

Accessing Pay Stubs in Ascentis

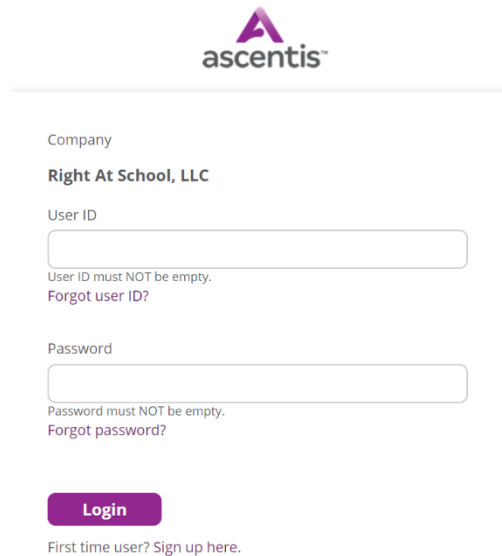
1.) Login to Ascentis Employee Self Service

Link: www.rightatschool.com/employee-login

Use your Ascentis username and password to login

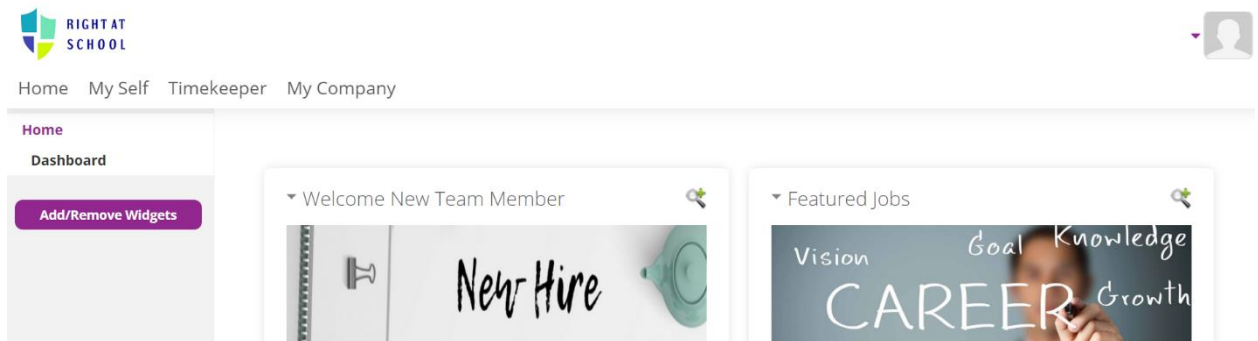
- If you don't remember your User ID, click the "Forgot user ID?" link
- If you forgot your password, click the "Forgot password?" link
- If you had never logged into Ascentis before, follow the "First time user? Sign up here" link
- If you tried all of the options above and you STILL cannot login, please reach out to HRAdmin@rightatschool.com or **submit an Ask Here ticket in Paycom**

- **EMAIL AND ASK HERE IS A LAST RESORT ONLY



The Ascentis login form features the Ascentis logo at the top. Below it, the company name "Right At School, LLC" is displayed. The form includes input fields for "User ID" and "Password", each with a "Forgot" link below it. A "Login" button is positioned below the password field, and a link for "First time user? Sign up here." is at the bottom.

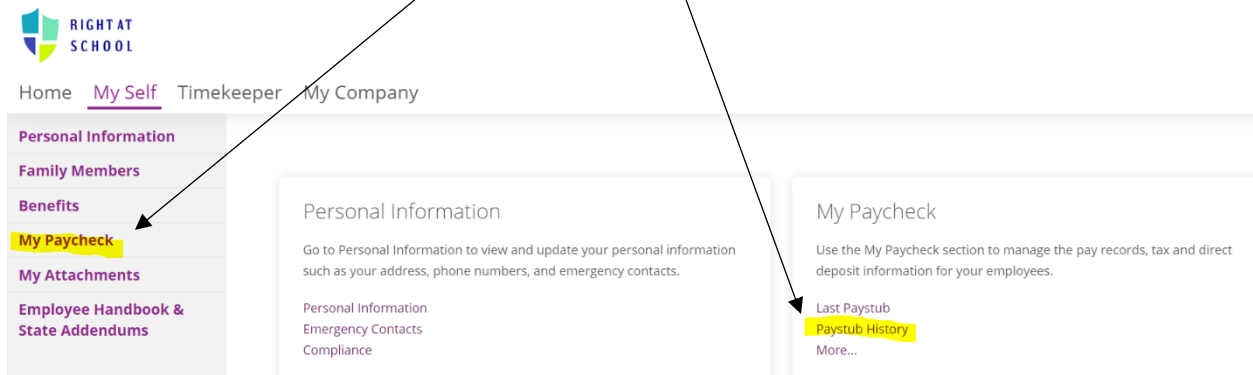
2.) Once you are into the system, you'll be taken to either your Home Page (shown below) or the My Self tab:



