statements to view, newly published W-2's to access, or messages generated from the Payroll or HR Administrator.

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