Accessing Pay Stubs in Ascentis
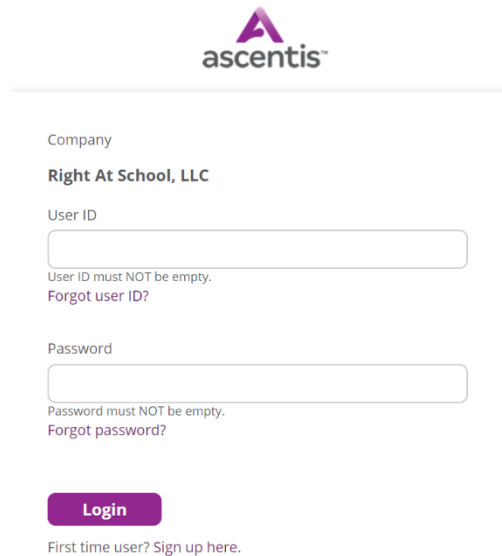
1.) Login to Ascentis Employee Self Service
Link: www.rightatschool.com/employee-login

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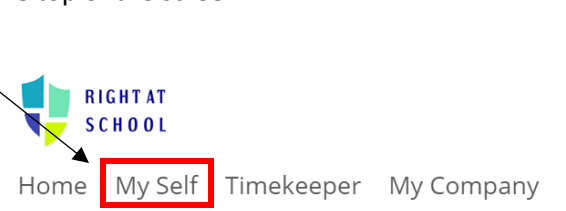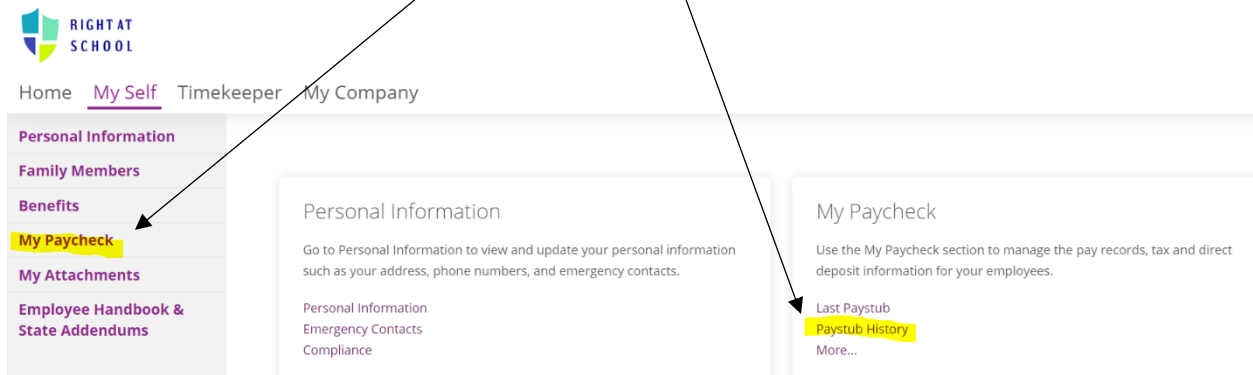 - **EMAIL AND ASK HERE IS A LAST RESORT ONLY

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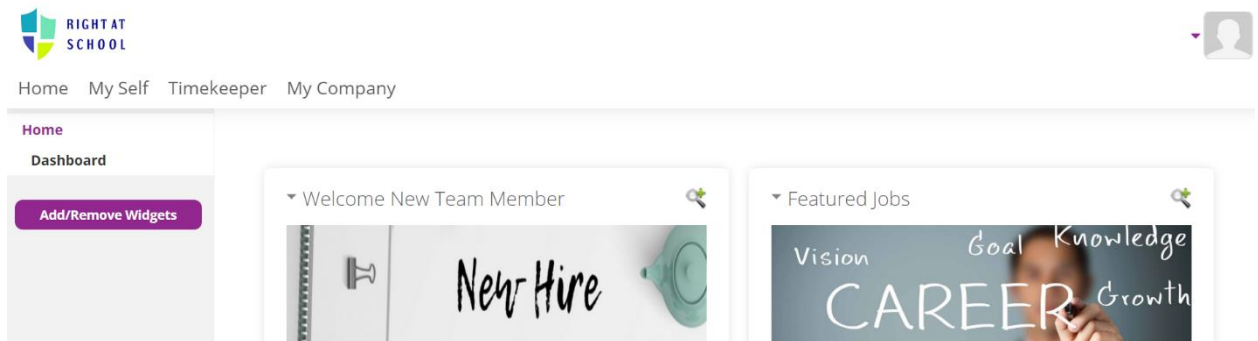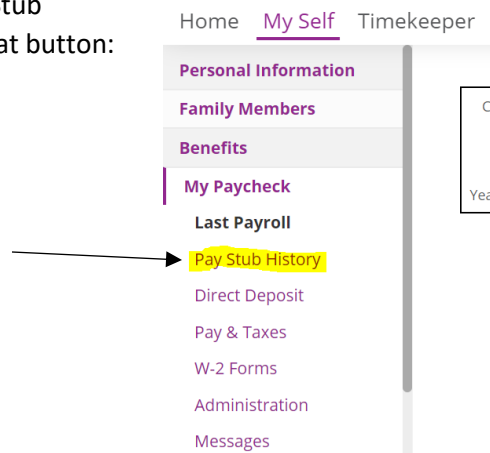

2.) Click on My Self at the top of the screen:

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:

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	📄

25 pay stubs found on 3 page(s).
Search

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 ADDRESS LINE ONE ADDRESS LINE TWO CITY, STATE ZIP CODE | Check No. Check Date Pay Period Employee No. SSN Pay Basis | 10001 03/27/2020 03/08 to 03/21/20 30000 000-00-0000 Hourly | Tax Withholding Info: Fed S, ST 0, 0 |

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	Accrued	Taken	Ending 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:
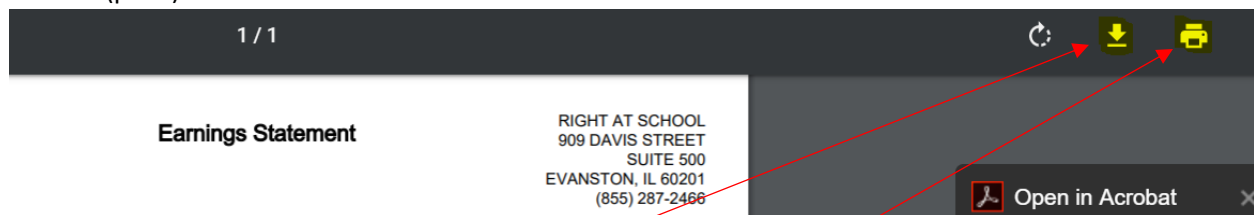
9.) At this point, you can either SAVE your Pay Stub, or PRINT your pay stub.
10.) Repeat steps with each pay stub you'd like to SAVE or PRINT.

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.