

# How do I pull old pay stubs from Ascentis?

If you are an active Right at School employee who was paid by Right at School prior to 4/10/20, some of your pay stubs will still be located in your Employee Self-Service Portal in Ascentis. Please follow the instructions below to obtain those specific pay stubs.

If you are looking for a pay stub after 3/27/20, please see the section ["Where can I find my electronic paystub & how do I print it?"](#)

Link to Ascentis Employee Self-Service: [www.rightatschool.com/employee-login](http://www.rightatschool.com/employee-login)

## Accessing Pay Stubs in Ascentis

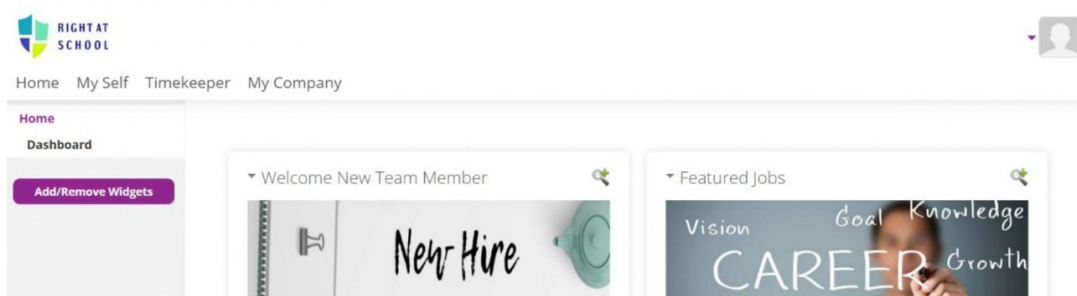
1.) Login to Ascentis Employee Self Service

Link: [www.rightatschool.com/employee-login](http://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](mailto: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:

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	Accrued	Taken	Ending Balance
Checking #*****0000		859.56	Vacation	0			0
Savings #*****0000		75.00	Sick	0			0
<b>Total Current Net Pay</b>		<b>934.56</b>					
The net amount is 100% direct deposit.							
Earnings							
TOTAL EARNINGS AND HOURS SHOWN HERE							
<b>Total Earnings</b>							
Other Non-Earnings Pays							
Deductions							
		Current	Y-T-D	Limit			
<b>DEDUCTIONS</b>							
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.**