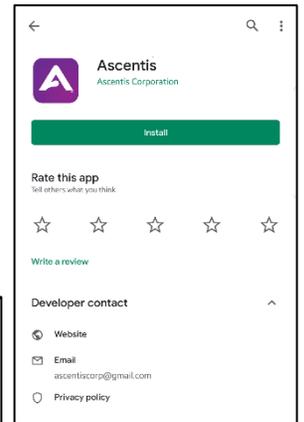**Ascentis Mobile App Instructions**

1. Install the Ascentis app from the app store on your phone.
2. Once downloaded, click "open".
   a. Answer the questions regarding security. This is required to use the app.
   b. You may allow or deny the following questions as you see fit.

3. The Ascentis login page will appear. Enter the following information.
   a. Client ID: SALFamily
   b. Login ID: first initial and last full name
      • The username you enter into Ascentis Employee Self-Service every day to clock in/out
   c. The password is the same password you use to login to Ascentis Employee Self-Service every day.
   d. Click next.
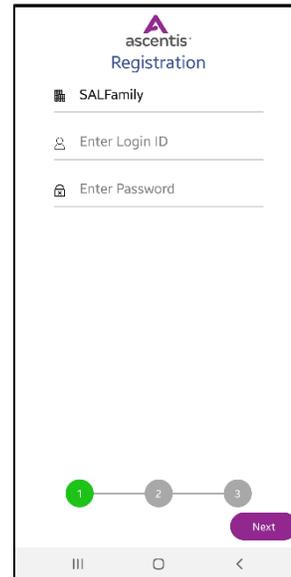
4. You will then need to register your device. The easiest way is to choose your mobile phone number text option.
   a. Once you get the code, enter it in on the app.
5. The first page to come up will include the pay period summary, time off balances (forecasted, not actual), and your last paycheck info.
6. To access your timesheet, click on "view dashboard" under "Pay Period Summary."
   a. To submit your timesheet, there is a "submit" button on the bottom right.
   b. If you would like to set the Dashboard to be the page the app opens up to, then you can select that in the "settings" through the app.
      • Access settings by clicking in the top left corner.
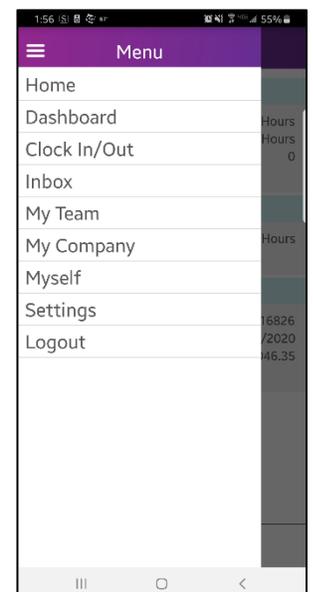
7. There is also more you can do from the app for yourself. If you click on the 3-line, hamburger icon on the top, left corner, the drop-down box will include the ability to manage your time-off requests, accruals, access the company directory under "my company," view your pay stubs, etc.
   a. Please note that you **_cannot_** clock in or out with the app.
      • There are *few* exceptions to this which directors and HR have approved for employees who frequently travel off-site.

Have questions? Contact payroll@salfcs.org.