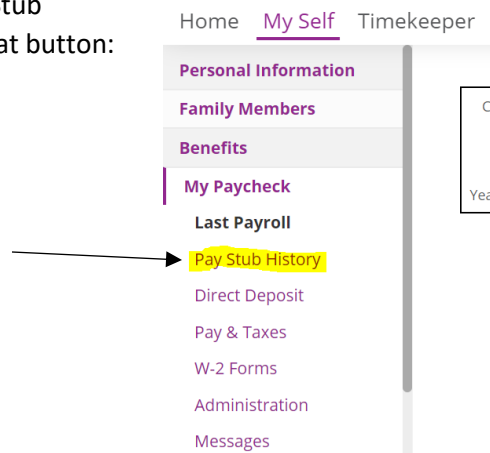
2.) Click on My Self at the top of the screen:



4.) Once here, click on “My Paycheck” or “Pay Stub History,” both highlighted below:












If you clicked “My Paycheck” you will navigate to the “Pay Stub History” tab on the left-hand side of the screen and click that button:



5.) On this screen, you’ll see all of your pay stub history, including your check date, the pay period, the check amount (test account below) and a PDF button:

25 pay stubs found on 3 page(s).

Search

Check Number	Check Date	Period	Amount	
74647	03/27/2020	03/08 to 03/21/2020	1,234.56	
73190	03/13/2020	02/23 to 03/07/2020	123.45	
71703	02/28/2020	02/09 to 02/22/2020	1,234.56	
70289	02/14/2020	01/26 to 02/08/2020	123.45	
68742	01/31/2020	01/12 to 01/25/2020	1,234.56	
67298	01/17/2020	12/29 to 01/11/2020	123.45	
65901	01/03/2020	12/15 to 12/28/2019	1,234.56	
64392	12/20/2019	12/01 to 12/14/2019	123.45	
62967	12/06/2019	11/17 to 11/30/2019	1,234.56	

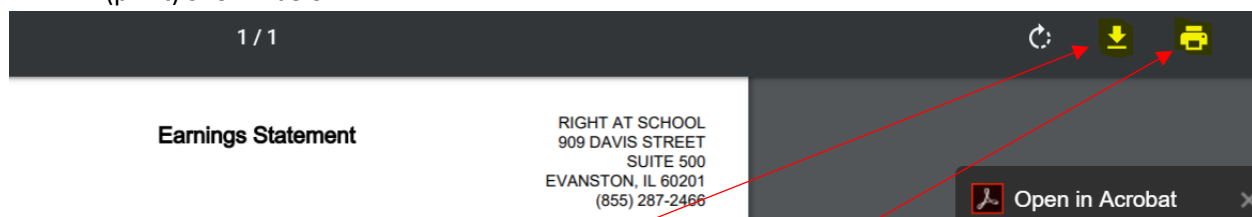
Arrows point from the text above to the 'Pay Stub History' tab and the PDF icon in the first row of the table.

6.) Once here, click on the PDF button shown on the right-hand side of each check

7.) This will bring up your check stub in a new window:

Earnings Statement				RIGHT AT SCHOOL 909 DAVIS STREET SUITE 500 EVANSTON, IL 60201 (855) 287-2466			
First Name Last Name		Check No.	10001	Tax Withholding Info:			
ADDRESS LINE ONE		Check Date	03/27/2020	Fed S.			
ADDRESS LINE TWO		Pay Period	03/08 to 03/21/20	ST 0, 0			
CITY, STATE ZIP CODE		Employee No.	30000				
		SSN	000-00-0000				
		Pay Basis	Hourly				
Pay Stub Summary							
	Gross Pay	Pre-Tax Deductions	Gross Less Pre-Tax	Less Taxes	Less Deductions	Other	Net Pay
Current	1,234.56	0.00	1,234.56	300.00			934.56
Y-T-D	1,234.56	0.00	1,234.56	300.00			934.56
Net Pay Distribution			Available Balances				
Direct Deposit			Beginning Balance				
Checking #*****0000			859.56	Vacation	0		0
Savings #*****0000			75.00	Sick	0		0
Total Current Net Pay			934.56				
The net amount is 100% direct deposit.							
Earnings							
TOTAL EARNINGS AND HOURS SHOWN HERE							
Total Earnings							
Other Non-Earnings Pays							
Deductions							
		Current	Y-T-D	Limit			
DEDUCTIONS							
DEDUCTIONS SHOWN HERE							
Taxes							

8.) In the top right corner of the PDF, you can either click the down arrow (download) or the printer (print) shown below:



9.) At this point, you can either SAVE your Pay Stub, or PRINT your pay stub.

10.) Repeat steps with each pay stub you'd like to SAVE or PRINT.

Trouble downloading? You may have a pop-up blocker installed on your device. This is not something Payroll, HR, or Right at School IT can assist you with. Please Google how to fix this or contact your Manager for additional help.